



JAMES MADISON UNIVERSITY

# HORIZONS

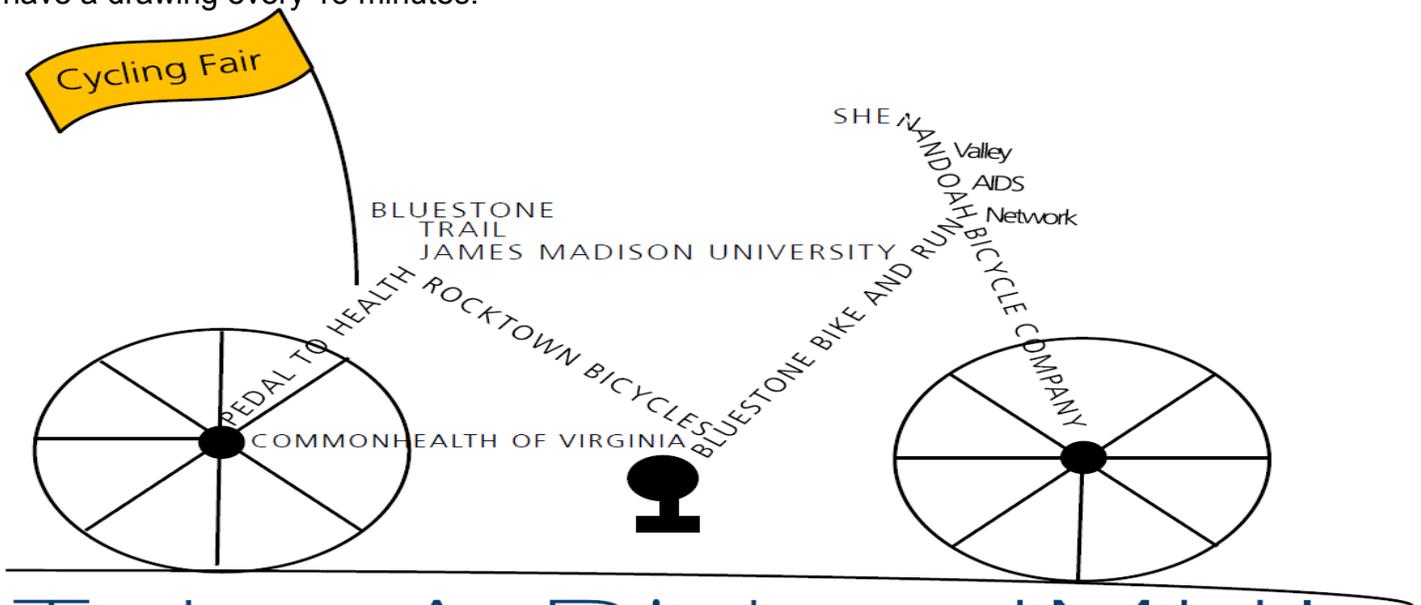
September 2015

## We're Looking forward to seeing you at *Take a Ride, JMU*

JMU faculty and staff are invited to attend "Take a Ride, JMU" – a cycling fair featuring experts on buying a bike or helmet, where to ride, health benefits of riding, and bike safety. This will be the first event we have had like this and we hope to make it an exciting afternoon!

Take A Ride, JMU will be held on **Thursday September 24<sup>th</sup> 11:00 a.m.– 2:00 p.m.** The event will be held outside at Newman Lake right off the Bluestone Bike Trail (near Port Republic Rd). In the event of rain, we will move the fun to the Pathways Training Center (bottom floor of Wine Price Building).

The event is geared toward employees to create excitement and encouragement regarding cycling! Vendors will be on site with bikes, accessories, helmets, etc... to showcase during the event. Our hope is that faculty & staff will have the opportunity to stop by and learn about cycling, purchasing a bike and/or maintaining their current bike, as well as be able to look at different bikes, helmets, and accessories. We will also have a drawing for some cool cycling gear for those who take part in the event; we will have a drawing every 15 minutes!



# Take A Ride, JMU!

Sept. 24 // Newman Lake // 11am-2pm

Rain location: Pathways Room, Basement of Wine Price

## Payroll Dollars and Sense

### Mailing Address in MyMadison (Employee Tab)

Payroll Services would like to remind employees to check their mailing address in MyMadison by December 31<sup>st</sup>, under the Employee Tab, to ensure timely delivery of their W-2 document in January. Payroll Services will not mail W-2 documents to mail stop codes, JMU departments, JMU student PO boxes or to the JMU designated zip code of 22807 due to the confidential nature of the information contained in the document.

It only takes a minute to verify your address in MyMadison, but it may take the mail up to two weeks to return a W-2 document with an incorrect or invalid address. Reissue W-2 requests will be prepared on a weekly basis starting Monday, February 8, 2016.

**NOTE:** Student employees may need to update their mailing address under the Employee Tab for payroll purposes and under the Student Tab for other student related year-end documents.

### Payments to Non-Residents

Please keep in mind that having a social security number does NOT equal U.S. citizenship... just because a foreign individual has a U.S. Social Security Number does not automatically mean that JMU can pay them for services. Before making a formal commitment to bring a foreign national to campus, the sponsoring department must determine whether it is legal to pay them, is the payment subject to tax, and what policies and procedures must be followed.

Please reference Payments to Short-Term Foreign National Visitors for detailed instructions and information.

Questions may be directed to Sherry Willis, Payroll Operations Manager, 540/568-8034 or willissl@jmu.edu.



### 2015 Classified Employee Performance Evaluations due September 30<sup>th</sup>

The annual performance cycle for non-probationary, classified employees runs October 25 through October 24 of the following year. The completed **Annual Performance Evaluation Form** is due in Human Resources, MSC 7009, no later than Wednesday, September 30, 2015.

Supervisors should also attach the employee's completed **Individual Professional Development Plan (IPDP)** to the evaluation form.

**Please note:** If rating an employee as an overall Extraordinary Contributor or **Below Contributor**, the **Acknowledgment of Extraordinary Contribution** or **Notice of Improvement Needed** (unless a Written Notice is on file) must be attached to the completed performance evaluation to support these overall ratings.

Please refer to the Performance Evaluation Process on **HR's website** for links to applicable forms, policies and process details.

Contact your **HR Consultant** with questions you may have regarding performance management and JMU's evaluation process.

## Free Flu Shot Program for the 2015-2016 Flu Season

State plan members may again take advantage of free flu shots this year at pharmacies participating in their health plan's network. COVA Care, COVA HDHP and COVA HealthAware members also may receive flu shots at no cost from network physicians' offices and other participating providers. Kaiser Permanente HMO members must go to a participating Kaiser medical center.

Visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) to find participating providers, questions and answers to your questions. Keep in mind that an appointment may be required.

A pharmacy must file in-network flu shot claims through its online system. If you are denied coverage for the flu shot, you should ask the pharmacist to call the telephone number on the back of your ID card. COVA Care and COVA HDHP ID cards have a Pharmacy Questions number, and COVA HealthAware cards show the Aetna Health Concierge number.

While you may receive a flu shot at a non-network pharmacy, coverage will be at the out-of-network benefit level. This means you will likely have to file the claim yourself and be balance billed for costs over the allowable charge.

### University Health Center Flu Vaccine Clinic

On October 14 and 15 from 8 a.m.-5 p.m. faculty, staff, and students may receive the flu vaccine provided by Maxim Health Systems. The cost is \$23 for the flu shot or \$40 for FluMist (ages 4-49). Flu shots will be covered fully with Aetna, Anthem, or Medicare Part B (FluMist not included).

Please bring your insurance card. Receipts may be provided for potential reimbursement from other health insurance providers (check with your insurance provider). Cash, check, and credit cards accepted. No JACard payments will be accepted.

**October 14** Highlands Room of the Festival Conference Center

**October 15** Urgent Care entrance of the University Health Center



### University Health Center Pharmacy and Over-the-Counter Items for Faculty/Staff

The University Health Center Pharmacy now has over-the-counter items for faculty/staff. Please bring your JACard to make purchases. Located on the first floor of the Student Success Center. Stop in to see our limited variety and affordable prices.

## 2015 Virginia Retirement System Member Benefit Profiles

You're on the right road to move forward. Plan for tomorrow, today.

The Virginia Retirement System Member Benefit Profile (MBP) is an annual benefit statement based on information reported to VRS as of June 30. It provides account balance information, retirement eligibility and eligibility for other benefits such as group life insurance and the health insurance credit.

To view your Member Benefit Profile, log in or create a secure [myVRS](#) account. To learn more about your annual benefit statement, visit [About Your Member Benefit Profile](#).

Note: The MBP is not available to employees covered under the Hybrid Retirement Plan. Hybrid employees may view their account balance in [myVRS](#).

### Adverse Weather Conditions

The university generally maintains a regular schedule during adverse weather conditions, however, there are times the university may close or limit its services based on severe weather or other emergencies. How faculty and staff absences should be handled during adverse weather are common questions. The following information maybe helpful in these situations.

When the university closes, appropriate announcements will be made to the following:

- JMU Weather Line (540) 433-5300
- JMU radio station 1610AM
- JMU's homepage
- Area radio and television stations
- JMU's Office of Public Safety, who is responsible for the Emergency Notification System announcements.  
Text and email alerts are initiated through MyMadison

Contact the [Leave Coordinator](#) if you have questions about the Holiday Schedule and Official University Closings.



**Human Resources is dedicated to customer service, a positive approach to change and the pursuit of excellence that promotes university and individual success.**

## Greetings from the newly formed Staff Emeriti Association!

The Staff Emeriti Association (SEA) is a JMU sponsored pilot project under the guidance of Diane Yerian, Director of Human Resources. We are a multifaceted organization open to all retired full-time classified employees, who have been granted Emerita or Emeritus status by the JMU President. The organization provides an opportunity for Staff Emeriti to continue association with colleagues and to maintain ties to the University. The SEA is a professional and social organization that encourages the interaction of Staff Emeriti through a wide variety of activities. A Steering Committee was formed early this year to regularly meet, establish goals and plan events. Committee members are: Christina Updike (chair), Mike Lam, Nancy Dove, Gail May and Mary Lynne Smith.

The SEA has a website ([www.jmu.edu/staffemeriti/](http://www.jmu.edu/staffemeriti/)) where information on our events, meeting minutes, a photo gallery, and a link to the recently revised Policy #1318-Emeritus Staff (<http://www.jmu.edu/JMUpolicy/policies/1318.shtml>) are posted. The Emeritus Staff Policy, which was established in April 2008, defines eligibility, status, privileges, and nomination procedures for the designation.

Today there are 122 retired staff who received the Staff Emeriti designation and are eligible for membership in the JMU SEA. Currently over 50% have attended events or responded positively to being a part of this active group. We continue to reach out and encourage interaction of Staff Emeriti through luncheon meetings, special interest groups and trips to cultural programs. Our kickoff event in April was a reception and gallery talk at the JMU Lisanby Gallery for the “Dolly Madison: The First, First Lady” exhibition. This successful event was followed by an outing in June to Cross Keys Vineyard for a great evening of fellowship, music, and wine tasting. We are looking forward to a very active fall and winter. A few of the events being considered are attending a JMU football game or women’s basketball game as a group, a visit to the planetarium for an evening of Fall and Winter skies and stars, and a joint event with the Faculty Emeriti Association. Visit our website for up-to-date information.

As more retired staff receive the Staff Emeriti designation, we look forward to growing the SEA and maintaining connections with each other and JMU! Any questions or for more information, email: [staffemeriti@jmu.edu](mailto:staffemeriti@jmu.edu).



# CAMPUS ENVIRONMENTAL STEWARDSHIP HIGHLIGHTS

By Amanda Bodle, Office of Environmental Stewardship and Sustainability

Members of the JMU community are invited to contribute to campus environmental stewardship goals, recognition, and engagement via the following new opportunities:

## Participate in Development of the Campus Environmental Stewardship Action Plan

The campus is developing the next Environmental Stewardship Action Plan (for 2016-2020), and the JMU community is invited to participate in the process. JMU community members are invited to propose ideas for feasibility studies by September 25, 2015. Further information and the proposal forms are available at <http://www.jmu.edu/stewardship/call-for-participation.shtml>.



## Submit Descriptions of Your Environmental Stewardship Activities

As part of an environmental stewardship progress report for 2011-2015, the Office of Environmental Stewardship and Sustainability is compiling examples of JMU's numerous environmental stewardship activities that have occurred between 2011 and 2015. Please submit a brief description of your environmental stewardship activities along with the participants, date, and the category you think best describes the activity (service, scholarship, learning, or citizenship) to [stewardship@jmu.edu](mailto:stewardship@jmu.edu) by October 1, 2015. Photos and videos are encouraged.

## Take the Campus Environmental Stewardship Tour

The Campus Environmental Stewardship Tour (<http://www.jmu.edu/stewardship/tour/>) features some of the sites on campus where facilities, environmental stewardship, and learning are interconnected. Select any of the numbered sites from the map or from the photo carousel to learn about the energy and environmental features of our facilities. By choosing "continue" at the end of a description, you will learn how the site is leveraged as a resource for education and/or how faculty and students contribute to Facilities Management's environmental stewardship efforts. Sample photos, videos, studies, student projects, and courses that engaged with the sites are also included.

## Learn about the Earth at the Sphere Theater

The Sphere Theater will have showings during Family Weekend. The newly renovated theater now holds an audience of 102 people. Visit on Friday, October 2 for a demonstration of this extraordinary educational technology. Demonstrations will begin at 11:30 AM, 12:00 PM, and 12:30 PM, but visitors are welcome to enter at any time.

**Training and Development** has been listening to our customers, and we understand how difficult it can be during your busiest times to get away from the office to attend workshops. In response to this challenge, we are launching two new workshop formats that are shorter yet still packed with great learning content. Our new **Maximizing Minutes** and **SuperShort** workshops will give our customers a professional development boost without a big time commitment. Maximizing Minutes workshops will be 90 minutes from start to finish, and SuperShorts will be a quick 60 minutes. We have content spanning all of our nine T & D Competency areas, and each short format workshop will come with a tip sheet for continuing your learning on your own or as part of another workshop experience. We can't wait to see you in a Maximizing Minutes or SuperShort workshop!



### **The Value The Value of Play (TD1934)**

We know that PLAY is important, even as commitments pull us away or guilt gnaws at us for indulging in fun. PLAY is important to individual success and living a happy life. This is true for children and for adults and college students, faculty and staff are no different. In the hustle of busy schedules, we have to teach people how to effectively PLAY in everyday life. This comes from engaging people at their core PLAY personality highlighted in Stuart Brown and Christopher Vaughn's Book, *Play: How it Shapes the Brain, Opens the Imagination, and Invigorates the Soul*. This book focuses on the science behind play including the neuroscience, biology, psychology and social science of play. We will help you take a PLAY inventory of yourself and explore ways you could use these ideas in your personal and professional life here at JMU. Come on out and PLAY on October 15, 2015!



## Winning With People (TD1832)

In the new age of business, people are quickly evolving into an organization's most valuable asset. More and more companies are recognizing that their employees are the heart of a companywide success. In order to influence your employees and colleagues, you cannot afford to overlook relationships.

The *Winning With People* workshop teaches principles that will equip you and your team to build and maintain strong, mutually-beneficial relationships.

Participants in this workshop will explore how to "Win With People" through the Five Key Questions:

- The Readiness Question: Are we prepared for relationships?
- The Connection Question: Are we willing to focus on others?
- The Trust Question: Can we build a mutual trust?
- The Investment Question: Are we willing to invest in relationships?
- The Synergy Question: Can we create a win-win relationship?



## MyMadison



Employee Personal Information in [MyMadison](#) is maintained by you. It is important to periodically update your information. Please check each link under the Employee tab, in the Employee Personal Information section to make sure everything is up to date.





## Back to School Safety

*Department of Risk Management*

### Use Extra Caution when School is in Session

As summer draws to a close, back-to-school season is in full effect. Remember to safely share the roads with school buses, pedestrians and bicyclists, and provide children with the necessary knowledge to stay safe at school.

Whether children walk, ride their bicycle or take the bus to school, it is extremely important that they - and the motorists around them - take proper safety precautions.

### School Buses are Students' Safest Mode of Transportation

Some 25 million students nationwide begin and end their day with a trip on a school bus. Designed for safety, with flashing lights, giant mirrors, high seat backs and that bright yellow color, school buses keep more than 17 million cars away from school buildings every day. School buses are the safest way to get to and from school. Riding a bus to school is 13 times safer than riding in the family vehicle and 10 times safer than walking.

### Backpack Safety: It's Time to Lighten the Load

When you move your child's backpack after he or she drops it at the door, does it feel like it contains 40 pounds of rocks? Maybe you've noticed your child struggling to put it on, bending forward while carrying it, or complaining of tingling or numbness.

If you've been concerned about the effects that extra weight might have on your child's still-growing body, your instincts are correct.

Backpacks that are too heavy can cause a lot of problems for kids, like back and shoulder pain, and poor posture. The problem has grabbed the attention of lawmakers in some states, who have pushed for legislation requiring school districts to lighten the load.

While we wait for solutions like digital textbooks to become widespread, there are things you can do to help prevent injury. While it's common these days to see children carrying as much as a quarter of their body weight, the American Chiropractic Association recommends a backpack weigh no more than 10 percent of a child's weight.

### Head Up, Phone Down When Headed Back to School

Back in 1995, children ages 5 to 9 were more at risk than any other age group under 19 for being struck by a vehicle while walking. The good news is, the death rate for kids of all ages in this category declined more than 50 percent in the last 20 years.

But there is much more work to be done. According to a study by SafeKids.org, 61 children are hit by cars every day in the United States, most often during the hours before and after school, and peaking in September. And, there has been a noticeable demographic shift. It is now much more likely a teenager will be hit by a car than his younger counterpart.

### Teen Drivers Are Inexperienced

When inexperience meets the road, crash risks increase. Practice builds experience and reduces risk. Learn more and get free resources at <https://youtu.be/SAJPyfoEQMc>

<http://www.nsc.org/act/events/Pages/keep-children-safe-at-school.aspx>