



## February HR Update

### **Holiday Reminder**

Friday, March 12 is a [university holiday](#)!

### **Floating Holiday for JMU**

Election Day, November 2, is now a generally recognized state holiday. Since November 2 occurs within JMU's fall academic calendar, instead of closing on November 2, the university has designated the state's Election Day holiday to be used as a floating holiday.

All classified employees and A&P faculty are granted 8.00 hours of Recognition Leave to use at their discretion, with supervisor approval. This floating holiday must be taken in the full 8.00 hour increment and will expire if not taken on or before Friday, December 31, 2021. Select the RL TAKEN option from the drop down menu in MyMadison.

### **Bereavement Leave is a New Leave Type**

All classified employees and A&P faculty are granted three days (24 hours) of Bereavement Leave each leave year to use following the loss of an immediate family member. Bereavement Leave can be taken to grieve an immediate family member's (defined as parent, spouse, or child) death, prepare for and attend the funeral, and/or attend to other immediate post-death matters.

Bereavement Leave can be taken in any increment, the minimum being .25 hour, and must be approved by a supervisor. Select the BL TAKEN option from the drop down menu in MyMadison.

### **Service Recognition Leave Benefit Reinstated**

April 2020, in response to the financial implications of COVID-19, the Governor's office implemented a hiring and compensation freeze, which included not awarding Service Recognition Leave for those employees with eligible 1, 3, 5, and subsequent 5-year anniversaries.

The university is pleased to announce that the [Service Recognition Leave](#) benefit has been re-instated, effective January 10, 2021.

Eligible classified employees and A&P faculty having a service anniversary date on or after January 10, 2021 will receive 40.00 hours of Service Recognition Leave on their eligible service anniversary date, to be used within 12 months.

The university has retroactively awarded Service Recognition Leave to classified employees and A&P faculty who had an eligible service anniversary date from April 23, 2020 - January 9, 2021. Those employees received 40.00 hours of Service Recognition Leave with an effective date of January 10, 2021, to be used by January 10, 2022.

**Contact [Reagan Neese](#), Leave Specialist, 540-568-3974, for guidance on these and other leave benefits.**

## **Benefits Broadcast**

Our goal with the Benefits Broadcast is to feature a specific benefit each month. This month's featured benefit is...

## **Shared Savings Incentive Program**

COVA Care, COVA HDHP, and COVA HealthAware members are eligible for the Shared Savings Incentive Program. These voluntary incentive programs offer cash rewards when you shop for better-value health care services. Many common medical services are shoppable, including mammograms, colonoscopies, MRIs, labs/bloodwork, and more.

For employees enrolled in the COVA Care Health Plan and the COVA High Deductible Health Plan, [SmartShopper](#) is the shared savings incentive program. So how does it work?

1. Your doctor recommends an eligible medical service.
2. Visit [www.cova.smartshopper.com](http://www.cova.smartshopper.com) to register for an account. Enter your Anthem ID as it is presented on your insurance card.

Call the SmartShopper Personal Assistant Team (PAT) at 1-844-277-8991 before you have the eligible procedure. The Personal Assistant will help you:

- ✓ understand options;

- ✓ guide you to the best-value care;
- ✓ look at preferences for convenience, cost and quality; and
- ✓ schedule appointments as well as handle re-authorizations.

3. You have the procedure at the high-value location of your choice.

4. Once the claim is paid, SmartShopper verifies that the location qualifies for an incentive and triggers the reward process. Rewards vary from \$25 to \$500, depending on the procedure and where you have it done. There is no cap on how many rewards you can earn.

For more information, watch the SmartShopper [Video](#) and the Frequently Asked Questions.

For employees enrolled in the COVA HealthAware plan, [Aetna Informed Rewards](#) is the shared savings incentive program. So how does it work?

1. Go to [www.Aetna.com/about-us/login.html](http://www.Aetna.com/about-us/login.html) and log into your Aetna member website.
2. Search for service in the “Find Care & Pricing” section.
3. Identify eligible service and activate your rewards.

For more information refer to the [Aetna Informed Rewards Member Reference Guide](#) for step-by-step instructions on activating rewards.

## **Stuart Hall**

JMU and Stuart Hall School—a college preparatory boarding/day school located in Staunton, VA that serves students from the local area and around the world—have enjoyed a partnership through which children of full-time JMU employees have received an across-the-board Stuart Hall tuition discount. Stuart Hall recently shared with us that, as they plan for the 2021-22 school year and put in place a new strategic plan, they have implemented a new approach to tuition-setting known as Indexed Tuition.

Under this new approach, families have the opportunity to apply for a customized tuition level that is indexed to their personal finances, up to a maximum tuition level. Families who are interested in participating in this optional program will be asked to submit a financial application, which the school will use to set a tuition level specific to the family. This personalized tuition option will replace the across-the-board discount for JMU families with newly enrolled students going forward.

"We at Stuart Hall are dedicated to providing an excellent college preparatory education with a diverse student body, and it is our desire that the families who are committed to our philosophy and values are able to attend," wrote Stuart Hall's Head of School Michael Robinson. "We feel confident that our indexed approach to tuition setting will support this goal and continue to serve the children of JMU employees who wish to take advantage of the rich Stuart Hall experience."

For more information on Stuart Hall School, its admissions process, and the Indexed Tuition financial application, please see visit the School's website by clicking [here](#) or email the School's admissions team at [admissions@stuart-hall.org](mailto:admissions@stuart-hall.org).

### **New York Life will be on Campus Thursday, February 25**

Due to inclement weather expected on Thursday, February 18, New York Life is re-scheduled to be on campus **Thursday, February 25** for employee whole life insurance enrollment. They will be on the second floor of the Wine-Price building.

#### **Benefits:**

The Employee Whole Life Program is Guaranteed Issue. The benefits include no medical questions or exams, convenient payments through payroll deduction, coverage available for family members, a lifetime of protection, stays with you if you change jobs or retire, ability to earn dividends, access to cash value through policy loans, and premiums will never increase.

Please view this [video](#) for more info. If anyone has questions or would like to **set an appointment**, please contact us at 434-953-5091 or email [Ivanwickler@ft.newyorklife.com](mailto:Ivanwickler@ft.newyorklife.com). We look forward to talking with you.



America Saves Week is an annual celebration and call to action for everyday Americans to commit to saving successfully. You are encouraged to prioritize checking in on your finances and saving behaviors during the week by engaging in the information and resources sent via email each day with topics changing each day.

**During the week, we'll be focusing on the following themes:**

**Monday, February 22nd | Save Automatically**

**Tuesday, February 23rd | Save for the Unexpected**

**Wednesday, February 24th | Save to Retire**

**Thursday, February 25th | Save by Reducing Debt**

**Friday, February 26th | Save as a Family**

Keep an eye on your inbox for emails each day with information and resources on each topic to help you save successfully today for tomorrow. Visit the [America Saves](#) website and take the [America Saves Pledge](#) today!

## **February's Social Security Column Newsletter**

[https://drive.google.com/file/d/1rjVUxdJqh5b4SfGKA6Josg\\_CYt9iuee8/view?usp=sharing](https://drive.google.com/file/d/1rjVUxdJqh5b4SfGKA6Josg_CYt9iuee8/view?usp=sharing)

## **Recruitment and Employment Services Welcomes Danielle Ritchie**

Danielle Ritchie has joined the HR Recruitment and Employment Services Team as a Recruitment Specialist for Academic Affairs. She will be responsible for working with departments in the development of effective recruiting strategies for faculty and staff positions. Danielle will also manage the Dual Career and Community Resources program by providing support to new faculty and their families.

Danielle previously worked for the JMU University Career Center (UCC) as the Recruiting Programs Coordinator where she was responsible for coordinating recruiting-oriented programming and events. She earned her bachelor's degree in Business Administration and Communication Studies from Bridgewater College and a master's in Writing, Rhetoric and Technical Communication from JMU.

## **Helping Students Who May be Facing Basic Needs Insecurity**

[The Pantry](#): a food+ pantry offering shelf-stable foods, basic hygiene products, and limited school supplies. *Available to any JMU student, no questions asked.* To get an idea of what the experience is like for students, check out this [video](#).

- Spring Hours: Mondays 12-6 p.m. and Wednesdays 12-5 p.m.
- Located in The Union 112 (in Taylor Down Under)
- Curbside pickup available; students place an order online and can pick up their order outside near TDU

Help get the word out to students by sharing this [flyer](#).

You can also refer students to The Pantry for assistance with printing costs, on-campus laundry costs, and access to campus dining options. Email [pantry@jmu.edu](mailto:pantry@jmu.edu) for specifics.

If you'd like to stay informed about Basic Needs efforts on campus, you can join the [list-serv](#).

If you have questions regarding The Pantry email [pantry@jmu.edu](mailto:pantry@jmu.edu).

## DISCOVER | GROW | SUCCEED

**\*\*Featured [TD SHARE](#)\*\***

### Bridging Differences

Bridging Differences offers participants an opportunity to look at how we can better understand and get along with people who are different from us. In the company of your colleagues, come learn a few ideas about how to communicate across divides, share what has worked for you, and in doing so contribute to JMU being an inclusive community for all individuals and perspectives

### Upcoming Workshops

- ❖ 2.23 - Positive Politics – [TD1743](#)
- ❖ 2.24 - Team Building: Apply Your Style to Goal-Setting – [TDW602](#)
- ❖ 2.25 & 3.4 - Clear as Mud – [TD1482](#)
- ❖ 3.2 - Student Employment Essentials – [TD1461](#)
- ❖ 3.3 - Customer Service: How Values Influence Our Behaviors – [TDW703](#)
- ❖ 3.10 - Self-Awareness: Don't Take Anything Personally – [TDW803](#)
- ❖ 3.18 - Communication: Asking for What You Want – [TDW103](#)

### Upcoming [TD SHARE](#) topics

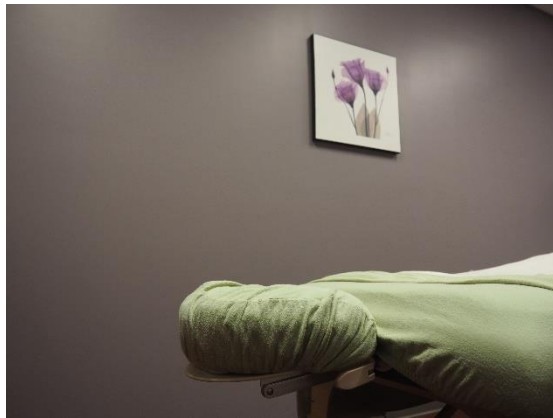
- ❖ How to Make Better Decisions
- ❖ Coaching Yourself
- ❖ Getting Things Done
- ❖ Bridging Differences
- ❖ Time Management

[Visit](#) Talent Development's webpage for a listing of all they have to offer!

## JMU Talent Development

### Office of Risk Management

*['Tis the Season for Slippery Surfaces](#)* - Do the penguin walk to avoid winter slips and falls!



### Book a Massage at UREC

Remember to take time for self-care this semester! UREC has partnered with Cedar Stone Spa to offer the JMU community a wide variety of massage therapy services at UREC. Learn more about massage therapy services [here](#). Or [purchase a gift certificate online](#) for a loved one!



### Transforming Community through Social Justice, Diversity and Inclusion

#### 2021 Diversity Conference

The Office of the President is pleased to announce the annual **Diversity Conference** in a revised, flexible format. We are offering four days of opportunities with over 30 virtual sessions including lunchtime and late afternoon panel discussions. Dr. Janice Underwood, the Commonwealth of Virginia's first-ever Chief Diversity Officer, will provide the lunchtime keynote address on Wednesday, March 17<sup>th</sup>.

**Offered Virtually via Zoom – March 15-18**

[Registration Opens Mid-February](#)



**COMPASS Award  
For  
Diversity and Inclusion**

Presented by the Office of the President, a **Compass Award** recognizes those individuals or groups with demonstrated outstanding contributions to diversity and inclusion at JMU and/or into our community

**Who is eligible?**

**Any Student, Faculty, Staff, Department/Group or Community Partner/Organization is eligible to be nominated for a Compass award in any of these 4 focus areas:**

***Visionary*** – forward thinking; innovative; creative new programming; progressive initiatives

***Leader*** – mentoring; guiding; facilitating; influencing

***Advocate*** – providing a voice for an underrepresented person or group – site examples

***Catalyst*** – causing transformative activity or understanding between 2 or more persons, precipitating change

**How do I nominate someone for a Compass award?**

To nominate someone for this award, please go to [Compass Award Nomination Details](#)

**\*\*\*The deadline for receiving nominations is February 22, 2021.** Please submit nomination materials to:

**Compass Award Selection Committee  
Office of Equal Opportunity  
MSC 5802, JMAC-2 Room A101  
James Madison University  
Harrisonburg, VA 22807**

For questions or to submit electronically, contact Lisa Hess at (540) 568-6991 or [hesslb@jmu.edu](mailto:hesslb@jmu.edu)



The award recipients will be honored virtually, by President Alger, on Wednesday, March 17, as part of the week-long Diversity Conference programming March 15-18, 2021.



## **COVID -19 Testing Frequently Asked Questions**

<https://www.jmu.edu/humanresources/Coronavirus%20FAQ%20for%20Employees/covidtestfaq.shtml#undefined>

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