



November HR Update

Upcoming University Closings - Thanksgiving and Winter Breaks

The university will be closed November 22 – 26 in observance of the Thanksgiving holiday. The university will be closed December 21- 31 for the Winter Break. Please review the [Holiday Schedule and University Closings website](#) for the 2021 and 2022 Holiday and Closing Schedules.

Thanksgiving Safety Tips

See Risk Management's [Safety Tips for Thanksgiving](#). "Safety in the kitchen is important, especially on Thanksgiving Day when there is a lot of activity and people at home."

Recognition Leave

The university has granted 8 hours of recognition leave (8 hours for Election Day) to A&P faculty and classified employees for the 2021 - 2022 leave year. Any remaining balances of recognition leave must be used on or before December 31, 2021 or it will be forfeited. Requests to carry over remaining balances will not be granted. To redeem the recognition leave, select "RL TAKEN" from the drop down menu in MyMadison. As a reminder, recognition leave can only be used in 8 hour increments and must be approved by a supervisor.

2022 Pension Plan Limits

The IRS recently announced that Pension Plan limits will increase in 2022. The current 403(b) and 457 plan year limits will increase from \$19,500 to \$20,500 in 2022. The catch-up limit for employees over the age of 50 will remain \$6,500/year. If you wish to make a change to your current 403(b) contributions, please complete the [Salary Reduction Agreement](#) and return to benefits@jmu.edu. If you contribute to the 457 plan and wish to make a change to your current contributions, please [log into your account](#) or contact ICMA-RC Investor Services at 1-877-327-5261, Option 1. If you have questions regarding the plan limits, please contact benefits@jmu.edu or 540-568-3593.

Need to Talk with an Expert?

Did you know that every month, company representatives for your benefits are here on campus in the Wine-Price Building? Below is a list of upcoming dates when you could schedule a time to talk with an expert:

- November 30 – TIAA, Jay Colligan, [TIAA Scheduling](#) (virtual appointment)
- December 1 – Aflac, Michael Glover, michael_glover@us.aflac.com
- December 3 – Fidelity, Paul Vutiprichar, <https://digital.fidelity.com/prgw/digital/wos/>
- December 7 – FIRM, Philip Harris, phil@firmadvisor.com
- December 8 – TIAA, Jay Colligan, [TIAA Scheduling](#) (virtual appointment)
- December 9 – New York Life, https://urldefense.proofpoint.com/v2/url?u=https-3A_calendly.com_lvanwickler_45min&d=DwIF-g&c=eLbWYnpnzycBCgmb7vCI4uqNEB9RSjOdn_5nBEmmeq0&r=eClhBBT9Jn5BHml7RliRAA&m=

[uX1iFDYlxIAyFd xAZ1990VMDKCVBYgaXbXY-Ex z-0&s=pLOBHOpAp0V0BB0YF-pAqR5XIIRo8zlboys7qsr6WIM&e](https://www.tiaa.com/individual-investor/retirement/annuities/annuity-benefits/annuity-benefits-faq)

- December 16 – TIAA, Jay Colligan, [TIAA Scheduling](#) (virtual appointment)

Benefits Broadcast

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



Finding Unclaimed Money!!

Did you know the Virginia Department of Treasury has a division dedicated to help you find unclaimed money? The Unclaimed Property Division is a state division which receives funds and property turned over by various companies when they lose track of the rightful owners. The division works hard to get these unclaimed monies back to the citizens of Virginia.

So, do you have money waiting for you?! Find out at www.vamoneysearch.org.

November's Social Security Column Newsletter

<https://www.jmu.edu/humanresources/benefits/leave/november-2021-social-security-newsletter.pdf>

University Closings Due to Inclement Weather

With winter weather on the horizon, the university is preparing for the possibility of inclement weather delays and closures. Decisions to close all non-essential university operations will be posted on the [JMU website](#) and broadcast via text and email alerts. Most university employees are considered "non-designated" employees and are not required to work when the university is closed. However, to continue to provide services to students, some positions are considered "designated" and these employees must report to work when the university is officially closed due to inclement weather or other emergency conditions. Designated employees earn compensatory leave for hours worked up to the maximum number of hours of their normal work shifts. Hours worked over the normally-scheduled shift will be compensated in accordance with the [Fair Labor Standards Act \(FLSA\)](#) for the excess time worked, provided employees are in a non-exempt classification. When inclement weather or other emergency conditions create transportation difficulties that result in an employee's late arrival, supervisors may authorize up to two hours of such lost time as an authorized absence not charged as leave. Supervisors should decide each case on its own merits. Any hours worked by non-designated employees during an authorized closing will be paid and not credited with compensatory leave.

Please review JMU Policy [1309](#) - Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies to learn more regarding closing decisions, the cancellation of classes, the difference between designated and non-designated staff, and compensation for hours worked during an inclement weather closure.

JMU IT Telecommunications would like to make you aware of some upcoming telephone dialing changes.

New three digit number for Mental Health

The FCC has designated (988) as a three-digit, nation-wide calling code, suicide hotline number that will reach the National Suicide Prevention and Mental Health Crisis Lifeline.

The new (988) number will become active on July 16, 2022. During the transition to (988), those who need help should continue to contact the National Suicide Prevention Lifeline by calling 1-800-273-8255 (1-800-273-TALK) and through online chats. Veterans and Service members may reach the Veteran's Crisis Line by pressing 1 after dialing, chatting online at www.veteranscrisisline.net, or texting 838255.

New Area Code and Required Ten-Digit Dialing

Current estimates predict that available telephone numbers in the (540) area code will be exhausted in 2022. In anticipation, The Virginia State Corporation Commission and North American Numbering Plan Administrator have designated area code (826) to overlay the existing (540) calling area. Since the same local telephone exchange numbers (i.e. 568) can now exist in two area codes that cover the same geographic area, callers will be required to dial the full 10-digit number when placing local calls. 7-digit dialing for local calling will no longer be possible. This change will take effect on May 14, 2022.

What is an area code overlay? An overlay is the addition of another area code to the same geographic region as an existing area code. An overlay does not require customers to change their existing area code or telephone number but does require using a new dialing procedure to complete calls.

Who will be affected? Anyone with a (540) area code telephone number will be affected. The (540) area code currently serves the northwestern and southwestern portions of Virginia. Some of the larger cities include Blacksburg, Christiansburg, Culpeper, Fredericksburg, Front Royal, Harrisonburg, Radford, Roanoke, Salem, Staunton, Waynesboro and Winchester. The new (826) area code will serve the same geographic area currently served by the existing (540) area code.

Beginning May 14, 2022, you must dial the area code and seven-digit number on all calls, including local calls in the same area code. If you forget and dial just a seven-digit number, your call will not be completed and a recording will direct you to hang up and dial again, including the area code.

Beginning June 14, 2022, new telephone lines or services may be assigned numbers with the new (826) area code. The same 10-digit dialing rules apply to the (826) area code.

Work is well underway within JMU IT Telecommunications to ensure that the university is ready for these transitions. We will communicate further as we draw closer to the required transition dates.

Please direct inquiries to JMU IT Telecommunications at telecom@jmu.edu.

Adobe Sign has Arrived!

In an effort to move toward a paperless campus community, JMU Information Technology is pleased to announce that Adobe Sign is now available for all your electronic signature needs. Forms, contracts, agreements, and other documents, can now be sent and signed electronically; no more dealing with paper and pens!

Adobe Sign is a cloud-based e-signature service that can be used in a browser, on a mobile device, and even [inside Microsoft Teams](#). The service allows JMU faculty and staff to create, send, track, and manage documents that can be signed by anyone. Signers are not required to log in to Adobe Sign to sign a document.

Adobe Sign also offers HIPAA-compliant groups for areas of the university which send out documents containing Protected Health Information (PHI). Please indicate your need for HIPAA compliance when requesting access.

To request access, view training videos, and learn more, visit the [Electronic Signature service page](#).

Talent Development
Discover | Grow | Succeed

“There is no magic in magic, it’s all in the details” – Walt Disney



The JMU Registrar’s Office

Have you ever wondered what a day in the life of the Registrar's Office is like? Take this opportunity to raise your level of knowledge about student and faculty communications with the Registrar. You will gain an understanding of what happens in the Registrar's Office including the varied grade processes, course substitution and waiver, transfer credit permission, major/minor changes, FERPA and the Privacy Act.

[The JMU Registrar’s Office \(TD1319\)](#) December 7, 2021 9am-12pm

Register with course number in MyMadison.

NEWS from Virginia Department of Human Resources Management

"People of different religions and cultures live side by side in almost every part of the world, and most of us have overlapping identities which unite us with very different groups. We can love what we are, without hating what – and who – we are not. We can thrive in our own tradition, even as we learn from others, and come to respect their teachings." —*Kofi Annan, Former Secretary-General of the United Nations*

Nations



If you haven't already done so, please earn your certificate by completing *The Road to Cultural Competence*; 45 minutes online, available from the Department of Human Resource Management (DHRM). If you don't have one, create an account at [COVLC](#) using your state (not JMU) employee number and a new password (not your JMU password) to access the course.

"Always remember, the magic begins with *you*" – Disney Institute



Books We Are Reading

Be Our Guest: Perfecting the Art of Customer Service

by Disney Institute with Theodore Kinni

This book reveals the behind-the-scenes strategies, principles, and processes of the Disney approach to exceptional customer service, which emphasizes the best ways to provide quality service to one's customers. Exceeding expectations rather than simply satisfying them is the cornerstone of the Disney approach to customer service.

Request this title from the Talent Development Resource Collection by emailing td@jmu.edu. The loan period for books is one month.



Launching "The Pantry at JMU app"

2020 graduate, Isaac Smith, created The Pantry at JMU app for students to anonymously place grocery orders for food and basic hygiene items with [The Pantry](#) at JMU. **Students** can view all the inventory, reserve their items, choose a date/time, and select whether they would like a rapid pick-up (at The Pantry in TDU) or if they want a curbside pick-up. Please share this with students in your network! Adrienne Griggs and Jeremy Hawkins

JMU Makes List of Top 50 Green Colleges



Pictured above: Pollinator habitat areas located outside the Bioscience Building are used in courses.

JMU earned the #27 ranking on The Princeton Review's list of Top 50 Green Colleges in *The Princeton Review Guide to Green Colleges: 2022 Edition*. Since 2010, JMU has been included in each of The Princeton Review's guides to green colleges, but this marks the first time JMU has earned a spot in the Top 50.

Your efforts matter! Thank you to the many people whose actions and activities led to this recognition, including the 100+ faculty and staff who helped write the 2018 Sustainability Tracking, Assessment & Rating report that was submitted.



Warm a Winter Wish at UREC for a Family in Need



Are you looking for a way to make a positive impact in the Harrisonburg community this holiday season? Each year, UREC partners with local agencies (*First Step, Mercy House, and Brain Injury Connections of the Shenandoah Valley*) to help wishes come true for families in need in the community. **There are two ways to participate:**

1. **Pick up a wish tag from the holiday tree located in the UREC lobby:**
 - Come to UREC to pick up a wish tag.
 - Fulfill the “wish” and return items unwrapped to UREC by Tuesday, December 14 at noon.
2. **Shop the [Amazon Wish List](#):**
 - Fulfill the "wish" online via the [Amazon Wish List](#) by Wednesday, December 1 and have it shipped directly to UREC.

UREC also welcomes donations of wrapping paper and tape and for all faculty, staff and students to come help wrap all the donated gifts on **Wednesday, December 15 from 1 - 4 p.m.** in UREC's Sports Forum 2. Learn more about [Warm a Winter Wish here](#). Thank you for your considerations in support of this program!

Save the Date

Mark your calendars now to attend the annual

JMU Diversity Conference

Wednesday, March 23

8:00 a.m. – 4:00 p.m.

Festival Student and Conference Center

Interested in leading a workshop?

Look for the **Call for Proposals** in early December

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