

HR Horizons

James Madison University

April 2008

Congratulations to the 2008 Service Awards Recipients

Thank you for your dedicated service and commitment to excellence.

40 Years

James Eaton
Norman Garrison
Darlene Newman
Juanita Swartz
Kenneth Szmagaj

35 Years

Dennis Armentrout
Gary Chatelain
Wilbur Cocking
Joan Frederick
Janice Harper
Connie Kerlin
James Leary
Louise Loe
John McKee
Ann Myers
Carl Puffenbarger
James Steele
Ann Wiles

30 Years

William Baker
Robin Baum*
Gary Breeden
Ricky Dean
Matilda Hannah
Robert Horn
Robert Jenkins
Kay Knickrehm
Maria Malerba
Sandra McCray*
Alfred Menard
Donald Musselman
Nancy Reffett
Joseph Rudmin
Debra Ryman
Linda Shanholtzer
Sharon Summers

25 Years

Ehsan Ahmed
Donald Corbin
Carl Droms

Philip Dubose
Mark Facknitz
Alfred Francfort, Jr.
John Gentile
Judy Hinegardner
Donald Hobbs
Hugh Hobson
Skip Hyser
Claudette Lee
Doris May
Dorn Peterson
Susan Rippy
Donnie Sites
Cynthia Thompson

20 Years

Herbert Amato
Mary Ann Chappell
David Comer
Jane Crockett
Larry Dellinger
Wilda Dove
Stuart Downs
Linda Elliott
Kim Emerson
David Emswiler
David Garrison
Christopher Gatesman
Robert Goebel
Steven Guerrier
Linda Hamrick
Reid Harris
John Hilliard
George Johnson
Marilou Johnson
Michael Jordan
Brenda Kidd
Kathy Lawson
Glendon Martin
Emma Martz
Ramon Mata-Toledo
Bobby Morris
Diane Nash
Brenda Nester
Vickie Raynes

Debra Rexrode
Deborah Selmon
Marsha Shenk
Lee Shifflett
Janice Shoemaker
Linda Shull
Krystal Smith
James Sochacki
Christiane Szeps-Fralin
Gary Thayer
Joseph Urgo
Maurita Wimer
Grace Wyngaard
Sang Yoon

15 Years

Ralph Alberico
Sharon Babcock
Kenneth Bahn
David Barnes
Melisa Byrd
Stephanie Carr
Patricia Chesshir
Judy Cohen
Trudy Cole
Linda Combs
Sandra Delawder
Joanne Doyle
Okechi Egekwu
William Fawcett
Giuliana Fazzion
Gerald Flynn
Joy Frazier Earhart
Barbra Gabriel
Tracy Hakala
Charles Hartman
Arthur Jenkins
Debra Kauffman
Laurie Kutchins
Julie Love
Sharon Loyd
Frank Lucas
Suzann Meyerhoeffer
Mary Morsch
Marcia Moshier

Deborah Pine
Susan Reid
Kenneth Roadcap
Carolyn Smith
Laiky Tamny
William Tate
Ping Wang
Carolyn Whitmore
Tom Wilfong
Bennie Williams
Jacqueline Williams
Sherry Wright

10 Years

Carlos Aleman
Melissa Aleman
Sue Ametsreiter
Kevin Apple
Lisa Aydin
Brian Baldwin
Tim Ball
Shirron Ballard
Leslie Beam
Paul Bierly, III
Marie Bishop
Carla Breeden
Timothy Breeden
Kenneth Brooks
Julie Byers
Caroline Campbell
Ronald Cereola
Tony Chen
Corey Cleland
Brian Clements
Earleen Collins
Mark Colopy
Eric Cowan
Melodie Cummings
Christine DeMars
Rory DePaolis
Philip Dillard
Charles Dotas
Dennis Dove
Kelly Downey
Ronald Edwards

David Ehrenpreis
Diane Elliott
Mouline Etre
William Faranda
Robin Fink
Deborah Fox
Richard Gaughran
Steven Grande
Nathan Gray
John Gruver
Lawrence Ham
Mary Handley
Kevin Hardwick
Gretchen Hazard
Karen Heerman
Rebecca Helmick
Paul Henriksen
James Herrick
Steven Hoeltzel
Matilda Honeycutt
Linda Houser
Wanchi Huang
Julia Huffman
Linda Hulton
Ronald Jennings
Kurt Johnson
Richard Johnson
David Jones

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It's Performance Evaluation Time... *Again!*

Cathy Thomas, Employee Ombudsperson

Administrative and Professional Faculty performance evaluations are conducted by departments between June 1 and August 31. A&P Faculty evaluations are kept in the departmental files and position descriptions are sent to HR. Please visit www.jmu.edu/humanresources/hrsc/ap.shtml for information, the evaluation template and related policies.

The 2007-2008 Annual Performance Evaluations for non-probationary, classified staff can be completed and submitted to HR anytime between July 1, 2008 and September 30, 2008. They are due in HR by the last workday in September.

The evaluation is not considered complete until the end of the performance cycle (10/24/08) even though the meeting to discuss the rating may have occurred sometime between July and the end of September. If an employee has been evaluated, but his/her performance declines before the end of the cycle (10/24/08), the supervisor may change the evaluation and the rating.

Annual Performance Evaluation Form:
www.jmu.edu/humanresources/docs/EWPIEval.doc

Interim evaluations may be completed at any time.
www.jmu.edu/humanresources/docs/interimevaluation.doc

In accordance with JMU Policy 1305, "Performance Evaluation for Classified Staff," an employee may receive an overall rating on their annual performance evaluation of Extraordinary Contributor or Below Contributor as long as at least one "Notification of Extraordinary Contribution" or one "Notification of Improvement Needed" has been given to the employee *before* the submission deadline to HR - the first workday in September (9/01/08). To view these forms, click on the Forms link at the top of the HR website.

Employees completing their probationary period prior to July 1, 2008 should also be evaluated on the Annual Performance Evaluation form.

For more information, please refer to the HR website and the Performance Management section of the university's Salary Administration Plan.

We also encourage you to contact your HR Service Center Representative with any questions you may have.

Details regarding the November 25 merit increases will be provided when this information is received from the Department of Human Resources Management in Richmond.

Onboarding @ JMU

Cathy Thomas, Employee Ombudsperson

When was the last time your department hired someone? Do you wish that you could just click a button and have everything that you need at your fingertips to get your new employee into the JMU system? Check out HR's new Onboarding website! You'll find a link to all the necessary hiring paperwork, along with useful resources pertaining to the type of employee you are hiring. Please contact Cathy Thomas at x83967 or thomasce@jmu.edu with any questions or comments you may have regarding this site.

www.jmu.edu/humanresources/emp/onboarding.shtml

The screenshot displays the James Madison University Office of Human Resources website. The header includes the university name and logo, along with navigation links for Forms, Staff, and Site Index. The main navigation bar lists Home, Employment, Benefits, Workforce Management, and HR Service Center. The page title is "Onboarding @ JMU". The content area describes the onboarding process: "Recruiting, interviewing, hiring, orienting and successfully integrating new employees into an organization's culture..." and "Onboarding is laying a solid foundation and leading the way to a meaningful, productive work environment which results in strong employee relationships." Below this, there are links for "A&P Faculty | Classified Employees | Instructional Faculty | Wage Employees". The footer contains publisher information: Human Resources, Harrisonburg, VA 22807, (540) 588-3825.

Let's Talk...



Hi! I'm **Becky Sanford**, JMU's Workers' Compensation Coordinator and part of the HR Benefits Team. You can reach me at x82358 or sanforrj@jmu.edu with questions related to Workers' Compensation benefits or to schedule an appointment to review a specific claim.

During the growth of JMU and all the construction under way, please remember to use the sidewalks. By using the sidewalks you can avoid a possible slip, trip or fall due to uneven ground, grass-covered holes or other unfavorable walking areas.

Benefits Fair 2008

Krystal Smith

Don't let your benefits scare you! Mark your calendar and plan to attend the 2008 Benefits Fair on Thursday, October 23. A fall and Halloween theme is being planned. Additional information will be mailed to employees within the coming months.



Open Enrollment Dates Set

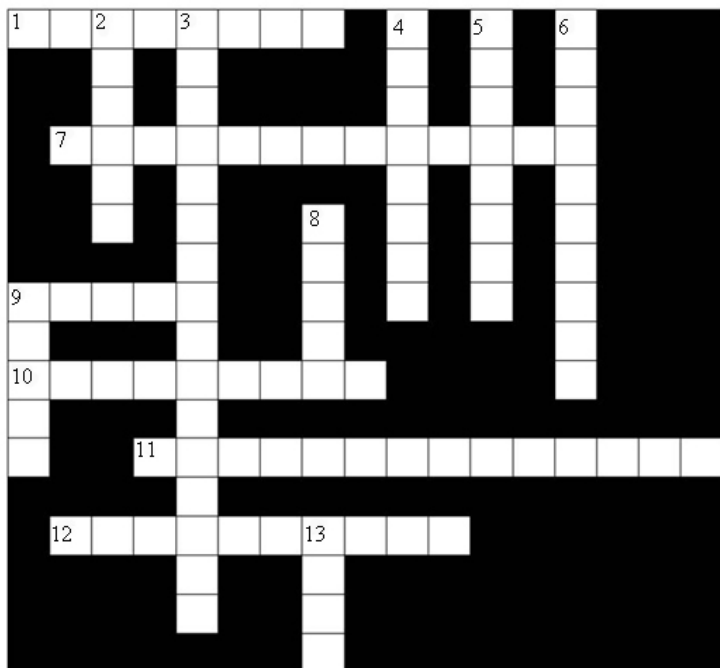
Krystal Smith

The Open Enrollment period for health insurance benefits, flexible reimbursement accounts (FRA) and AFLAC insurance will be Wednesday, April 16 - Friday, May 16, 2008.

The Department of Human Resources Management mailed the Spring 2008 *Spotlight on Benefits* to the home address of all full-time employees the week of April 7, 2008. This edition of the *Spotlight on Benefits* covers information on the Open Enrollment period and changes that will be effective July 1, 2008.

I-9 Crossword Fun

With all of the attention that has been placed on the I-9 Form recently, we thought it would be nice to have some I-9 fun!



Word Bank: Document Title, Expiration, Section 2, List C, I9 Form, Acceptable, Document Number, List A, True, Section 1, Original, First, Start Date, Issuing Authority

Across

- Employee must present _____ documents.
- Passport, Driver's License, and Social Security Card are examples of a _____.
- A Passport is an acceptable document from _____.
- The Authorized Representative enters the employee's _____ in the Certification section.
- The third line down in Section 2 under List A, List B, and List C is for the _____.
- Some documents have an _____ date and some do not.

Down

- A blank _____ must be printed on white paper and completed in blue or black ink.
- US Department of State, Virginia, and Social Security Administration are examples of an _____.
- The employee must complete _____ in its entirety.
- This must be completed by the Authorized Representative.
- The back of the I-9 Form should have the List of _____ Documents.
- According to JMU Policy 1326, the I-9 Form must be completed on or before the employee's _____ day of work.
- If List B is used _____ must also be used.
- True or False: The only acceptable I-9 Form for New Hires *and* Rehires has a revision date of 06/05/07.

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Shannon Kennan	James Sheets	Kevin Caran	Anthony Kitta	Tomas Regalado-Lopez
Kevin Kennedy	Margaret Slattery	Sarah Carlson	Karina Kline-Gabel	Heather Reid
Dennis Kiracofe	Charlotte Smith	Michael Carpenter	Paula Lam	Christine Robinson
Phyllis Kisling	Donna Smith	Michelle Chase	Dennis Landes	Jason Rosenhouse
S E Kruck	Hope Smith	Ritter Clevenger	Chandra Lane	Todd Sabato
Jeff Kushner	Cathleen Snyder	Heather Comfort	Gregory Larson	Sheila Santee
Gabrielle Lanier	Debra Spart	Tiffany Conley	Natalie Lawrence	Brandon Schultz
Reba Leiding	Pierce Sprinkel	Scott Cook	Rozanne Leppington	Syed Shah
Phyllis Lohr	Barbara Stern	Steven Cox	Cheryl Lindsay	Paul Sherman
Linda Long	Theresa Stroop	Dorothy Della Noce	Sonja Lovell	Michael Smith
Iain MacLean	Mary Turner	Kenneth Demastus	Ricky Lucas	Nola Smith
Sharon Maiewski	Leonard VanWyk	Elizabeth Doyle	Tammy McClean	Julie Solometo
Karin Mars	Jerald Waggy	Lisa Dunivan	Kenton McMillen	Steven Starick
Mark Mattson	Tammy Wagner	Vickie Elyard	Bridget McSorley	Jennifer Steele
Kathryn McDaniel	Terence Ward	Arthur Fovargue	Patrick McSorley	Lee Sternberger
John McGehee	Anita Westfall	Rita Gentile	Cathy Miller	Sharon Strang
Thomas McHardy	Susan Wheeler	Elizabeth Gentry	Lowell Miller	Bonnie Sullivan
Eva McMahan	David Winegard	Susan Ghiaciu	Karen Milne*	Sandra Sylvest
Julia Merkel	Steven Wise	Jonathan Gibson	Kevin Minbiole	Mary Thompson
Ramenga Osotsi	Margaret Zeh	Pamela Gordon	Michael Moghtader	Sheila Tolliver
Nancy Owens		Gary Gregory	Jeffrey Molloy	Yuji Tomita
Alice Philbin	5 Years	Ronald Haney	Shaun Mooney	Sean Tulin
Judith Powell	Emily Akerson	Shah Hanifi	Emanuel Nelson	John Vaughan
Madaline Preston	Diane Banks	Donna Hansen	Gabriel Niculescu	Johnathan Walker
Floyd Reedy	Joshua Baugher	Kimberlee Hartzler-Weakley	John Ott	Damian White
Sharon Roudabush	Lucy Bednar	Noel Hendrickson	Kreg Owens	Phillip Wishon
Karen Sampson	Tyra Berger	Gregg Henriques	Eric Pappas	
Cindi Sandridge	Peggy Bowman	Lori Hornick	Nena Patterson	*Retired
Kathryn Sarver	Douglas Boyd	Charles Jaynes	Holly Pence	
Michael Saunders	Christie Brodrick	Christopher Jones	Andrea Pesce	
Shari Scofield	Elizabeth Brown	John Kaltenborn	Elizabeth Pharr	
Stephen Secord	Cheryl Buel	Phillip Kauffman	Ty Phillips	
Michael Seth	Elaine Buthe	Patricia Kennedy	Vicki Reed	

Human Resources At-A-Glance

JMU's Human Resources is dedicated to customer service, positive change and the pursuit of excellence that promotes employee success.

Administration

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Kristi Moon	8.3970	moonkd
Diane Ricketson	8.5533	ricketdl
Dana Rigney	8.2808	rigneydf
Becky Sanford	8.2358	sanforrj
Krystal Smith	8.3974	smithkf
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Debbie Glass	8.5534	glass2dl
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Jorge Matallana	8.4115	matallji
Cyndi Smith	8.6165	smith2cl
Justin Smith	8.6728	smith2jb
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The success of an organization depends on its people. People are the heart and soul of this university. Taking care of people is the objective of HR. This newsletter was prepared with this in mind and Human Resources, like you, is committed to providing a high level of customer service.

HR Horizons Team:

Kristen Gregory, Cathy Thomas, Michelle Chase, Krystal Smith, and Andrea Kiser