

HR HORIZONS

January 2009

Two New Functions for the New Year



Reference Letter Functionality Available in JobLink

Jennifer Meeks

The Reference Letter function is now available through JMU's JobLink applicant tracking system! Hiring managers are now able to electronically request and receive letters of recommendation from an applicant's references when a new job is posted through the JobLink system. The Reference Letter function is not available for previously posted jobs. HR will offer training sessions on the following dates:

- February 11 from 2:00 p.m. – 3:00 p.m.
- February 24 from 9:00 a.m. – 10:00 a.m.

Both sessions will be held in the IT Training Center. We will also review this new feature during our quarterly JobLink training on January 26, 2009 at 9:00 a.m. Please register for one of the above sessions through J-Ess if you are interested in learning more about this new feature.

If you would like to schedule training for your department, we are also happy to provide onsite training. If you have any questions regarding this new JobLink feature or if you would like to arrange training for your department, please contact recruitment specialist Jennifer Meeks at 86728 or meeksjm@jmu.edu.



Functionality for JMU Managers

Debbie Glass

On November 10, 2008 JMU rolled out a new program called Manager Access to assist managers with accessing HR and training data for their direct reports. Manager Access allows managers of classified, A&P faculty, and instructional faculty to view job and personal data for employees under their supervision— data that will support them in their day-to-day personnel management and during the performance evaluation submission period. The employee data that is viewable includes: home address, email address, emergency contact information, leave balances, training information and compensation. Some of this data is self-reported, therefore, some fields may be blank. Manager Access also has a hierarchy feature that allows the manager's manager to view data for all direct reports in the corresponding hierarchy.

If you have questions about accessing Manager Access or how to use the functionality, please contact Debbie Glass in HR at 85534 or email glass2dl@jmu.edu.

Inclement Weather Policy

Yohna Chambers

As we approach the inevitable arrival of the Shenandoah Valley's winter weather, I want to take this opportunity to remind you about JMU's Inclement Weather Policy. You will find the university's policy regarding inclement weather at <http://www.jmu.edu/JMUpolicy/1309.shtml>. This policy should answer most of the questions you have regarding what to do in the event of inclement weather, particularly regarding leave. To further clarify, more details follow:

Designated Staff

The policy specifically addresses procedures for those personnel who have been identified as Designated Staff. The following information applies to Non-Designated Staff only.

When the University Opens Late

Employees are expected to be at work on time. However, when conditions create transportation difficulties that result in late arrival of employees, 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. Supervisors do not have the authority to allow for more than two hours authorized absence. Any time over two hours must be charged to the employee's leave balance or as leave without pay.

Employees who are allowed to leave work prior to an announcement of an early closing must charge the difference between that time and the official closing time to leave balances or leave without pay.

When the University is Open

Any time the university is open, employees should report to work as scheduled unless prior arrangements have been made. Supervisors may not excuse an employee who is otherwise scheduled to report to work simply because of weather or road conditions. Absences in such a circumstance (noting the two-hour exception above) should be recorded to leave balances or leave without pay.

When the University is Closed

To be eligible for pay, employees must work or be on paid leave the work day before and the work day after the authorized closing.



If you have questions about how to manage the inclement weather policy in your unit, please contact Krystal Smith at 83974 or smithkf@jmu.edu.

VSDP Leave Buckets Replenished January 10, 2009

Krystal Smith

Employees currently enrolled in VSDP receive Sick Leave and Family/Personal leave on January 10 each year, based on their total months of state service, excluding periods of leave without pay, except for Temporary Work Force Reduction, Layoff, and Military Leave.

Employees receiving a STD or LTD disability benefit on January 10 will not receive Sick or Family/Personal leave credits until they are released to "active employment".

To review the entire Virginia Sickness and Disability policy, refer to DHRM Policy Number 4.57 Virginia Sickness and Disability Program at http://www.dhrm.state.va.us/hrpolicy/web/pol4_57.html.

VSDP Leave for Current Full-Time Employees

Months of Service	Sick Leave Hours/Days	Family/Personal
Less than 60	64 (8 days)	32 (4 days)
60 to 119	72 (9 days)	32 (4 days)
120 or more	80 (10 days)	40 (5 days)

Note: Due to the holiday break and the delay of leave updates the new VSDP bucket of Sick and Family/Personal leave will not appear in J-Ess until the end of January. However, both leave types are available for use beginning January 10, 2009.

HR Welcomes Maureen Burt

We are pleased to welcome Maureen Burt to the HR Service Center team. Maureen began her role as the Athletics HR Coordinator the second week of January.

Maureen has a BA in Sports Science and a Master of Education in Sports Administration. She is relocating from Hamilton, NY where she worked as the Ticket Manager at Colgate University since 2005. Maureen has also worked in both the Compliance and Ticket Offices at Villanova University, as well as the HR office at the University of Notre Dame.

Maureen's experiences in both Human Resources and Intercollegiate Athletics will help her settle into this unique role quickly. Please join us in welcoming Maureen to the JMU community.



Onboard @ JMU Update

Christina Eaton

On July 1, 2008, all newly hired and rehired non-student employees began visiting the HR Service Center to participate in an onboard session prior to beginning employment with the university. During the onboard session, each employee meets with a representative from Human Resources to complete all universally-required hiring paperwork.

Step-by-step Onboard Instructions:

1. Submit the onboard request form at <http://www.jmu.edu/humanresources/emp/onboard.shtml> as soon as the job offer has been accepted or when you know that an employee will be rehired. This will give Natasha Butler, the onboard specialist, time to contact the employee and schedule an onboard session prior to the start date you requested.
2. If your employee is to begin work in less than three business days, please call JMU-HIRE (568-4473), and Natasha will work with you to ensure the employee's onboard session is scheduled immediately– that same day if necessary!
3. Please provide the employee's current phone number when completing the onboard request form. If you have a second phone number (home or cell) and/or an email address for the employee, please provide that as well. The additional contact information will expedite the scheduling of the onboard session.

Under no circumstances should the employee perform work of any kind for the university prior to being cleared through the onboard process. Federal law requires employees to complete Section 1 of the I-9 form on or before their first physical day of work. If an employee works prior to completing the I-9 form, the university is at risk for fines and other penalties.

If you have questions about the Onboard @ JMU process, contact your [HR Service Center Representative](#) or call JMU-HIRE (568-4473).





Driving Directions to Our Office

We are located in the University Services Building on Patterson Street, across the street from the Quad. Traveling north on Route 11/Main Street, make a left turn at the stop light located beside Buffalo Wild Wings onto Warsaw Avenue. When approaching the next light on Warsaw Avenue, travel forward and follow the road around to the University Services Building.

Your HR Teams



Administration

Michelle Chase, Yohna Chambers



Business Analysis

Debbie Glass, Amber Lam



Workforce Management

Steve Hedrick, Sandra Anderson, Andrea Kiser



Benefits

Seated: Julie Byers, Wanda Layman
Back: Kristi Moon, Paula Love, Becky Sanford, Krystal Smith, Diane Ricketson



HR Service Center

Front - Melinda Hardwick, Maureen Burt, Christina Eaton, Kristen Gregory
Back - Cathy Thomas, Jennifer Campfield, Natasha Butler, Kellie Dovel, Jennifer Meeks, Jorge Matallana

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

Michelle Chase	83825	chasepm
Yohna Chambers	83825	chambeyj
Fax	87916	

Benefits

Julie Byers	83976	byersje
Wanda Layman	83728	laymanwb
Paula Love	82808	lovepd
Kristi Moon	83970	moonkd
Diane Ricketson	85533	ricketdl
Becky Sanford	82358	sanforrj

Business Analysis

Amber Lam	82296	lamar
Debbie Glass	85534	glass2dl
Fax	87105	

HR Service Center

Maureen Burt	86591	burtmt
Natasha Butler	84473	butlernm
Jennifer Campfield	83982	campfjif
Kellie Dovel	86165	dovelkl
Christina Eaton	8.8056	eatoncl
Kristen Gregory	87305	gregorks
Melinda Hardwick	83968	hardwimm
Jorge Matallana	84115	matallji
Jennifer Meeks	86728	meeksjm
Cathy Thomas	83967	thomasce
Fax	87916	

Workforce Management

Sandra Anderson	83973	anderssk
Steve Hedrick	82997	hedricsm
Andrea Kiser	83597	kiserar
Fax	87916	

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 HR, 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