



2009 Service Awards Invitations Mailed

Invitations for the 37th Annual Employee Service Awards Program were mailed last week. If you or someone you supervise is expecting an invitation for 5, 10, 15, 20, 25, 30, 35, or 40 years of service and did not receive one, please call 83973 or email workforcemgmt@jmu.edu.

The Employee Service Awards Program will be held at 11:00 a.m., April 1 in the Festival Conference and Student Center ballroom. The Faculty Service Awards Banquet will be held at 12:15 p.m., April 3 in the Festival Conference and Student Center ballroom. Questions regarding faculty invitations can be directed to Brenda Kidd at 83429 or kiddbj@jmu.edu.

Mandatory Grievance Procedure Training for Supervisors of Classified Employees

Have you had your grievance procedure training? The Commonwealth of Virginia requires supervisors of classified employees to receive grievance procedure training. Supervisors may choose one of the following options to accomplish this requirement:

- A classroom training session facilitated by members of the HR Service Center. Visit www.jmu.edu/training/development for dates, times and locations and to register for "Understanding and Using the Grievance Procedure" course #TD1151.
- Online grievance procedure training through the Department of Employment Dispute Resolution. http://www.edr.state.va.us/training_on_line.htm

Note to supervisors who complete the online training:

- Print the completion certificate that contains your final score
- Write your name and PeopleSoft ID number on the document
- Fax or mail it to the Training and Development Department at 81796, MSC 7009

This will verify your grievance procedure training requirement has been met.

For questions or to get more information, please contact an HR Service Center Representative:

Melinda Hardwick, 83968, hardwimm@jmu.edu,

Christina Eaton, 88056, eatoncl@jmu.edu,

Jennifer Campfield, 83982, campfjf@jmu.edu or

Cathy Thomas, Employee Ombudsperson, 83967, thomasce@jmu.edu

JMU Employee Mediation Services

JMU Employee Mediation Services provides an informal setting where employees and supervisors can effectively deal with conflict in order to turn a work environment from an unhappy one to a place where teamwork is productive and feels natural. Is there an issue within your office that is causing conflict? To see if mediation is right for you, contact Melinda Hardwick at 83968, or call your HR Service Center Representative, Christina Eaton at 88056, or Jennifer Campfield at 83982.

Planning Your Future 101 Seminar

Are you, like most Americans today, concerned about the current economic situation? Are you trying to live by a budget and finding it difficult to put any money aside in savings? Are you trying to pay off credit card debt and feel that you're not making any headway? Are you thinking about retirement, but wonder if you will have enough money saved or wonder how you'll pay for your health insurance?

Then *Planning Your Future 101—Taking Control of Your Finances* is the seminar for you! This all-day seminar will offer various workshops to help educate and enlighten you on topics such as:

- making a usable budget
- different investment options
- 457 accounts
- Social Security
- wise use of credit cards
- Virginia Retirement System
- surviving today's economy
- health insurance when you retire
- Virginia 529 College Savings Plans
- estate planning
- planning for your retirement

These concurrent workshops are open to all full-time and part-time employees. It's never too late to *Take Control of Your Finances!* To register for these workshops, simply visit www.jmu.edu/training/development. You must register for each class individually, but feel free to attend as many sessions as you wish.

Question of the Month

Instead of turning her textbook list in to the bookstore each semester, a professor tells her students to order their textbooks from eBay. Is she violating policy?

- A. Yes
- B. No

Answer: A. Yes. It is a violation. She has to turn her list in to the JMU Bookstore, because they are responsible for ordering textbooks for the university.

Policy 2110, Ordering Textbooks, states: "Textbook adoption orders are made by the faculty members through approved academic unit representatives. All textbook requirements MUST be provided to the Bookstore Textbook Manager by the approved academic unit representative.

Academic unit heads or their approved representatives are responsible for reporting their best realistic estimate of the number of students expected in each course and section. When any courses or sections are canceled, or overrides are permitted, the academic unit head or representative is responsible for notifying the bookstore immediately."

Upcoming Training Sessions

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Please visit www.jmu.edu/training/development for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training & Development Department at 84101.