
Human Resources Information Update November 2007

Policy Profile - JMU'S Inclement Weather Policy

For the safety and well being of our students and employees, the university may close or limit its services based on inclement weather or emergencies. Should inclement weather or emergency conditions dictate that the university operate with only inclement weather operations services, you can expect the following:

The Director of Media Relations and his or her staff will place appropriate announcements on:

- o JMU radio station 1610AM
- o JMU home page www.jmu.edu
- o JMU information line (540) 433-5300
- o Area radio and television stations

If the university is open at the time the announcement is made, division heads will make arrangements for contacting departments within their divisions.

For more specific information on how closings affect designated employees, compensation, or approved leave, please refer to [JMU Policy 1309](#).

Requirement to Receive Holiday Pay

In order to be paid for our holidays, a classified employee must either work or be on paid leave the workday before and the workday after the holiday as per Department of Human Resource Management [Holiday Policy 4.25](#). Taking unpaid leave the day before or the day after a holiday will result in unpaid holiday time.

If you have any questions regarding the Holiday Policy, you can contact Human Resources at x83974.

Upcoming JMU Holidays

The following are the upcoming JMU holidays:

2007 Holidays	2008 Holidays
November 21-23	January 1
December 21- JMU closes at noon	January 21
December 24-28, and 31	

Please visit our [Holiday Schedule webpage](#) for the complete University Holiday Schedule.

Question of the Month

Cheryl, your administrative assistant, needs to make a call to her husband working in Charlottesville to remind him to pick up milk on the way home. She forgot her long distance phone card. What should she do?

- A. Call and keep it short.
- B. Call and let the departmental secretary know how long she was on the phone so she can reimburse the university.
- C. She can't make the call using the university phone lines.

Answer: C

Unless there is an emergency, she can't make the call using the university phone lines. Only in an actual emergency, the answer is B. For additional information, please refer to [JMU Policy 1505](#).

Upcoming Training Sessions

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Please go to the [training website](#) for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training and Development Department at x84101.