
An information
resource for
James Madison
University



Administration and Finance
Human Resources,
Training & Performance

Human Resources Information Update September 2007

NOVEMBER 25 PAY INCREASES

The Department of Human Resource Management in Richmond has announced pay increases for employees of the Commonwealth of Virginia including JMU. Not all JMU employees will receive the November 25 pay increase. Please review the criteria below to determine your eligibility.

Classified: 4% Performance-Based Increase

All active classified employees, including probationary employees hired on or before July 24, 2007 and who receive at least a rating of 'Contributor' on their September, 2007 performance evaluation will receive the 4.0% increase effective November 25, 2007.

- HR must receive an annual performance evaluation for each non-probationary employee to receive the increase. Employees who are *not* rated are not eligible to receive the 4.0% increase.
- A recent probationary progress review form must be received for those employees still in their probationary period in order for them to receive the increase.
- Classified performance evaluations are due in HR by September 28.
- Employees hired between July 25, 2007 and October 24, 2007 and who are working at a contributor level can receive the 4.0% increase. An e-mail from the supervisor (approved by the reviewer) indicating contributor level performance will be accepted. Employees who are *not* rated are not eligible to receive the 4.0% increase.
- Classified employees hired after October 24, 2007 are not eligible to receive the November 25, 2007 increase.
- The change will be reflected in the December 14, 2007 J-Ess Pay Advice.

Wage

Wage employees who are active employees on or before October 31, 2007 will receive a 4.0% increase effective December 1. The change will be reflected in the December 31, 2007, J-Ess pay advice.

Please call Workforce Management with any questions regarding the pay increases at x83597 to speak to a member of the team or you can e-mail your questions to workforcemgmt@jmu.edu.

Administrative & Professional Faculty

A&P Faculty who were active employees on or before June 30, 2007 may receive an increase effective November 25 determined through a merit process developed by each division.

Instructional Faculty

Full-time Instructional Faculty members who were active employees on or before June 30, 2007 and who receive an acceptable rating in all three categories (teaching, scholarship and service) will receive an increase effective November 25 determined through a merit process developed by each college.

The General Assembly has also approved a supplemental increase for institutions of higher education with nursing faculty. The merit increase described above is in addition to a ten percent (10%) salary increase provided for all nursing faculty within institutions of higher education with nursing programs.

2007 JMU JOB SHADOW DAY

Human Resources is excited to announce the date of its annual JMU Job Shadow Day. This year's event will take place **Friday, November 16, 2007 from 9:00 a.m. until 1:00 p.m.** JMU Job Shadow Day encourages middle school students throughout the area to begin thinking about their future career plans, and is a wonderful opportunity for local students to engage in hands-on career exploration. Last year, James Madison University offered 125 8th grade students from Harrisonburg City Schools and Rockingham County Schools the opportunity to shadow JMU employees in an array of career paths throughout campus. Participants greatly benefited from the event, and the schools are enthusiastic about participating again this year.

POSITIONLINK: PRINTING THE POSITION DESCRIPTION

A new and more attractive print version of the position description part of the EWP is now available in PositionLink. To print the position description: log into PositionLink; click on "Search Current Positions" from the menu on the left; use the search feature to find the position description; under "Last Action" click on "Get Reports"; choose "generate report" below. In order to print a report, select *File* and *Print* from the menu on the report window.

For additional PositionLink information please visit the [PositionLink website](#) where you can find helpful instructions and tips while you use the system. For additional questions, please call Workforce Management at x83597 or you can e-mail your questions at workforcemgmt@jmu.edu.

QUESTION OF THE MONTH

Question: A faculty member in your office, Dr. Dare, regularly closes his office door when he smokes his pipe. Is he following policy?

- A. Yes
- B. No

[Click here to see the Answer](#)

UPCOMING TRAINING SESSIONS

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Some of our upcoming training includes:

Individual Professional Development Plan - Presented by Diane Yerian and Jennifer Testa; September 7, 2007, 2:00 - 3:30 pm located in USB 102.

Grievance Procedure - Presented by Human Resources; Wednesday, September 12, 2007, 9:00 am - 12:00 pm located in nTelos Room (ISAT/CS 259).

The JMU Registrar's Office: An Overview - Presented by The Registrar's Office Team; September 19, 2007, 9:00 am - 10:30 am located in USB 102.

Team-Building: Aiming for Buy-In - Presented by Jennifer Testa; September 20, 2007, 9:00 am - 12:00 pm located in USB 102.

Everyone Makes a Difference: Difficult Customers - Presented by Tanya Shifflett and Jennifer Testa; September 26, 2007, 9:00 am - 11:00 am or 2:00 pm - 4:00 pm, USB 102 located in USB 102.

Please go to the [training web site](#) for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training and Development Department at x84101.