

Human Resources Information Update

June 2008

New Onboard @ JMU Process Launches July 1

Beginning July 1, 2008, all newly hired and rehired non-student, full-time and part-time employees must visit the HR Service Center to participate in an onboard session prior to beginning employment with the university. Our new onboard specialist will meet with each employee to complete all universally required hiring paperwork to include the New Hire and Personal Information Changes Form, tax forms, direct deposit form, background check form and the I-9 form. Departments will remain responsible for completing the PAR, PAW and contracts, when applicable.

Departments will communicate the need for an onboard session for their newly hired and rehired employees through the onboard web form located on the [Onboard @ JMU](#) website or by calling JMU-HIRE (568-4473) and providing the necessary information to the onboard specialist.

In addition to completing the universally required paperwork during the onboard session, employees will be scheduled for their Phase One and Phase Two Orientation session(s) when applicable. They will receive information on scheduling their one-on-one benefits session, if needed. Employees will receive a two-week temporary parking pass and a map of JMU along with instructions on how and when to obtain their JACard.

If you or anyone in your department has questions about the Onboard @ JMU process, contact your HR Service Center Representative or call JMU-HIRE (568-4473).

Reminder to Supervisors of Non-Exempt Employees

The Fair Labor Standards Act (FLSA), 29 USC 201, et seq., directs, among other things, that non-exempt employees be paid at a rate of one and one-half times their regular rate of pay for every hour worked in excess of 40 hours in a workweek.

In order to comply with FLSA, all non-exempt employees must record hours worked and/or leave hours taken using the Time & Attendance Record. Non-exempt employees should have received the form by January 10, 2008 for the current leave year of January 10, 2008 through January 9, 2009. At least weekly, preferably daily, employees should record hours worked and the type and number of leave hours taken for each work day.

Both the supervisor and employee are required to verify the accuracy of the hours by initialing the form at the end of each pay period. Hours worked in excess of 40 during a workweek must be submitted for either overtime pay or overtime leave hours.

Employees hired into non-exempt positions January 10 – June 30, 2008 received their Time & Attendance Record during Phase One Orientation. Beginning July 1, 2008 new employees hired into non-exempt positions will receive their form through campus mail.

As the supervisor of a non-exempt employee you may contact Krystal Smith at x83974 or smithkf@jmu.edu with any questions you have regarding this requirement. Questions related to the FLSA exemption (exempt or non-exempt) status of a classified employee that you supervise may be directed to Sandra Anderson at x83973 or anderssk@jmu.edu, or Steve Hedrick at x82997 or hedricsm@jmu.edu.

Policy 1317, Standards of Conduct and Performance for Classified Employees Updated

JMU's Standards of Conduct policy was updated this past April to reflect James Madison University's compliance with updates to the Virginia Department of Human Resource Management Policy 1.60: Standards of Conduct. The Standards of Conduct policy is designed to ensure the clear statement of employee expectations and fair treatment of all classified employees. Standards of Conduct are designed to protect the well being and rights of all employees; to assure safe, efficient university operations; and to assure compliance with law. The ultimate goal of this policy is to help employees become fully contributing members of the university community. Please view this updated policy by [clicking here](#).

Administrative and Professional Faculty Performance Evaluations

The annual performance cycle for Administrative and Professional Faculty is July 1 through June 30. Administrative and Professional Faculty performance evaluations are conducted annually between June 1 and August 31. *The results of these evaluations are not submitted to HR – they remain within the department.* Click here <http://www.jmu.edu/humanresources/hrsc/ap.shtml> for details regarding this evaluation process and to access the form for completing the evaluation.

JMU Work/Life

Human Resources is adding a new site to our current web page. [JMU Work/Life](#) is a site that provides resources for your personal and professional life!

Upcoming JMU Holidays

July 4 (Independence Day)

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

Question of the Month

Dr. Joy's daughter is getting married next weekend. They are short about 10 folding chairs to seat all of the guests. Dr. Joy wants to borrow JMU chairs for the event. Can she?

- A. Yes
- B. No

Answer: [It depends](#). "A" is the answer only if these chairs are established as furniture that can be loaned out in the university. Dr. Joy would need to contact the administrative office in her Division to see if the chairs are available to be loaned out.

[JMU Policy 1506](#), Use of University Property, states: "James Madison University prohibits using, borrowing, or removing university property for personal or private purposes."

However, there is also a portion of the policy that allows for an exception to the rule: "Most often, if it is necessary to remove property from the campus, it may be done only with the permission and approval of a director, department head, academic dean or division head."

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.