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## Human Resources Information Update March 2008

### 2008 Employee Service Awards

Preparation has begun for the 36th Annual Employee Service Awards Banquet on Wednesday, April 16. Employees will be recognized for 5, 10, 15, 20, 25, 30, 35 and 40 years of service. Invitations will be mailed mid-March.

### New Onboarding Site

"Onboarding" a new employee can potentially begin at the point that she or he becomes an applicant for a position. In the traditional sense, it is the process that engages, integrates or orients a new employee into the culture of the university. At JMU, Onboarding also includes completing the necessary forms for employment and enrollment into the university's payroll system and benefits programs. The Onboarding process for employees may be delivered through many methods including one-on-one sessions, group orientation, mentoring or buddy system, web-based or electronic, printed materials or a combination of any of these. The JMU Human Resources Office offers Phase One and Phase Two orientation, one-on-one benefits enrollment, and an informative binder of information to all covered (benefits-eligible) employees.

Please visit HR's newly created Onboarding website at <http://www.jmu.edu/humanresources/emp/onboarding.shtml> for a complete list of resources you'll need to bring your new employee onboard. Contact Cathy Thomas, JMU's Employee Ombudsperson, at x83967 or [thomasce@jmu.edu](mailto:thomasce@jmu.edu) with ideas or questions you may have regarding this site.

### An Opportunity to Recognize Individuals Committed to Ensuring Access for People with Disabilities

The members of the Disability Resources Committee want to recognize those within the JMU community who have demonstrated a commitment to access at JMU for people with disabilities. Last year, we sent several letters of appreciation to various faculty and staff members who assisted with projects or accommodations in remarkable ways, fully embracing the spirit of inclusion. This year, we invite you to join us in identifying those who deserve recognition for their efforts in creating an accessible, inclusive and supportive environment for people with disabilities. We want to hear about those who have provided leadership and service in support of disability as an aspect of diversity; those who have worked to recruit and retain faculty, staff and students with disabilities; and those who provide inspiration in these efforts.

If you know someone who deserves recognition and appreciation for their contributions, please send a letter of recommendation and information to the Disability Resources Committee. Please include your contact information as well as name and contact information for your nominee. Briefly describe how this person has made a positive difference in your life or the lives of others with disabilities. Send recommendation letters by May 5th via email attachment to [disability-svcs@jmu.edu](mailto:disability-svcs@jmu.edu), campus mail to Disability Services, MSC 1009, or deliver to Sandra Gulliver in the Office of Disability Services, Wilson Hall, Room 107.

### Upcoming JMU Holidays

May 26 (Memorial Day)  
July 4 (Independence Day)

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

### Question of the Month

Coming back from a conference in Blacksburg, you plan to travel to Virginia Beach and vacation for three days. You are in a state vehicle. Is this okay?

- A. Yes
- B. No

Answer: [B](#)

The use of a state vehicle is only for the execution of "academic and administrative functions". The vehicle cannot be used for personal reasons. The above scenario would be a misuse of state property according to [Policy 1317](#), Standards of Conduct and Performance for Classified Employees. It would also be a violation of the Faculty Handbook.

### **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.