

HR HORIZONS

October 2008



When I Grow Up....

Natasha Butler

Do you remember thinking as a child, "I would like to know more about that job"? Human Resources is excited to give students the opportunity to explore and learn more about what interests them with our annual JMU Job Shadow Day. This year's event will be held Friday, October 24 from 9:00 a.m. until 1:00 p.m. JMU Job Shadow Day provides hands-on experience in many different careers throughout the university. This year we will host 132 8th grade students from Harrisonburg City and Rockingham County Middle Schools. If you are interested in providing students with an opportunity to experience what makes your career so exciting, please contact Jorge Matallana at 84115 or Natasha Butler at 84473.

HR Horizons is Online!

Kristen Gregory

Now you can access HR Horizons whenever you want! Beginning October 2008, HR Horizons will be exclusively online at www.jmu.edu/humanresources/wm/news.shtml. Additional features like clickable links and full-color photos enhance the publication and make it more user-friendly for you - the readers!

We are continuously searching for ways to conserve our most valuable resources. Utilizing the JMU web to bring you important news and information makes this possible.

We hope you enjoy the new way of accessing HR Horizons!



Frequently Used Leave Types for Classified Employees

Krystal Smith

The leave year for classified employees is January 10 of the current year through January 9 of the following year. Classified employees receive their eight hour Personal Day on January 1 of each year and must use it by December 31 of the current year. All leave is subject to the approval of your supervisor and approval is based on the needs of your department.

Annual Leave (Vacation)

Classified employees receive paid annual leave which can be taken for any purpose. The rate at which annual leave is earned is based on length of state service. Classified employees must work an entire pay period or be on approved paid leave in order to earn annual leave at the end of each pay period. Annual leave is accrued at the end of each pay period - the 9th at midnight and the 24th at midnight. A limited balance of vacation hours may be carried over from leave year to leave year based on length of state service. Upon leaving state service classified employees are paid for unused vacation leave up to the maximum pay limit which is based on full-time state service.

Personal Leave Day

The Personal Leave Day may be used for any purpose and must be used by December 31. The personal leave day must be used in the full eight-hour increment. Upon leaving state service, classified employees are not paid for their unused personal day.

Compensatory Leave

Compensatory leave is earned when a non-exempt employee accounts for more than 40 hours in a work week but has not physically worked over 40 hours. Compensatory leave may be used for any purpose and must be used within 12 months of the date earned. Upon leaving state service classified employees are paid for unused compensatory leave.

Exempt employees in general are exempt from earning compensatory except when they are required to work on a holiday or a day that the university has closed due to inclement weather.

Overtime Leave

Overtime leave can be given in lieu of overtime pay. Overtime leave is earned when a non-exempt employee physically works over 40 hours within the established work week. Overtime leave may be used for any purpose and does not have an expiration date. Upon leaving state service classified employees are paid for unused overtime leave at their current rate of pay.

Sick Leave (Employees NOT in VSDP)

Sick leave can be used when the employee must miss work because of illness, injury or for the employee’s own medical/dental appointments. Sick leave is earned at the rate of five hours for each semi-monthly pay period with no maximum accrual limit. Upon leaving state service, classified employees in the traditional sick leave plan will be paid for 25% of their sick leave balance not to exceed \$5,000.00.

Sick leave may also be used for illness of an immediate family member. Immediate family includes mother, father, children, spouse, sister, brother, step-parents, step-children, or any other blood relative living within the household. Family sick leave is limited to a maximum of 48 hours per leave year. Up to three days of sick leave may be used for the death of an immediate family member, as defined above. 33% of the employee's sick leave can be used for qualifying family FMLA absences related to immediate family members.

Sick Leave (Employees in VSDP)

Sick leave may be taken for personal illnesses, injuries and the employees own medical or dental appointments. 33% of an employee's sick can be used for qualifying family FMLA absences related to immediate family members.

Family/Personal Leave (Employees in VSDP)

Family/Personal leave may be taken at the discretion of the employee for any purpose such as family illness, attending a funeral, personal needs or in place of using vacation leave.

School Assistance and Volunteer Service Leave

Employees with children, a step-child or a child whom they have legal custody may use up to 16 hours of paid leave to meet with a teacher or administrator of a public or private preschool, elementary school, middle school or high school or attend a school function in which such children are participating.

Any employee may be granted up to 16 hours of paid leave to provide volunteer services through a non-profit organization that is community based or that have extensions of their organizations within a community that provides services thorough voluntary efforts of any citizen or to provide relief to victims of natural disasters or catastrophes.

To review all classified employee leave types, you can go to the HR home page at www.jmu.edu/humanresources and click on Benefits.

HR Welcomes Natasha Butler and Kellie Dovel



Kellie Dovel and Natasha Butler

The HR Service Center is pleased to welcome **Natasha Butler** to the team. Natasha joined us in July as the Onboard Specialist and is responsible for ensuring that all newly hired and rehired employees have completed necessary paperwork and that their first impression of James Madison University is a positive one.

Natasha recently relocated from High Point, North Carolina where she worked for Bank of America for more than three years. Her experience there as the Customer Service Team Manager in charge of hiring and, most recently as an HR Advisor, has certainly prepared her for the challenge of helping JMU transition into a new process for onboarding employees. You can contact Natasha at 84473 or butlernm@jmu.edu.

Kellie Dovel recently joined Human Resources as the HR Service Center Assistant. In May of 2008, she received her Bachelor of Arts in Business Administration with a concentration in Organizational Management and a minor in Economics from Bridgewater College. She is involved in a variety of tasks related to recruiting, Onboard @ JMU and many special projects. Kellie is a wonderful addition to the Service Center team. If you haven't had a chance to meet her, you can reach her at 86165 or dovelkl@jmu.edu.

Benefits Fair "Spooktacular" Halloween Costume Contest

Julie Byers



Win two free 2009 season football tickets and have a little fun doing it! Join us at the 2008 Employee Benefits Fair decked out in your best costume and enter the competition to win free football tickets! All employees are eligible to enter, and the contest will take place in the JMU Festival & Student Conference Center on Thursday, October 23, 2008, from 12:00 - 12:30 p.m. You may pre-register for the contest by contacting Julie Byers at byersje@jmu.edu or completing the on-line registration form at www.jmu.edu/humanresources. You may also register the date of the event by arriving at 11:45 a.m. prior to the contest. Remember, you have to enter to win!

Vacation Reminder

Krystal Smith

All classified employees should review their current vacation balance with their supervisor and plan to use hours that will exceed their maximum carry-over limit. Excess vacation hours must be used before January 10, 2009.

Employees can review their leave information by using the J-Ess Employee Self Service. All leave taken transactions and any over-time leave and compensatory time earned transactions are reflected in the balances.

Due to the time frame that leave taken is submitted to Human Resources, vacation and sick accrual (non-VSDP) is generally one pay period behind the actual pay period. The last accrual date on J-Ess reflects the last pay period date the accrual process was run.

ORP Open Enrollment

Krystal Smith

October is open enrollment month for participants in the Optional Retirement Plan (ORP) for higher education. Participants may transfer between ORP providers TIAA-CREF and Fidelity during open enrollment with an effective date of January 1, 2009. For additional information, please visit the Human Resource's website at www.jmu.edu/humanresources.

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..visit the site at jmu.edu/humanresources/hrsc/employeeombudsperson.shtml



Driving Directions to Our Office

Directions: We are located in the University Services Building on Patterson Street, across from the Quad. If you have a JMU parking pass, you may park in the parking deck. Traveling north on Route 11/Main Street, make a left turn at the stop light located beside Buffalo Wild Wings onto Warsaw Avenue. When approaching the next light on Warsaw Avenue, travel forward and follow the road around to the entrance of the parking deck.

Your HR Teams



Administration

Michelle Chase, Yohna Chambers



Business Analysis

Debbie Glass, Amber Lam



Workforce Management

Steve Hedrick, Sandra Anderson, Andrea Kiser



Benefits

Seated: Julie Byers, Wanda Layman
Back: Kristi Moon, Paula Love, Becky Sanford, Krystal Smith, Diane Ricketson



HR Service Center

Front - Kristen Gregory, Christina Eaton, Cathy Thomas, Melinda Hardwick
Back - Jennifer Campfield, Jennifer Meeks, Jorge Matallana
(Not pictured: Natasha Butler, Kellie Dovel)

Human Resources At-A-Glance

JMU's Human Resources is dedicated to customer service, positive change and the pursuit of excellence that promotes employee success.

Administration

Michelle Chase	83825	chasepm
Yohna Chambers	83825	chambeyj
Fax	87916	

Benefits

Julie Byers	83976	byersje
Wanda Layman	83728	laymanwb
Paula Love	82808	lovepd
Kristi Moon	83970	moonkd
Diane Ricketson	85533	ricketdl
Becky Sanford	82358	sanforrj
Krystal Smith	83974	smithkf
Fax	87105	

Business Analysis

Amber Lam	82296	lamar
Debbie Glass	85534	glass2dl
Fax	87105	

HR Service Center

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Kellie Dovel	86165	dovelkl
Christina Eaton	8.8056	eatoncl
Kristen Gregory	87305	gregorks
Melinda Hardwick	83968	hardwimm
Jorge Matallana	84115	matallji
Jennifer Meeks	86728	meeksjm
Cathy Thomas	83967	thomasce
Fax	87916	

Workforce Management

Sandra Anderson	83973	anderssk
Steve Hedrick	82997	hedricsm
Andrea Kiser	83597	kiserar
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The success of an organization depends on its people. People are the heart and soul of this university. Taking care of people is the objective of HR. This newsletter was prepared with this in mind and HR, like you, is committed to providing a high level of customer service.

HR Horizons Team:

Kristen Gregory, Cathy Thomas, Michelle Chase, Krystal Smith, and Andrea Kiser