



**Six Performance Management Reminders**

1. [A&P Faculty Performance Evaluations](#) are to be completed by 8/31/09 and are retained in departmental files.
2. [Notifications of Extraordinary Contribution](#) for classified employees are due in HR by the first workday in September, 9/01/09.
3. [Annual Performance Evaluations](#) for non-probationary, classified employees are due in HR by the last workday in September, 9/30/09.
4. The [Individual Professional Development Plan](#) (IPDP) for non-probationary, classified employees is due in HR by the last workday in September, 9/30/09. Consider sending the IPDP in with the completed annual performance evaluation.
5. Contact an [HR Service Center representative](#) for performance management assistance.
6. Give and receive open, honest feedback throughout the evaluation process.

**Leave Reminder**

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, 2010.

The chart below reflects the number of hours earned each pay period and the maximum carry-over limits based on months of service.

Years of Service (Full-Time, State)	Vacation Hours Earned Each Pay Period	Vacation Maximum Carry-over Limits
0-5 years	4 hours	192 hours (24 days)
5-10 years	5 hours	240 hours (30 days)
10-15 years	6 hours	288 hours (36 days)
15-20 years	7 hours	336 hours (42 days)
20-25 years	8 hours	384 hours (48 days)
25+ years	9 hours	432 hours (54 days)

Reminder: Employees can review their leave information on J-Ess. All leave taken and any overtime 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) are generally one pay period behind. The last accrual date on J-Ess reflects the last pay period date the accrual process was run.

If you have any questions or need assistance calculating your vacation hours, please contact Krystal Smith, Benefits Leave Coordinator, at 83974 or smithkf@jmu.edu.

### **Question of the Month**

Dr. Cain schedules an exam on Yom Kippur and when asked, he refuses to allow a student of Jewish faith in the class to reschedule or make up the exam. Has he violated policy?

- A. Yes
- B. No

### **Answer: A, Yes**

In the Section III.A.2b.(14) of the [Faculty Handbook](#) it states, "A faculty member will cooperate with the university's efforts to give reasonable and appropriate accommodation to students relating to religious observances."

### **Upcoming Training Sessions**

Please take advantage of free staff/faculty training sessions available through the Training & Development Department. Please visit the [Training & Development Department's website](#) for session descriptions and registration. If your department would like customized sessions, please contact Suzanne Vance in the Training & Development Department at 84101.