

HR HORIZONS

JAMES MADISON UNIVERSITY

OCTOBER 2010

STRESS & YOU

Veronica Jones, University Health Center's Student Wellness & Outreach

Does stress ever get the best of you? It's a concept we are all familiar with, whether we like it or not. Stress can be in the form of something positive, such as buying a home or having a baby; it can be in the form of something less enjoyable such as financial issues or relationship worries. Regardless of what causes stress, learning to manage it can go a long way towards maintaining good health. Insomnia, headaches, teeth grinding and heartburn are just a few examples of how stress may be manifested in our physical body. On an emotional level, we may experience social withdrawal, anxiety or frustration. Despite the ways stress affects you, try some of the following methods to help keep your stress in check:

- Participate in the CommonHealth of Virginia Employee Wellness Program, [Take a Break](#). Learn stress reduction methods to incorporate into your everyday life. Participants will receive a free 30-minute relaxation CD to enjoy when stress hits! Additionally, CommonHealth sends out weekly health and wellness tips to employees. If you would like this email, contact Veronica Jones at jonesvw@jmu.edu. (Continued on page 4)

FOR YOUR BENEFIT

Please visit the [Human Resources](#) website for information pertaining to these and other benefits.

ORP Open Enrollment Month

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, 2011.

Health Care Coverage for Dependents up to Age 26 Will Take Effect July 1, 2011

National health reform legislation became effective September 23, 2010. For state health plan members, the provision allowing coverage for dependents up to the age of 26 will take effect for the plan beginning July 1, 2011. Eligible employees will be able to add eligible dependents to their coverage during spring 2011 Open Enrollment. Further information will be available in Open Enrollment materials.

If you have a dependent who turns 23 in 2010, that dependent will be removed from your health plan effective December 31, 2010. If that dependent remains eligible for coverage, you may be able to add them back on your health plan during open enrollment 2011 for coverage effective July 1, 2011. (Continued on page 3)



JOIN 2000 OTHERS AT JMU WHO HAVE SIGNED UP TO SAVE TIME, MONEY AND FUEL BY CARPOOLING

Christie-Joy Brodrick Hartman, Institute for Stewardship of the Natural World

At the beginning of the academic year, JMU launched an online ridesharing program with guaranteed ride home service. JMU employees and students simply log in with their JMU e-ID at <http://zimride.jmu.edu> and the software identifies others with similar commuting or one-time ride interests. With nearly 2000 JMU citizens enrolled, JMU has passed many of Zimrides' 50 other campus clients in initial number of users and rides.

In addition to relieving parking and congestion issues, carpooling offers financial and environmental benefits. In 2009, the Department of Labor reported that the average U.S. household spent over 17 percent of its annual income on transportation. The Zimride service provides an approximation of monetary, fuel and emissions savings associated with users' ridesharing so that individuals understand the impact of their behavior. In the three weeks since launch, JMU carpoolers have cumulatively saved an estimated 3300 gallons of fuel--a \$7500 saving.

The JMU Zimride online community is exclusively for those with a JMU ID and has multiple safeguards in place, such as the ability to hide one's address and post feedback on ride experiences. The system allows for optional interaction with Facebook, and Zimriders can view profiles for common networks, interests and friends before deciding to share a ride. In response to JMU staff feedback, the guaranteed ride home assures participants that in the event of emergency, they will have rapid access to back-up transportation.

JMU's Institute for Stewardship of the Natural World (ISNW) Campus Accessibility Committee, Information Technology Department and transport demand coordinator have collaboratively developed and executed the program. For information on other JMU environmental programs, visit <http://www.jmu.edu/stewardship/>.

Dollars and Sense FROM PAYROLL SERVICES

Employees qualifying for the 3% bonus approved by the General Assembly will see an increase in their net pay on November 30, 2010. The bonus equals 3% of one's December 1, 2010 annual salary. The bonus will be taxed **separate** from regular earnings using the supplemental rates established by the Internal Revenue Service. For 2010, the supplemental tax rates are as follows:

Federal Tax = 25% VA State Tax = 5.75%

The use of supplemental taxing should ensure sufficient tax is withheld from the bonus. If the supplemental tax rate causes excessive tax, the employee will be refunded when he/she file his/her personal tax return for 2010. The bonus is also subject to Social Security tax which is 7.65% (unless a wage base of \$106,800 for 2010 has been met - in which case the tax rate drops to 1.45%). Please note: changing one's tax allowances in J-Ess only changes the exemptions for regular earnings, not the bonus.

As a reminder, additional deductions will cease for Series EE and Series I U.S. Saving Bonds on October 15. Remaining bond balances will be refunded in the October 29 pay advice.

FOR YOUR BENEFIT *(Continued from page 1)*

Over-the-Counter Drug Expenses and Medical Flexible Reimbursement Accounts

For the current plan year July 1, 2010 through June 30, 2011, health reform will impact Medical Flexible Reimbursement Accounts by no longer reimbursing participants for **over-the-counter drug expenses starting January 1, 2011**. Stock up on any eligible OTC items by December 31, 2010.

It's Time to Think About Flu Shots

Good news again this year! Free flu shots are available to state health plan participants at participating providers' offices and pharmacies. Participating pharmacies along with program details are available from the [Human Resources](#) website. As a helpful reminder, please call ahead to make sure the flu vaccine is still available.

Important Automated Leave System Reminders:

- "On time" leave accrual (earning) - There is no longer a delay in the update of vacation and traditional sick leave accrual. Leave balances are now updated in the automated leave system at midnight on the 9th and 24th of each month.
- Leave cannot be taken prior to accrual (earning). Should leave taken exceed your available leave balance at the time of your absence, you will not accrue (earn) leave for that pay period and your pay will be reduced accordingly.
- It is strongly advised that you use compensatory (comp) leave balances first since comp leave expires within 12 months of the date it was earned.
- Leave balances are "real time". Hours for all leave requests, even those that are future dated, are deducted from the *available balance* at the time you save and submit your leave request(s). Leave balances reflect any pending request(s) that you have entered for consideration.
- Enter leave as you take it rather than entering a block of leave at one time. Entering leave that has occurred in the past may cause you to go into a time loss situation, particularly if your leave balances are low.
- Date range capabilities assist with quick leave entry. The system requires leave to be recorded by the day; however, J-Ess has a shortcut for calculating hours (based on an 8 hour workday) for requests spanning two, three, four or five consecutive work days.
- As always, it is your responsibility to ensure adequate leave balances are available before taking leave. This includes verifying that any leave taken has been deducted from your leave balance.

Additional resources:

[Automated Leave Processing System](#)

[Leave Entry How-to](#)

[J-Ess](#) provides a list of frequently asked questions (FAQ's) and leave entry tutorials.

Using Vacation 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, 2011.

When Weather or an Emergency Forces the Campus to Close

Detailed information about campus closings is found in [JMU Policy 1309](#) University Closings, Class Cancellations & Exam Postponements Due to Inclement Weather or Emergencies.

STRESS & YOU (Continued from page 1)

- Take a lunch break with Madison Meditates, Tuesdays and Thursdays from 12:30 p.m. - 1:30 p.m. in Taylor 405. No experience necessary; chairs and cushions are provided. Just bring yourself, and leave your worries at the door. Additional information may be found at <http://www.jmu.edu/osai/mad4u.shtml>.
- Other on-campus opportunities to decrease stress are available at UREC. The Group Fitness and Wellness program offers meditation and yoga classes. For details and registration information visit <http://www.jmu.edu/recreation/Programs/GroupFitness/index.html>.
- Things to do on your own may include taking time to sit quietly and breathe deeply, read a good book or take an afternoon and do whatever you like!

“Don't underestimate the value of Doing Nothing, of just going along, listening to all the things you can't hear, and not bothering.” *Pooh's Little Instruction Book*, inspired by A.A. Milne

BELIEVE IT OR NOT

October's HR Horizons would not be complete without mentioning the often repeated campus stories that “developed into believable myths.” Stories abound about dimly lit tunnels once used for convenient passage from building to building, shadowy visions of a woman in the cupola as well as the story of how a deranged student dressed as Little Bo Peep celebrated her Halloween. Even though [JMU's Centennial Celebration](#) has come and gone, the Centennial website offers a timeless glimpse into JMU's spookier past.



“There are those who say that Ashby's spirit walks through and near the JMU campus on occasion.”

UNDERSTANDING THE VIRGINIA SICKNESS & DISABILITY PROGRAM (VSDP)

COURSE # TD1204

Information about the [Virginia Sickness and Disability Program](#) will be presented by Diane Ricketson, Disability Services Coordinator, on Tuesday, November 2, 2010 from 1:30 p.m. until 3:00 p.m. There will be a review of the leave received through this program, along with an understanding of the usage of this leave. In addition, there will be discussion on what constitutes a short-term disability, the affect on benefits and pay during short-term disability and the process to begin a disability claim. The transition from short-term disability to long-term disability will also be reviewed, along with affects on benefits.

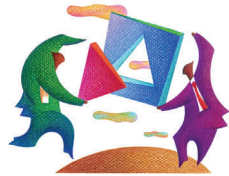
Register to attend this training through [J-Ess](#).

CONFLICT RESOLUTION SOLUTIONS

Here's a puzzle to try! As you fill in the blanks, you'll learn about JMU's Employee Ombudsperson and Mediation Services.

Your chance to win two Dining Services Meal Vouchers

Print the page, successfully complete the crossword puzzle and send it to Cathy Thomas, Employee Ombudsperson, Human Resources, MSC 7009 **by Monday, November 1** for a chance to win two [Dining Services](#) Meal Vouchers! Winners will be randomly selected from the successfully completed puzzles received by the November 1 deadline.

Name: _____

JMU Phone: _____



Across

- 5. No Cost
- 6. Free from harm or risk
- 7. Paying attention in order to hear
- 8. Where to find your Employee Ombudsperson and Mediation Services
- 10. Short for Equal Employment Opportunity
- 12. An exchange of information or options
- 14. Short for Employment Dispute Resolution
- 16. Different or hostile treatment based on race, color, religion, political affiliation, age, disability, national origin or sex
- 17. An answer to a problem
- 18. A disagreement or clash between ideas, principles or people
- 19. Someone who helps employees problem-solve when workplace issues arise

Down

- 1. Feelings
- 2. The opposite of negative
- 3. Not open to the public or publicly known
- 4. Process designed to encourage open conversation between parties
- 9. To find a solution
- 11. Short for Employee Assistance Program
- 13. The power or right to choose
- 15. Formal process for bringing concerns to the attention of upper levels of management

DRIVING DIRECTIONS TO JMU'S HR OFFICE

We are located in the [University Services Building](#) on Patterson Street, behind the Performing Arts Center. 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 University Services Building.

YOUR HR TEAMS

Click on any photo below to visit the HR staff listings page.



Administration

Yohna Chambers, Michelle Chase



Benefits

Back Row (left to right) Brenda VanArsdale, Becky Sanford, Julie Byers Front Row: Wanda Layman, Diane Ricketson, Krystal Smith



Business Analysis

Amber Lam, Debbie Glass



HR Service Center

Back Row (left to right) Steve Hedrick, Michelle Small, Cathy Thomas, Mo Burt, Jennifer Campfield, Kellie Dovel, Jennifer Kester, Natasha Butler First Row - Deanna Glass, Sandra Anderson, Andrea Kiser, Christina Eaton, Jenny Toth, Kristi Moon



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

Benefits

Julie Byers	83976	byersje
Wanda Layman	83728	laymanwb
Diane Ricketson	85533	ricketdl
Becky Sanford	82358	sanforrj
Krystal Smith	83974	smithkf
Brenda VanArsdale	83970	vanarsbl

Business Analysis

Amber Lam	82296	lamar
Debbie Glass	85534	glass2dl

HR Service Center

Sandra Anderson	83973	anderssk
Maureen Burt	86591	burtmt
Natasha Butler	84115	butlernm
Jennifer Campfield	83982	campfijf
Kellie Dovel	84473	dovelkl
Christina Eaton	88056	eatoncl
Deanna Glass	86422	glassdl
Steve Hedrick	82997	hedricsm
Jennifer Kester	86728	kesterjm
Andrea Kiser	83597	kiserar
Kristi Moon	86165	moonkd
Michelle Small	82992	smallml
Cathy Thomas	83967	thomasce
Jenny Toth	83968	tothjm