James Madison University

Student Employee Handbook





 Revised: August, 2018

**A Letter from the Student Employment Office**

Dear Student Employee:

Welcome to the James Madison University student employment program. We hope that your experience as both a JMU student and a student employee will be rewarding. The contributions you make in your student position significantly affect the success of the university in attaining the central mission: *To prepare students to be educated and enlightened citizens who lead productive and meaningful lives.*

This handbook serves as a resource to ensure you have the necessary information and tools that you will need to succeed in your position. Student Employment is always available to assist you with any questions or problems you may encounter throughout your experience as a student employee. Questions that relate to your department should be directed to your supervisor. Please visit the University Policy Committee’s website at <http://www.jmu.edu/JMUpolicy/numberlist.shtml> for a complete and current list of all JMU policies.

We wish you all the best,

The Student Employment Office

**Please note**: This handbook has been prepared by Student Employment and is intended for the student employees of James Madison University. It is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in this book may be changed without notice by the university and/or the Commonwealth of Virginia.

**Student Employment Contact Information**

Location & Mailing Address: 5th Floor Student Success Center

 MSC 3519 738 S. Mason Street Harrisonburg, VA 22807

Email Address: studentjobs@jmu.edu

Website: [www.jmu.edu/student-employment](http://www.jmu.edu/student-employment)

Telephone Number: 540-568-3269

Fax Number: 540-568-7994

**Student Employment Mission Statement**

***To enhance student learning and meet departmental student employment needs by providing meaningful work experiences.***

**Introduction**

The objectives of Student Employment are to provide standardized practices and procedures for student employment, to provide a centralized information system for student employment opportunities, to enhance the awareness of student employment, to provide learning opportunities, and to increase the number and variety of on and off campus employment opportunities.

The guidelines, policies, and procedures contained in this handbook have been developed toward meeting the needs of student employees.

The University’s commitment to educating students is advanced through student employment. Student employment is intended to be a learning experience and a productive activity, which supplements a student’s academic career. We encourage students to be aware of their responsibilities and to be active agents in making the employment experience a positive one.

**Advantages of Student Employment**

* For new student employees to the university, working on campus helps develop a sense of community and belonging. Students who are involved with their university tend to do better scholastically and remain at the university to degree completion.
* Students with employment history will establish a work record and learn fundamental skills of employment such as punctuality, time management, communication and cooperation.
* Student employees gain preparation for the world of work through the processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and goal achievement.
* Student employees have opportunities to sample several career choices through varied work experiences.

**The Student Employment Policy**

**(**[JMU Policy 1334](http://www.jmu.edu/JMUpolicy/1334.shtml)**)**
Student employees shall be hired strictly on a part-time, at-will basis. Student employees serve at the will and pleasure of the university. Student employees are not covered by the provisions of the Virginia Personnel Act.

Student employment is intended to provide additional workers for part-time, seasonal or temporarily excessive workloads, interim replacements, short-term projects, or jobs that do not necessitate full-time classified employees. Student employment does not encompass internships, fellowships, assistantships, or other situations where the purpose of the work performed by the student is primarily training for the completion of a degree. (See Section 9, Exclusions, and Policy 2103 Graduate Assistants).

**Student Employment Programs**

JMU offers two on-campus employment programs to assist degree-seeking students. The Federal Work-Study (FWS) program is federally subsidized and designed to promote part-time employment opportunities to students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). The Institutional Employment (IE) program is funded entirely by JMU and is not based on financial need.

***Federal Work-Study (FWS)***

To be eligible for employment under this program, the student must be degree seeking, have financial need according to the FAFSA (<http://www.fafsa.ed.gov>), be meeting Satisfactory Academic Progress (<https://www.jmu.edu/financialaid/learn/sap/index.shtml>) and be enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the academic year (fall and spring semesters). During the summer, the student must have intent to re-enroll for the following fall semester in a degree seeking program**. Students employed as federal work study cannot begin work until the first day of the fall semester and cannot work past the last day of the spring semester.**

Off-Campus FWS employment opportunities are coordinated by the Community Service Learning Office (<http://www.jmu.edu/csl/>):

* *Community Service* ­- employment in an agency where services are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs.
* *America Reads Program* - employment in local elementary schools which enables student to serve as tutors in an effort to increase literacy nationwide.

Questions about this program or FWS eligibility should be directed to Student Employment (studentjobs@jmu.edu) or review the FWS frequently asked questions on our website at, <http://www.jmu.edu/student-employment/students/fws/faq.shtml>.

***Institutional Employment (IE)***

The Institutional Employment (IE) Program is on-campus employment, funded by JMU. This program is not based on financial need. The student employee is **not** required to file a FAFSA. The student employee must be meeting Satisfactory Academic Progress (<https://www.jmu.edu/financialaid/learn/sap/index.shtml>), be degree seeking and enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the academic year (fall and spring semesters). During the summer, the student employee must have intent to re-enroll for the following fall semester in a degree seeking program.

For more information on either the Federal Work Study or Institutional Employment Programs, please visit our website at, <http://www.jmu.edu/student-employment/students/job-comparison.shtml>.

***Graduate Assistantships (GAs)***

Graduate students seeking assistantships should search the Job link website, <https://joblink.jmu.edu/?_ga=2.225400410.1152091398.1505085785-587426139.1498059908> or visit the Graduate School website at, <https://www.jmu.edu/grad/current-students/assistantships/assist_info.shtml>. To be eligible to receive an assistantship upon entry into a graduate program, the following criteria must be met:

* The student must be conditionally or unconditionally accepted into a graduate program. Students who are provisionally accepted will not be eligible until they achieve conditional or unconditional acceptance into their program.
* The students must have an official transcript on file indicating completion of a baccalaureate degree from a regionally accredited institution.
* After receiving an assistantship, the student must maintain at least a 3.0 graduate GPA in order to retain or reapply for the assistantship.

 These are minimum criteria. Graduate program coordinators have the right to impose additional criteria if they see fit.

**Assistants are typically paid the following stipends**
Teaching Assistant and Athletics Assistants (TA and AA):  $9,284 ($4,642 per semester)
Graduate Assistant, Service Assistants, and Research Assistants (GA, SA, and RA): $7,911 ($3955.50 per semester)

**Doctoral Assistants and Assistants funded through grants may be paid at different rates.**

**Health Insurance is not included in assistantships. Graduate students may purchase health insurance; for information please contact the Health Center at** <https://www.jmu.edu/healthcenter/index.shtml>**.**

Graduate, Teaching, Service, and Athletic Assistants generally receive 9 hour tuition scholarship amounts, per semester, for **graduate level course work only.**

Doctoral tuition awards may differ. Grant-funded assistantship tuition scholarships may or may not be available. GAs are responsible for tuition for any undergraduate hours and for all additional hours for which the student is registered over and above the designated number specified in your contract.

See **Attachment A** for financial assistant document from The Graduate School.

***Part-Time Off-Campus Employment Program***

The Part-Time Off-Campus Employment Program is designed to provide resources to assist students with finding part-time, off campus employment, regardless of financial need. Additionally, the program is centered on creating real-world experiences for students that will not only increase self-knowledge but develop marketable skills that will provide a solid foundation for securing career options beyond graduation. Students may view open positions by choosing Off-Campus Job Announcements from the student employment website at <http://www.jmu.edu/student-employment/students/off-campus.shtml>.

***Affiliates***

Students seeking employment in one of **JMU’s dining facilities** will need to obtain an application from **Aramark** online at, <http://www.campusdish.com/en-US/CSMA/JMU/Employment/> or visit their office at 752 Ott St. Harrisonburg, VA 22807 (Wine-Price bldg.)

Students interested in working for the **JMU Bookstore** will need to obtain an application from **e-Follett** online at, <http://www.jmu.edu/bookstore/jobs.shtml>, or apply directly through e-Follett at the bookstore.

Students looking for work in the **JMU Post Office** will need to obtain an application from **Ricoh** online at, <http://www.jmu.edu/mailservices/> or visit the post office in Madison Union.

**Student Employee Rights**

Student Employees are entitled to:

* Information regarding the rate of pay, award amount (FWS), and the number of hours to be worked per week.
* A specific job description, as well as the supervisor’s expectations and standards.
* A clearly defined work schedule.
* Adequate training to perform assigned tasks.
* A safe and sanitary work environment.
* Regular supervision and review of work performed (evaluation).
* Clear explanation of the procedures for submitting completed timesheets.
* Instructions by supervisors regarding procedures to be followed if the student cannot report for a scheduled work period.
* A procedure for stating concerns related to the job or supervisor.

**Student Employee Responsibilities**

Student Employees are encouraged to:

* Become familiar with information provided regarding the terms of the Student Employment Contract and/or FWS award, and general student employee policies.
* Provide supervisor with a copy of class schedule. Students may not be assigned work during times that classes are scheduled.
* Report to the designated department on the agreed contract starting date.
* Complete all hiring paperwork in a timely manner.
* Understand the specific job responsibilities, as well as the supervisor’s expectations and standards.
* Observe specific employing unit work rules and requirements.
* Report promptly at the scheduled time and work for the required period of time.
* Notify their supervisor if they are unable to work during the assigned time due to illness or other acceptable reasons. Give sufficient advance notice when possible.
* Perform tasks in an efficient and timely manner.
* Use your time productively and avoid socializing on the job; if possible, schedule two or three-hour time slots when determining the work schedule.
* Be courteous at all times to their supervisor, other department members, and guests.

**Employment Basics**

***MyMadison***

A link to MyMadison, your gateway to JMU web information, is located in the Login section under the Current Students link on JMU’s main website, MyMadison. Depending on your affiliation with the university, you may also see a Student tab, Faculty tab, or Advisor tab in addition to the Employee tab. Once your hiring paperwork has been processed into JMU’s payroll system, you will have access to view paycheck data and make changes to current tax and direct deposit forms via MyMadison.

***Maximum Work Hours***

A student employee in an Institutional Employment or Federal Work-Study position cannot exceed 20 hours in a week. In addition, a Federal Work Study student employee cannot continue working in a FWS position once they have earned their award limit. Once the student has earned the entire FWS award, the student must stop working or be converted to an IE (institutional employment) student employee.

***Pay and Direct Deposit***

As a condition of employment, employees must participate in JMU’s direct deposit program. This program provides for pay to be automatically deposited into a maximum of four accounts at the financial institution(s) of your choice. Additionally, student employees may view their pay information via MyMadison.

Pay is issued on the 16th of each month for hours worked the 16th through the 30th or 31st of the previous month, and on the last work day of each month for hours worked the 1st through the 15th of the current month. Should that day fall on a weekend or a holiday, the student employee will be paid on the previous business day. (Example: If a student employee works 20 hours from September 1st – September 15th, those hours will be paid on September 30th).

***FICA Exemption***

The Internal Revenue Code imposes a tax on employers and employees referred to as the Federal Insurance Contributions Act (FICA). The Code, however, contains a number of exceptions to the FICA tax, one of which exempts services performed for a College or university by a "student who is enrolled and regularly attending classes" at the institution.

A student employee of James Madison University is eligible for this exemption if the following conditions are met:

1. The student employee must be enrolled and attending classes on at least a half-time basis, either in an undergraduate or graduate program of JMU. Per the University Registrar’s guidelines, half-time basis equates to at least six credits taken each term for undergraduate students, and at least five credits taken each term for graduate students.

2. The student employee must not be eligible to receive benefits from JMU that are offered to non-student positions. These benefits include but are not limited to the 403-b annuity program, the state retirement program or the tuition waiver benefit.

3. Student employees who start work within one month of the beginning of a new semester in which he/she is enrolled on at least a half-time basis. The exemption is also available for the student employee who completes working for JMU within a month of the completion of the semester in which he/she was enrolled on at least a half-time basis.

4. The FICA exemption is not available for a student employee during summer break if he/she is not enrolled at JMU on at least a half-time basis during the summer semester. The FICA exemption does not apply to any other university break if that break extends more than five weeks in length.

A student employee status as half-time will be determined at the end of the add-drop period of each semester. Please visit Payroll’s website at <http://www.jmu.edu/financeoffice/accounting-operations-disbursements/payroll/ss-fica-and-student-fica.shtml> for additional information.

***Performance Prohibitions***

* Unauthorized disclosure of confidential information or falsifying information.
* Improper use of any university property including office supplies, equipment, mail or phone service.
* Threatening, attempting, or doing bodily harm to another person.
* Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such.
* Possession of illegal weapons.
* Falsification of hours and/or signatures on timesheets.
* Theft of money, equipment, personal or university property.

***Consequences***

Violation of these rules could result in immediate termination. However, these work rules are general and there may be others specific to the position and/or department. Please share this with your student employees:

*The development of good work habits is vital to your career. Do not hesitate to ask your Supervisor questions if you do not understand your job responsibilities. Maintain a good relationship with your supervisor; future employers may seek a recommendation from your on campus employer.*

***Social Security Cards***

Every employee ***must provide a copy*** of their social security card upon hire. It is federal law that the name on the paycheck matches the name on the social security card. If you have lost or do not have a copy of your social security card, you can go directly to the Social Security Administration (SSA) Office to apply for a new card. A SSA Office is located in Harrisonburg.

***Time Sheets***

Student employees are required to accurately complete, sign and submit timesheets to their supervisor each pay period to ensure the timely payment of wages earned. This requirement is a condition of employment and could result in termination if after two consecutive time periods (one month) time sheets are not submitted.

***Background Checks (Criminal History Record Check)***

All newly hired or rehired student employees will undergo a criminal history record check ***if a job requirement involves the following: 1) handling and/or processing of credit card data, payments and transactions***. ***This requirement adheres to the universities compliance with the Payment Card Industry Data Security Standards (PCI DSS) standards***, **2) if the student has access to sensitive and/or confidential data** (PeopleSoft system access to include HRMS, SA, Finance, etc.).

***Electronic I-9 Employment Verification Form***

JMU’s procedures state that the electronic I9 form must be completed on or before the student employees first day of employment. Section 1 of the electronic I9 must be completed by the student employee at [www.newi9.com](http://www.newi9.com) with the employer code 17737 and Location needs to be Student Employment. Section 2 of the electronic I9 must be completed with Student Employment. An email will be sent to the student via studentjobs@jmu.edu with a view of Student Employment’s Outlook Calendar, instructions on how to set up the appointment, what to bring with them to the appointment and where the appointment will be located. Student employees must respond promptly, any delays will cause a delay in your start date and ultimately a delay of your paycheck.

Please see instructional video at <https://www.powtoon.com/online-presentation/byJeGY0cpFL/electronic-i9/?mode=movie>. Noncompliance could result in fines to the department and/or the university. Effective August 1, 2018 a fee will be assessed to all departments who do not meet the I9 requirements and allow student employees to begin working without authorization. It is the responsibility of the hiring department to complete the electronic I9 Form for all student employees. Upon hire, student employees will need to provide ***original & unexpired documents*** in order to complete the I9 employment verification form. Please visit [https://www.uscis.gov/i-9](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.uscis.gov_i-2D9&d=DwMGaQ&c=eLbWYnpnzycBCgmb7vCI4uqNEB9RSjOdn_5nBEmmeq0&r=E-9_uYXluDUsFtA6-YsVcQ&m=zT35yoLhX2QLf37nWsr6f7XSew5XxBNVLUG_GoMwvc8&s=tmRWlY1o2jVtW77yTLOYfYe-zDbDmN3EluJ1xda7cuk&e=) for information on the I-9 form.

***E-Verify***, all new hires when completing the Form I9, Employment Eligibility Verification Form, will be required to provide a social security number in Section 1. In addition, any **List B document** that employees present to show identity **MUST contain a photo.** All new student employees hired on or after June 1, 2011 are entered into the E-Verify internet-based system operated by DHS (Department of Homeland Security in partnership with Social Security Administration) this enables employers to electronically verify the employment eligibility of newly hired student employees. By using the electronic I9 system E-Verify is automatically completed once the student employee completes Section 2 of the I9 with the Student Employment staff. All rehires with a break in service of one year or longer will also need to complete a new electronic I9 and be re-verified through the E-Verify system.

**Key Policies & Procedures**

***Code of Conduct***

All employees are expected to conduct themselves in a manner that supports JMU’s mission and the performance of their assigned duties and responsibilities with the highest degree of public trust. All employees are expected to conduct themselves in a professional manner.

***Alcohol and Other Drugs***

**(**[JMU Policy 1110](http://www.jmu.edu/JMUPolicy/1110.shtml)**)**

James Madison University strives to provide a healthy and safe environment for employees and to comply with laws relevant to the abuse of alcohol and controlled substances. It is the intent of the university to fairly and equitably apply this policy while offering support and possible solutions to employees who are dealing with alcohol and other drug-related problems.

The following acts by employees are prohibited and may result in termination:

* the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace;
* impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
* failure to report an arrest for any offense related to criminal drug laws or alcoholic beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or off the workplace to your supervisor or designee within 72 hours of an arrest;
* The criminal conviction for a(n):
	+ violation of any criminal drug law, based on conduct occurring either on or off the workplace; or
	+ violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based on conduct occurring either on or off the workplace; or
	+ Employee’s failure to report, within five calendar days, the conviction for any offense described above to his or her supervisor.

***Smoking Regulations***

**(**[JMU Policy 1111](http://www.jmu.edu/JMUPolicy/1111.shtml)**)**

Smoking is not permitted within buildings, facilities, structures, or vehicles owned, leased or rented by the university, including parking garages, covered walkways, temporary enclosed structures, trailers, and tents, as well as structures placed on state-owned property by contractors or vendors. This includes individual offices. Smoking is permitted outdoors on university grounds, plazas, sidewalks, malls and similar open pedestrian-ways, unless such areas are designated as non-smoking areas, provided smokers are 25 feet or more in distance away from an entrance, exit, outdoor air intake, or operable window of any facility, including parking garages. Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material waste.

***Prohibition of Weapons***

**(**[JMU Policy 1105](http://www.jmu.edu/JMUPolicy/1105.shtml)**)**

Carrying, maintaining, or storing a weapon, concealed or otherwise, on any property owned, leased, or controlled by the university is prohibited.

***Reporting Suspected Child Abuse or Neglect***

([JMU Policy 1406)](http://www.jmu.edu/JMUpolicy/1406.shtml)

Recent changes in state law, (Code of Virginia §63.2-1509), have expanded the scope of who is required to report suspected child abuse or neglect. Effective July 1, 2012 the following persons have been included and, in their professional or official capacity, are required by state law to report suspected child abuse or neglect within 24 hours to the local department of Social Services:

* Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team. At JMU this would include volunteers or paid employees who are working at a camp sponsored by an outside entity, but held on the JMU campus.
* Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs. At JMU this includes employees of UREC, the JMU Young Children’s Program, Parent’s Night Out and other camps, sponsored by and held in a JMU owned or operated facility.
* Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client. At JMU, this includes ALL JMU EMPLOYEES.

JMU Policy 1406 includes methods and steps of reporting such suspected abuse or neglect as outlined below:

1. Reports of suspected child abuse or neglect must be submitted by the employee to the Department of Social Services in the locality in which the child resides or where the abuse or neglect is believed to have occurred, or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline (800) 552-7096.
2. JMU employees may also report suspected child abuse or neglect to their supervisors or other university officials, including Public Safety (540) 568-6912, Human Resources (540) 568-6165, or a member of their department’s administration. Such an internal report will relieve the employee of the responsibility of reporting the matter to Social Services if the employee received the information in the course of his or her professional services to the university. In that case, the internal report made by the employee to the supervisor, public safety officer, or department head shall be forwarded immediately by the university official receiving the internal report to HR.

If you have any questions regarding your requirement to report or matters related to the pending policy, contact HR at [humanresources@jmu.edu.](https://www3.jmu.edu/wm2_preview/WM_edit_content/humanresources%40jmu.edu.)

***Equal Opportunity***

**(**[JMU Policy 1302](http://www.jmu.edu/JMUpolicy/1302.shtml)**)**

James Madison University does not discriminate and will not tolerate discrimination on the basis of age, color, disability, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status. Conduct by a member of the University community that constitutes discrimination or harassment on the basis of any protected class is a violation of University policy and is sanctionable.

Any applicant, employee, student, affiliate or visitor who feels that he or she has been the victim of discrimination or harassment by an employee, affiliate or visitor to the University may file a complaint with the Office of Equal Opportunity. See [JMU Policy 1324](http://www.jmu.edu/JMUpolicy/1324.shtml).

Inquiries or requests for reasonable accommodations for disabilities may be directed to the activity coordinator, the Office of Disability Services, Human Resources or the Office of Equal Opportunity. See [JMU Policy 1331](http://www.jmu.edu/JMUpolicy/1331.shtml).

***Disabilities & Reasonable Accommodation***

**(**[JMU Policy 1331](http://www.jmu.edu/JMUpolicy/1331.shtml)**)**

The university will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to university employment, university educational opportunities, and the university's programs and services. Persons with disabilities are held to the same standards of conduct as other employees, students, or visitors and a disability will not excuse misconduct.

The Americans with Disabilities Act as modified by the ADA Amendments Act of 2008 (42 U.S.C. § 12,101 et seq.), and Section 504 of the Rehabilitation Act (29 U.S.C. §791, et seq.) prohibit discrimination against a person with a disability in the offer or conditions of employment, and in the participation or furnishing of services. The university is obliged to provide reasonable accommodations to enable qualified individuals with disabilities to perform a job, participate in a class, or participate in other university functions.

***Discrimination & Harassment***

**(**[JMU Policy 1324](http://www.jmu.edu/JMUpolicy/1324.shtml)**)**

It is the policy of James Madison University to provide a work and study environment free from all forms of harassment including sexual harassment, intimidation, and exploitation. Harassment is unwelcome offensive verbal, physical, or written conduct when:

* submission to the conduct is made a condition of employment or admission of an applicant.
* submission to or rejection of the conduct is made the basis for personnel action (recommendation for promotion or tenure) or grades.
* the conduct seriously affects an employee's performance or creates an intimidating, hostile, or offensive work or study environment.

The conduct includes, but is not limited to, unwelcome offensive behaviors referring to a person's race, sex, color, national origin, religion, age, genetic information, sexual orientation, disability, veteran status, parental status or political affiliation.Questions, assistance or violations related to these policies should be directed to the university's Office of Equal Opportunity at (540) 568-6991.

***JMU Student Handbook***

(<http://www.jmu.edu/osarp/handbook/index.shtml>)

The Student Handbook is maintained by the Office of Student Accountability & Restorative Practices (OSARP), department in the Division of Student Affairs and University Planning (SAUP).

***Transfer or Separation from Employment***

**(**[JMU Policy 1314](http://www.jmu.edu/JMUpolicy/1314.shtml)**)**

Student employees must return all university property such as keys, electronic equipment, uniforms, etc. *before* they leave the position to their supervisor. The hiring department will complete a separation checklist prior to transfer or separation from employment to ensure all university property, etc. is returned.

**Safety in the Workplace**

James Madison University strives to provide all employees with a working environment that is free from recognized health or safety hazards. JMU's Office of Public Safety strives to improve the quality of life of those we serve by developing partnerships with the university community so that together we can effectively address issues and concerns. Our primary goal is to maintain a secure environment with equal protection under the law and to provide dedicated service for all persons living, working, and visiting with the university.The Safety Coordinator, through the Office of Public Safety Risk Management office, conducts safety surveys and inspections, investigates fires and hazardous materials spills, and provides awareness training in all aspects of environmental and workplace safety and health. The office works closely with the Harrisonburg Fire Department, the Virginia State Fire Marshal's office, the state's Offices of Risk Management, Waste Management, and Occupational Safety and Health, and safety equipment service contractors.
The James Madison University Police Department has received accreditation from the Virginia Law Enforcement Professional Standards Commission after in-depth review of every aspect of the agency’s organization, management, operations, and administration to assure the highest standards are practiced. The JMU police have the authority to enforce all regulations and laws, both of the University and of the Commonwealth of Virginia, within their jurisdiction which includes a core campus of 712 acres and 111 major buildings to include all university-owned, -leased or -controlled property, the adjacent streets and sidewalks and expanded off-campus jurisdiction within designated neighboring areas of the City of Harrisonburg through a concurrent jurisdiction agreement. Police officers are members of a patrol unit, an investigative/forensic unit or a crime prevention unit. Patrol units patrol the campus 24 hours a day, seven days a week while enforcing state statutes along with regulations of the university, protecting property, and responding to reported criminal incidents and traffic concerns. Four patrol officers are also Joint Task Force officers which augment the Harrisonburg Police Department in the surrounding extended patrol jurisdiction of JMU Police Department in the off-campus student housing areas adjacent to campus. The forensic unit consists of cyber and evidence gathering response personnel that work in concert with investigators which handle reported cases that require in-depth follow-up investigations. The operations division provides for the coordination of communications, crime prevention/analysis, and special events coordination to ensure appropriate levels of supervision, personnel, security, and traffic control are provided to ensure safety at these venues and provide for emergency situations that may arise. University police officers are graduates of state-affiliated regional criminal justice training academies and are required to complete 40 hours of in-service training biennially. All are certified by the State Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and certification at the firing range.

The JMU Police Department utilizes automatic external defibulators (AEDs) in the field. All sworn personnel within the department have been trained on the proper use of AEDs and basic life support techniques (cardio-pulmonary resuscitation - CPR).

The James Madison University Police Department has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation to the JMU community. All crimes or emergencies that occur on the campus of JMU should be reported to the JMU Police through the communications unit for response and documentation. This can be done in person at Anthony-Seeger Hall or by telephone. **The on-campus emergency number, (540) 568-6911, directly connects to the JMU Police Department and should be used when fire, police or medical response is required**. It should be noted that when using a mobile telephone to call university police, callers should dial (540) 568-6911 as dialing 9-1-1 directly may route them to another agency. If you should be routed to another agency, you need to advise them of your specific location at James Madison University so that they may relay this information to the JMU Police Department communications center. The police department also utilizes another emergency number (540) 442-6911 that can be accessed if the JMU telephone network becomes disabled. For information, escort services and other non-emergencies, students and employees should dial (540) 568-6913. Emergency telephones are located across campus to include parking lots and other remote areas. These telephones are housed in highly visible yellow call boxes and feature one-button speed dialing for instant communication with the JMU Police with the location of the activated telephone automatically identified to the police communications staff. If you feel that a crime has been committed against you, you have witnessed a crime in progress, or that you have information about a crime that has occurred, please contact the JMU Police Department immediately.

**All members of the JMU community are instructed to notify the JMU police immediately, or as soon as safely possible, of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an imminent or on-going threat to the health and safety of students, staff and visitors to the campus.**

The Office of Public Safety website located at <http://www.jmu.edu/pubsafety/> provides information on crime prevention, emergency notification procedures, and emergencies such as hostile intruders and suspicious packages and provides links to other resources. The Comprehensive Safety Plan which can be accessed at <http://www.jmu.edu/pubsafety/safetyplan.shtml> provides additional information.

The Annual Security Report and Fire Safety Report can be located at <http://www.jmu.edu/publicsafety/clerycompliance/righttoknow.shtml>. It contains safety and security-related policy statements, safety information, and crime statistics for the most recent three-year period.

**“Your Right to Know”**

A copy of the JMU Annual Security Report and Annual Fire Safety Report for the Harrisonburg campus and the three overseas branch campuses; Florence, Antwerp, and London, are available upon request.

The Annual Security Report includes statistics for the most recent three-year period of reported crimes, including “hate” motivated crimes, that occurred on campus, in certain off-campus buildings or property owned or controlled by JMU or its affiliates, and on public property within, or immediately adjacent to and accessible from the campus. This report also includes information regarding the law enforcement authority of the university police; means of immediate notification of students and staff upon confirmation of a significant emergency on campus; protocols for students missing more than 24 hours including voluntary student contact information in cases where the student is missing along with missing person investigation procedures; policies concerning campus security, information on crime prevention, alcohol and drug use, sexual assault, the state sex offender registry and the reporting of any crimes that may occur on the campus.

The Annual Fire Safety Report includes campus housing fire statistics for the most recent three-year period; a description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; policies or rules on portable electrical appliances, smoking, and open flames in student housing; procedures for student housing evacuation in the event of fire; policies regarding fire safety education and training programs provided to the students, faculty, and staff; procedures that students and employees should follow in the case of a fire; a list of the titles of each person or organization to which students and employees should report that a fire occurred; and plans deemed necessary for future improvements in fire safety.

You can obtain a copy of any of these reports by contacting the Office of Public Safety, MSC 6810, James Madison University, Harrisonburg, VA 22807 or request that a copy be mailed to you by calling (540) 568-6769 or (540) 568-6913.

Although JMU works hard to ensure the safety of all individuals within its community, the individual must also take responsibility for their own personal safety and that of their personal belongings. Our goal is a campus community that is informed, aware, and alert; all sharing the responsibility of making the JMU campus a safe place to study, work and live. Thank you and stay safe!

**Attachment A**

**Financial Assistance**

**The Graduate School**

100 E. Grace Street

MSC 6702

Phone: (540) 568-6131

Website: <http://www.jmu.edu/grad>

**Scholarships, Grants, Student Employment and Loans**

Office of Financial Aid and Scholarships

Student Success Center

MSC 3519

Phone: (540) 568-7820

Website: <http://www.jmu.edu/financialaid>

**Assistantships**

Each year, James Madison University makes funds available through the graduate assistantship program. Although limited in number, assistantships contribute significantly to academic and non-academic areas of the university. Assistantships provide financial assistance to qualified students who otherwise might be unable to pursue graduate degrees. They also offer opportunities for students to gain worthwhile teaching and other experiences relevant to their chosen disciplines.

Students will be awarded assistantships for a maximum of four academic semesters (exclusive of summer session) in most master's and educational specialist degree programs and a maximum of three years in the Master of Fine Arts and doctoral programs. Assistantships are limited to nine paid graduate hours of tuition each fall and spring semester, although contracts are usually written for an academic year. Students must pay for any additional hours each semester at the tuition rate based on residency status. Tuition will be covered at the on-campus rate for the hours stated on the contract.

Any additional charges for Web-based courses will be the responsibility of the student. Under no circumstances will payment from assistantship funds be used for audited course work or undergraduate hours. Assistantships do not cover the student's room and board expenses. No tuition or stipend is paid through the assistantship program for summer hours.

Acceptance of an offer of financial support–such as a graduate scholarship, fellowship, traineeship or assistantship–for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this resolution. Read the Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants for full details.

**Classification of Assistantships**

***Doctoral Assistant***

A Doctoral Assistant is assigned to an academic department to assist faculty members in their responsibilities of teaching and/or research. Students in doctoral programs may also serve as Teaching Assistants. Doctoral Assistants must be enrolled in a doctoral program at JMU. Doctoral Assistantships may cover more than the regular amount of tuition, may pay a higher stipend and may remain in effect through all or part of the summer term.

***Graduate Assistant***

A Graduate Assistant is assigned to an academic department, support program or administrative office to assist faculty members in preparing for instruction, leading discussion groups, grading papers, conducting research, preparing laboratories, performing departmental administrative tasks, etc. Specific duties will vary according to the needs of the department.

***Teaching Assistant***

A limited number of Teaching Assistantships are available in academic units offering major programs of graduate study. A Teaching Assistant is assigned to an academic department and is required to instruct one course or three credit hours of course work each semester or an equivalent of three credit hours of laboratory work each semester. Students may also be awarded a teaching assistantship to assist professors within the department with instructor related duties. Teaching Assistants must have completed a minimum of 18 hours of appropriate graduate course work. A Teaching Assistant must be directly supervised by a graduate faculty member.

***Assistantship Hours***

In accordance with university policy guidelines, Graduate Assistants will provide an average of 20 hours of assistance each week. Graduate Assistants cannot be asked to perform more than an average of 20 hours per week unless special permission is granted from The Graduate School. Visa requirements stipulate that international students may not in any circumstances work more than 20 hours per week. Students may not begin their assignment prior to completion and submission of all required forms.

***Additional JMU Employment for Graduate Assistants***

Graduate students receiving stipends from Virginia state funds are occasionally permitted to accept JMU employment in addition to the 20 assistantship hours. Permission for such employment must come from The Graduate School, in response to a request by the student's graduate director or adviser. The student and the director or adviser should carefully consider the overall effect of additional employment on the student's academic performance.

***Application Process***

A student interested in a graduate assistantship should inform the graduate program to which he or she is applying of his or her interest in an assistantship. If there is not an assistantship available, the student may want to apply for a posted assistantship through another department. To apply for an assistantship go to <https://joblink.jmu.edu/?_ga=2.233838942.1152091398.1505085785-587426139.1498059908>