Your orientation to JMU policy, practices and compliance begins with your review of some key policies which have a broad impact on the university’s people and processes.

Once reviewed, electronically sign and submit the acknowledgement page to Human Resources. The link is at the end of this document. The signed acknowledgement that you have read these policies becomes part of your official personnel file in Human Resources.

Your supervisor can assist you if you have questions about these or other university policies.

Summary of Commonwealth of Virginia Policy 1.75–Use of Electronic Communications and Social Media

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. This policy establishes minimum standards for all state employees.

Agency-provided electronic communication tools are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs.

When using electronic communications tools and social media, or Internet access, employees must:

- Be responsible and professional in their activities. Employees should conduct themselves in a manner that supports the mission of their agency and the performance of their duties.

- Exercise the appropriate care to protect the agency’s electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.

- Use the Internet, electronic communications tools and social media only in accordance with State and agency policy.

- Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such media.
• Check with the appropriate agency staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.

• Be respectful of the agency/organization, other employees, customers, vendors, and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities.

Certain activities are prohibited when using the Commonwealth’s Internet or electronic communications Media or using social media in reference to the work environment. Prohibited activities include, but are not limited to:

• Any use that is in violation of applicable local, state, and federal law.

• Accessing, uploading, downloading, transmitting, printing, posting or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.2-2827).
  http://leg1.state.va.us/000/cod/2.2-2827.HTM

• Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.

• Installing or downloading computer software, programs, or executable files contrary to the Virginia Information Technology Agency’s (VITA) Information Security Policy, Standards, and Guidelines.

• Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.

• Using proprietary agency information, state data or records, and social media to locate agency customers for personal reasons.

• Posting information or sending electronic communications such as email using another’s identity.

• Permitting a non-user to use for purposes of communicating the message of some third party individual or organization.

• Posting photos, videos, or audio recordings taken in the work environment without written consent.

• Using agency or organization logos without written consent.

• Texting, emailing, or using hand-held electronic communications devices while operating a state vehicle.

• Any other activities designated as prohibited by the agency.

Regarding university discipline, violations of this policy must be addressed under Policy 1.60,
Standards of Conduct Policy, or appropriate disciplinary policy or procedures for employees not covered by the Virginia Personnel Act.

**Summary of JMU Policy 1110-Alcohol and Other Drugs**
http://www.jmu.edu/JMUpolicy/policies/1110.shtml

The purpose of this policy is to comply with relevant laws related to the abuse of alcohol and controlled substances and help provide for a healthy and safe university community for employees, students, the local community and campus visitors. In addition, it is the intent of the university to offer support and possible solutions to employees who are struggling with alcohol or other drug-related problems.

The following acts by employees are prohibited:

- The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace.
- The 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:
  - Violation of any criminal drug law, based on conduct occurring either on or off the workplace.
  - Violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based on conduct occurring either on or off the workplace.
  - Employee’s failure to report, within five calendar days, the conviction for any offense described above to his/her supervisor.

The workplace consists of any university-owned or leased property, or any site where university employees are performing official duties. An employee will be designated for alcohol and/or drug testing under the condition of reasonable suspicion.

Regarding university discipline, any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, up to and including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program. University employees with problems related to the use of alcohol or other drugs are encouraged to seek counseling or other treatment assistance.

**Summary of JMU Policy 1105-Prohibition of Weapons**
http://www.jmu.edu/JMUpolicy/policies/1105.shtml

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

Regarding university discipline, an employee who violates this policy will be subject to disciplinary sanctions under misconduct policies of the university, up to and including dismissal.
Summary of JMU Policy 1115-Violence Prevention
http://www.jmu.edu/JMUpolicy/policies/1115.shtml

The university is committed to providing a safe and secure environment for all of the members of the community. This policy provides procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.

Summary of JMU Policy 1302-Equal Opportunity
http://www.jmu.edu/JMUpolicy/policies/1302.shtml

JMU is committed to supporting the practice, spirit and good-faith efforts regarding equal opportunity and diversity, beyond mere compliance with government regulations. A commitment to diversity is a commitment to all members of the university community. Diversity among staff, students and faculty offers the university an opportunity to realize its mission.

Summary of JMU Policy 1324-Discrimination and Harassment
http://www.jmu.edu/JMUpolicy/policies/1324.shtml

JMU is dedicated to providing a workplace and learning environment free from discrimination and harassment. James Madison University will not tolerate discrimination or harassment on the basis of age, color, disability, gender identity, 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.

The Office of Equal Opportunity can provide information and assist you in understanding the process for filing a complaint of any form of discrimination or harassment with the university: Step by step guidelines for filing a complaint.

JMU Policy 1340-Sexual Harassment and Sexual Misconduct
http://www.jmu.edu/JMUpolicy/policies/1340.shtml

Harassment on the basis of sex, sexual orientation, gender or gender identity is defined as sexual harassment. Sexual harassment also includes sexual assault, sexual misconduct, and sexual violence. All complaints of sexual harassment and misconduct are managed by the Title IX Office. If you are experiencing sexual harassment, please contact the Title IX Office.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment, exclusion from future learning or working opportunities at the university, and/or issuance of a no-trespass notice.

Summary of JMU Policy 1331- Disabilities and Reasonable Accommodations
http://www.jmu.edu/JMUpolicy/policies/1331.shtml

The university will provide reasonable accommodations 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.

Inquiries or requests for reasonable accommodations for disabilities may be directed to a Benefits.
Specialist.

Summary of JMU Policy 1406-Reporting Suspected Child Abuse or Neglect
http://www.jmu.edu/JMUpolicy/policies/1406.shtml

Any university employee who, in their official or professional capacity, has reason to suspect that a child under the age of 18 is abused or neglected, is required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect. For a definition of an abused or neglected child please refer to the full JMU Policy 1406.

- Reports of suspected child abuse and/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 (1-800-552-7096).

- If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the DSS toll-free child abuse and neglect hotline (1-800-552-7096).

- Additionally, James Madison University employees may also report suspected child abuse or neglect to their supervisor or other university official, 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/her professional services to the university.

An employee who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than $500 for the first failure and for any subsequent failures, not less than $1,000.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

Summary of JMU Policy 1603-Reporting Fraud, Waste and Abuse
http://www.jmu.edu/JMUpolicy/policies/1603.shtml

The university will not tolerate fraud, theft, waste or abuse of state or university property or other resources. University employees and students will be required to report suspected irregularities or possible fraudulent transactions to Audit and Management Services. All reported allegations will be fully reviewed, and substantiated fraudulent activities will be reported to the proper authorities.

The university will not discharge, threaten, or otherwise discriminate or retaliate against a whistle blower who discloses information about suspected wrongdoing or abuse in good faith and upon a reasonable belief that the information is accurate.

Summary of JMU Policy 4502 – Collection of Debts Owed by Employees to the University
http://www.jmu.edu/JMUpolicy/policies/4502.shtml

It is the policy of the university to collect all debts owed to it by its employees. Such debts may include,
but are not limited to the following:

- Advance payment by departments for work-related education or training without successful course completion
- Computer loans
- Library fines
- Parking fines
- Personal telephone charges including personal use of university cell phones
- Travel advances that have not been appropriately repaid

Employees are responsible for paying all debts to the university. For individuals leaving university employment, all debts to the university must be resolved between the department owed and the employee. The department will arrange with the employee for settlement of any outstanding accounts.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

**Summary of JMU Policy 1106 – Conflict of Interests**


A conflict of interests occurs when a university employee or a member of his/her immediate family has personal interests, or benefits or suffers from his/her participation in contracts or transactions considered by JMU. No JMU employee shall:

- Solicit or accept money or other thing of value for services performed within the scope of his/her official duties, except the compensation, expenses or other remuneration paid by the university.

- Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency.

- Offer or accept any money or anything of value for or in consideration of the use of his/her public position to obtain a contract for any person or business with any governmental or advisory agency.

- Use for his/her own economic benefit or that of another party confidential information that he has acquired by reason of his/her public position and which is not available to the public.

- Accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him/her in the performance of his/her official duties.

- Accept any business or professional opportunity which he/she knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him/her in the performance of official duties.

- Accept any honoraria for any appearance, speech, or article in which the employee provides expertise or opinions related to the performance of his/her official duties. (The term “honoraria” shall not include any payment for or reimbursement to such person for actual travel, lodging, or subsistence expenses incurred.)
• Accept a gift from a person who has interests that may be substantially affected by the performance of the employee’s official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee’s impartiality in the matter affecting the donor.

• Accept gifts from sources on a basis so frequent as to raise an appearance of the use of public office for private gain.

It is the responsibility of each JMU employee to comply with the Act.

Additionally, as a requirement of the State and Local Government Conflict of Interests Act, university employees in certain positions are designated to disclose their financial interests in order to prevent inappropriate conflicts between personal economic interests and the official duties. Designated employees include Presidents, Vice Presidents, Provosts, and Deans, and other positions with substantive authorization and decision-making regarding 1) policy, 2) contracts and procurement, 3) audits, 4) licensure, 5) inspections and investigations, and 6) investments and other financial matters.

This electronic filing of a Statement of Economic Interests occurs prior to the designated employee beginning employment and then annually on or before February 1. Information pertaining to real estate, business interests, gifts, travel, liabilities, directorships and other matters is subject to disclosure. These disclosure statements are available for review by the public for a period of no less than five years.

Employees in designated positions will be contacted to complete a 60 minute, online Conflict of Interests orientation course within 60 days of assuming employment and thereafter once every two years.

Additional JMU policies that have a broad impact on the university’s people and processes may be found on the University Policy Committee’s website http://www.jmu.edu/JMUpolicy/index.shtml

By signing the acknowledgement form, I verify that I have read these summaries and understand that it is my responsibility to abide by the applicable policies.

Click here to sign the Policy Summary Acknowledgement Form.