

## August 2017 HR Update

### Summer Work Schedules

Reminder that Friday, August 18 is the last day of the university's modified summer work schedule for 2017.

### Connect Computers to JMU's Wired Network Before Semester Begins

Faculty and staff who have not powered on their JMU-owned computer for an extended period should expect a large number of computer patches and updates to be downloaded and installed after the computer is powered on. Depending on the number of updates, this process could take many hours and require numerous reboots.

Information Technology recommends bringing computers to campus, connecting to the wired network and leaving powered on at least a few days prior to the start of the semester to minimize disruptions.

### National Payroll Week – September 4-8, 2017

National Payroll Week is a great opportunity to thank your payroll department for their hard work. In addition to ensuring your paycheck is accurate and on time, they work diligently to maintain compliance with the ever-changing federal and state regulations.

Also, have you ever wondered what "HR1" or "SRT" stands for? Check out the new Pay Group and Company Legend on payroll's [2017 Payroll Calendar](#).

### Classified Employee Performance Evaluations



Now's the time to work on your ***non-probationary classified performance evaluations***. Completed evaluations and IPDP's (individual professional development plan) are submitted to Human Resources anytime now through September 30, 2017. To ensure thorough and thoughtful evaluations of employee performance, this is an ideal time for:

- employees and supervisors to receive and provide open and honest feedback on the past year's performance;

- employees to communicate their perspectives on performance through a self-evaluation;
- supervisors to make any necessary adjustments to the position description through PositionLink.

As outlined in the [Salary Administration Plan](#) and [Policy 1305-Performance Evaluation for Classified Employees](#), the following five performance-rating levels are available to choose from, Below Contributor, Moderate Contributor, Contributor, High Contributor and Extraordinary Contributor. Performance ratings are contingent on continued performance for the duration of the performance cycle that officially ends October 24.

*\*Please note:* If rating an employee as an overall Extraordinary Contributor or Below Contributor, the [Acknowledgement of Extraordinary Contribution](#) or [Notice of Improvement Needed](#) (unless a Written Notice is on file) **must be attached** to the completed performance evaluation to support these overall ratings. For ratings of “Below Contributor”, **contact your HR Consultant prior to the performance meeting** for further guidance.

Refer to the [Performance Evaluation Process](#) on HR’s website for links to applicable forms, policies and process details.

Additionally, Human Resources will provide the remaining training opportunities available for employees to register for through [MyMadison](#):

**Performance Management Information Session [TD1181](#)**

August 29, 2017: 2:00 p.m. – 4:30 p.m.

**Individual Professional Development Plan Workshop [TD1152](#)**

September 6, 2017: 10:00 a.m. – 11:30 a.m.

Please contact your [HR Consultant](#) with questions you may have regarding performance management and JMU’s evaluation process.

**JMU Wellness Fair – Save the Date!**

On Wednesday, September 6, the Benefits Team invites you to attend the JMU Wellness Fair. The event will be held at the Convocation Center from 10:00 a.m. – 2:00 p.m. with a focus on three areas of wellness: mind, body, and spirit. We hope to see you there!

**Featured vendors include:**  
Sentara Mobile Mammogram Bus



Virginia Blood Services (“I bleed purple t-shirt” for donors)  
Massanutten Regional Library  
Anthem EAP  
Advantage Physical Therapy  
The Spa at Massanutten  
+ many more to come!

Additional information, including how to sign up for the Mobile Mammogram bus, can be found on our [website](#).

## **Benefits Broadcast**

Our goal with the Benefits Broadcast is to feature a specific benefit each month. This month’s featured benefit is...

### **Abenity**

Abenity is a perks program which provides over 200,000 local and national discounts to program members, amounting to well over \$4,500 in personal consumer savings. Below are just a few examples of local/favorite discounts:

- ✓ Kings Dominion – 40% off gate price
- ✓ Busch Gardens – 20% off gate price
- ✓ Great Wolf Lodge – 30% off rates
- ✓ Bojangles – 10% off purchase
- ✓ Spotswood Country Club – corporate membership rate of \$99/month
- ✓ Regal Cinemas – 28% on Premiere Print-at-Home eTickets
- ✓ Silver Lake Mill – half off dinnerware, glassware, Christmas ornaments, +
- ✓ Papa Johns – 25% off when ordering online

To become a program member, simply log onto the [Abenity](#) website and register by using your JMU email. Once you are registered, you will be eligible to receive the discounts either through your mobile phone or by downloading the discount.

## **Join us as we Observe the Partial Eclipse Here at JMU**

On Monday, August 21 we will witness a rare event as the moon passes in front of the sun creating a solar eclipse that will pass across the length of the United States. Here in Harrisonburg, we should see approximately 85% of the sun will be blocked by the passing of the moon.

For members of the JMU community, the physics department will have a very limited number of eclipse glasses on a first come-first serve basis at the astronomy park on east campus down hill from the Festival lawn. Several faculty and staff from the physics department will be handing these out starting around noon on Monday, August 21. We encourage everyone to share them if possible. Feel free to join us as we observe the partial eclipse here at JMU weather permitting. If you want to view the eclipse on your own, please be sure to be safe. Tips for safe viewing can be found at <https://eclipse2017.nasa.gov/safety>.

The eclipse is not the only interesting thing that happens in the heavens. Please visit the John C. Wells Planetarium on any Saturday for our public shows or go to the JCWP Facebook page (<https://www.facebook.com/jmu.planetarium/>) to learn about the regularly scheduled events there.

See Risk Management's ***County Fair Safety – August's monthly safety tip*** at <http://www.jmu.edu/riskmgmt/monthlysafetytips.shtml>.

## **JMU Talent Development**

### **Discover.Grow.Succeed.**

- Get Noticed and Get Ahead by Being Your Best at Work (TD2190)
- Performance Management Information Session (TD1181)
- Five Choices (TD1699)
- Customer Service When the Customer ISN'T Right (TD1065)
- Legendary Service: The Key is to Care (TD2081)
- Individual Professional Development Plan Workshop (TD1152)
- Leading Others Through Change: A Three-Phase Model for Success (TD2069)
- Greening Your Office (TD1516)
- Student Employment Essentials (TD1464)
- Team Excellence: Creating a Culture of High Performance (TD2076)

Visit Talent Development's webpage for a listing of all they have to offer!

[JMU Talent Development](#)

## **Annual Faculty and Staff Picnic**

Celebrate the start of the new school year at the Annual Faculty and Staff Picnic on  
Friday, August 18, 4:00-7:00 p.m.

Enjoy summer picnic favorites from the buffet, many beverage options and desserts.

Two music groups will be performing this year:

Outdoor stage: The Bellevue Rhythmaires

Indoor stage: Kelly May Brown and Randy Baker

Once again, Larkin Arts is presenting a “Kid’s Zone” with games and activities.  
We ask that kids not be left unattended in this area.

Please visit the Faculty and Staff Picnic website (<http://www.jmu.edu/fspicnic>) for up to date information.



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*Human Resources is dedicated to customer service, a positive approach to change and the pursuit of excellence that promotes university and individual success.*

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