



January HR Update

Benefits Broadcast

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

Supplemental Retirement Accounts

As a State of Virginia employee, you are provided a robust retirement plan through either the Virginia Retirement System (VRS) or the Optional Retirement Plan (ORP) for faculty members, but will these accounts be enough to provide you with the necessary income upon retirement? Though advice varies, most experts recommend saving 10% of your salary in order to have between 70%-90% of your annual pre-retirement income, which includes your retirement accounts and Social Security. So, just as you may take preventative measures to ensure your personal health, it is also important to review your financial health. Are you setting aside the necessary funds now so that you may live comfortably in the future?

At the university, employees may take advantage of both 457 deferred compensation plans and 403(b) supplemental retirement accounts. Below is a plan comparison of the two different plans:

Features	457 Deferred Comp Plans	403(b) Plans
Where are they offered?	State and local government and non-governmental agencies	Public schools and certain tax-exempt organizations
Contribution Limits	\$19,500/calendar year, plus catch-up options	\$19,500/calendar year, plus catch-up options
Early Withdrawal Penalty Tax	None (normal income tax only)	10% early withdrawal federal penalty tax may apply for distributions prior to age 59-1/2. Waived if age 55 and separated from service (normal income tax only)

Eligibility Rules	All full-time and part-time employees; an employee who is primarily a student is not eligible	All full-time and part-time employees; an employee who is primarily a student is not eligible
Age 50 Catch-Up Option	\$6,500/calendar year (not available if special catch-up option is used)	\$6,500/calendar year; special catch-up option may also be utilized
Special Catch-Up Option	3 years prior to normal retirement age allows the lesser of: *Two times current year's normal contribution limit; or *Underutilized limits from past years with same employer	15 years of service option increases limit by the lesser of: *\$3,000; *\$15,000 less additional limit used in past years; or *Excess of \$5,000 X years of service, less past elective deferrals
Pre-Taxed or Roth (after tax)	Both are offered	Both are offered
Distribution Restrictions	Funds cannot be distributed until: *Age 72; *Severance from employment; *Disability; *Death; or *Unforeseeable emergency	Funds cannot be distributed until: *Age 59-1/2; *Age 55 and/or severance from employment; *Disability; *Death; or *Financial hardship
Required Minimum Distributions	RMD rules apply at age 72 or later, severance from service, and also after death	RMD rules apply at age 72 or later, severance from service, and also after death

Never Pass Up Free Money!

The university also offers a Cash Match Plan, an employer-paid benefit for benefited, salaried faculty and staff who are making contributions to a 403(b) account or 457 deferred compensation plan. The employer match amount is 50 percent of the employee's contribution up to a maximum of \$20 per pay period. The minimum an employee must contribute to their 403(b) or 457 account to participate in the Cash Match plan is \$10. If you are contributing to both a 403(b) and 457 account, you are eligible for only one cash match. If you are enrolled in the VRS Hybrid Retirement plan you are not eligible for the 403(b) or 457 employer cash match unless you are contributing the additional four percent voluntary contribution to the Hybrid plan.

What Do I Do Now?

If you already contribute to a 403(b), complete this [Salary Reduction Agreement](#) to make changes to your semi-monthly deduction. To make changes or to establish a 457 account, visit the [Commonwealth of Virginia 457 Deferred Compensation Plan](#) to create an account, or call Investor Services at 1-877-327-5261, Option 1. If you have never established a supplemental retirement account, please contact benefits@jmu.edu or 540-568-3593, and a Benefits Specialist will walk you through the process.

Remember...take advantage of free employer money in order to secure your future!

January's Social Security Column Newsletter

<https://drive.google.com/file/d/1e0xPoXAtzvXiw9OX2mJUwkjSELEzu8U4/view?usp=sharing>

Payroll Services

Payroll Services is in the process of preparing W-2's which will be mailed from James Madison University by January 31st. If you've consented to receive your W-2 electronically, you will not receive a paper copy by mail. However, you will receive an email notification once your W-2 is available in MyMadison. Below are some links to the most frequently asked questions regarding W-2's.

- [General Guide to Sections of your W-2](#)
- [Why is my reported W-2 earnings different than my paycheck gross earnings/salary?](#)
- [What to do if you do not receive your W-2 timely](#)

Information Technology Welcomes New Director of Computing Support

Greg Hackbarth has recently joined the IT staff as Director of Computing Support. Greg is an experienced and collaborative IT leader with a wide variety of technical skills and years of higher education experience.

Greg will oversee all areas of IT Computing Support which includes technology support through the IT Help Desk and Desktop Services; test scoring and course evaluation services; endpoint management for security patching, software delivery and updates for JMU-owned computers; employee training for central systems and office productivity for faculty and staff; and computing labs and technology classrooms to provide reliable facilities for academic instruction and general student use.

Please welcome Greg to JMU. Greg can be reached at hackbaga@jmu.edu or (540) 568-6712.

University Policy Committee Activity

Policies reviewed and re-published or newly published to the electronic
[Manual of Policies and Procedures](#)

Fall 2020 Policy Changes July 1 - December 31, 2020	
Policy Number	Policy Name
1102	Holidays
1105	Prohibition of Weapons
1115	Violence Prevention
1205	Data Stewardship
1206	Contingency Management for Technology-based Information Systems
1207	Appropriate Use of Information Technology Resources
1305	Classified Employee Performance Evaluation
1313	Classified Wage (non-student/part-time) Positions - Recruiting, Selecting and Hiring
1315	Notification Regarding Death
1346	Title IX Sexual Harassment
1403	Training & Development - A&P Faculty and Classified Staff
1502	University Communications and Marketing
1601	Auditing Program/Charter

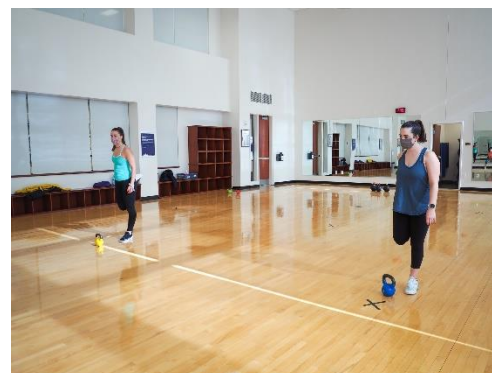
University Recreation

UREC's Know Before You Go Guide

Visit [UREC's COVID-19 plan website](#) to learn all about what to expect at UREC this spring, [how to pre-register](#) and what to bring with you!

Small Group Training

Faculty and staff are also welcome to join our Small Group Training sessions. Here you will find Personal Training in a group setting. This spring, UREC will offer Small Group Training sessions for: Cycle and Kettlebell HIIT. All Small Group Training sessions are offered for \$50 per 6-week session.



Demo classes will take place January 25 - 29, 2021 for free. Learn more about [Small Group Training here.](#)

Personal Training

UREC Personal Training services provide you with the opportunity to work individually with a Personal Trainer to attain your personal fitness goals. Get started with a Personal Training Total Package that includes a health screening, consultation, fitness assessment, and two 1-on-1 personal training sessions for \$50 to get started. Learn more about [Personal Training here.](#)



Mark your calendars now for the week of **March 15, 2021**

We are offering an exciting new format, featuring
a week full of mostly online programming

Registration will open in February!

Office of Risk Management

January's Monthly Safety Tip PowerPoint [Learn about Risk from Radon](#)



Expanded WW, Weight Watchers Reimagined Offerings Now Available

Weight Watchers (WW) and the Commonwealth have a fantastic NEW partnership expanding a 50% discounted WW membership to all employees, spouses and adult dependents. Participation no longer requires enrollment in a state health plan or specific WW username.

WW's customized program starts with a NEW personal assessment that gets to know the whole you, to give you an even more personalized weight loss plan. Plus, a holistic view of food, activity, and sleep for a plan that fits your lifestyle.

With WW, you'll gain access to the Commonwealth's private virtual WW Workshops where you and your colleagues will get weekly weight-loss guidance and support from a WW Coach.

To sign up or learn more, visit: <https://www.jmu.edu/humanresources/balanced-dukes/weight-watchers.shtml>

All Commonwealth of Virginia employees, spouses, and adult dependents (18+) are eligible for an upfront 50% discounted WW membership.

The Special Monthly Pricing and The Commonwealth of Virginia discount per month is not open to retirees, their spouses and dependents, wage employees, or The Local Choice members; however, discounted pricing is available.

4th Annual Balanced Dukes Conference

Spring 2021 (*date TBD*)

Balanced Dukes is the work-life integration and wellness program for JMU with a mission of helping employees reach a blend of personal satisfaction in four core areas: Work, Family, Community, & Self, in pursuit of a meaningful quality of life.

Over the last year, we have been forced to look at our work lives and home lives through a different lens. For many of us, these worlds are overlapping in ways that we have never experienced before.

We are considering offering this conference virtually during the spring in an effort to promote and encourage well-being and balance for our faculty and staff. As in years past, we are looking for faculty and staff to present on topics related to work-life balance, integration, and wellness. If you are passionate about wellness and well-being, have innovative ideas, expert insight, or success stories related to work-life balance to share with our faculty and staff, we invite you to submit your proposal to present at this virtual conference.

[Please submit your proposal by completing the form here](#) by **February 12, 2021**

Click [here](#) for last year's sessions to give you an idea for potential topics.

Please reach out to Tara Roe, Work Life & Engagement Specialist, with any questions.
540-568-5533 | roetb@jmu.edu

DISCOVER | GROW | SUCCEED



Each week of the month offers a different competency

- *Week One: Customer Service*
- *Week Two: Self-Awareness*
- *Week Three: Communication*
- *Week Four: Team Building*

Cultivating Competency Series

Held most Wednesday afternoons,
January through May

- 1. Click on *Cultivating Competency* in the left sidebar to see descriptions.**
- 2. Register in MyMadison.**

We look forward to learning with you.

Photo by [Roberta Sorge](#) on [Unsplash](#)

See Left Sidebar at <https://www.jmu.edu/talentdevelopment/>

[Visit](#) Talent Development's webpage for a listing of all they have to offer!

Winter Food Drive - Help those affected by the pandemic

Join your fellow Dukes in the fight against hunger by participating in our 13th annual food drive. This effort supports the Blue Ridge Area Food Bank (BRAFB), a community organization that serves an average of **115,000 people** in western and central Virginia **each month**. The COVID-19 pandemic has drastically increased the number of our neighbors experiencing food insecurity. In a recent press release, Michael McKee, CEO of BRAFB, commented, "As a result of high unemployment, we've seen a 12% increase in visits to partner food pantries, mobile pantries, and demand for Emergency Food Boxes from March-June 2020, compared to the same time period last year."

What: Food Drive

When: January 25th – February 5th, 2021

Where: Campus and Online

Why: Your support makes a difference. Previous drives have generated more than 14,000 lbs. of food and \$6,000 in donations. An amount equivalent to **35,640 meals**.

Donate online: <https://www.brafb.org/jmu2021winterdrive>

Or drop off at one of these three campus locations:

- Foundation Hall (lobby)
 - Foundation Hall is located at 1031 Harrison St., just south of the Forbes Center for the Performing Arts
- ISAT/CS Building (1st floor lobby)
- EnGeo Building (3rd floor CSM Dean's Suite)

Please consider an online donation through the link above, as monies donated directly to the food bank can purchase 2x to 4x as much food compared to a grocery or convenience store. If you would like to make a physical donation, the most needed items are:

- Cereal (low sugar, whole grain), Peanut/Almond Butter, Canned Tuna & Chicken, Canned Soups & Stews (low sodium), Canned Veggies, Beans, Boxed Mac & Cheese, Spaghetti Sauce, Pasta & Rice, Paper Products, Baby Food & Formula, Diapers, Soap & Feminine Products, Toothbrushes

Thank you for your support!

Office of Research & Scholarship, delpbt@jmu.edu

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