

## **New Parental Leave Benefit**

On June 27, Human Resources received Executive Order Number 12 from the Office of the Governor, announcing a new parental leave benefit for full-time Commonwealth employees. HR was pleased to get this news, and we are excited that we can offer this new leave benefit to full-time employees.

HR is in the process of clarifying the language and details in the policy. We anticipate having answers for you soon. If you have any immediate questions, please contact Meghan Schaeffer, Leave Specialist, at 540/568-3974 or [schaefms@jmu.edu](mailto:schaefms@jmu.edu).

## **Late I-9 = \$100 Fine**

Avoid a \$100 departmental fine by ensuring that your employee has a valid I-9 on file before beginning work. JMU will impose fines beginning August 1, 2018 for late I-9 completion. *After two warnings*, each late I-9 will cost your department \$100. Contact Student Employment ([studentjobs@jmu.edu](mailto:studentjobs@jmu.edu)) or Human Resources ([humanresources@jmu.edu](mailto:humanresources@jmu.edu)) with questions.

## **New Position Description System Roll Out To Begin**

New Position Description software, which is integrated with PeopleSoft, is now ready for the pilot groups' use. This new software has been developed by JMU's IT department in collaboration with Human Resources and replaces PositionLink.

Pilot departments are beginning to move their classified employee position descriptions - also formerly referred to as Employee Work profiles (EWPs) - out of PositionLink and into the PeopleSoft HR system. Human Resources will be working with departments, division by division, to move their PDs out of PositionLink and into the HR system by June 30, 2019.

Why the change? Once a department has completed adding PDs into the new software, classified employees will be able to view their PDs by logging into MyMadison, departments will be able to generate reports on the information contained in a PD, and supervisors and reviewers will experience better functionality and a more user-friendly format for PDs. Also, this software improvement will lead to the future implementation of an electronic classified employee performance evaluation.

Additional information, including postcards and other communications, will arrive over the next several months, division by division, beginning with Administration and Finance.

Questions? Email [positiondescription@jmu.edu](mailto:positiondescription@jmu.edu).

## **Classified Employee Performance Evaluations**

Now's the time to start planning for ***non-probationary classified performance evaluations***. Completed evaluations and IPDP's (individual professional development plan) can be submitted to Human Resources anytime beginning July 1 through the last

workday in September (9/28/2018). 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 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 following training opportunities available for employees to register for through [MyMadison](#):

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

Thursday, July 26	9:00 a.m. – 10:30 a.m.
Monday, August 27	2:00 p.m. – 3:30 p.m.

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

Wednesday, July 18	9:00 a.m. – 10:30 a.m.
Thursday, August 16	1:30 p.m. – 3:00 p.m.

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

**Also, new for 2018 - send your Administrative & Profesional Faculty Performance Evaluations to Human Resources by the last workday in September.** See Policy [1307](#)-Performance Evaluation of Administrative & Professional Faculty.

#### **Requests for Tuition Waiver – New rule!**

Forms for requesting waiver of tuition **must be received in Human Resources by 5:00 p.m. of the Add/Drop deadline or they will be denied.** Add/Drop dates are found on the [Registrar's website](#).

Also new for 2018 – Claendar year tuitio for all graduate courses that exceed the \$5,250 IRS threshold will be taxed quarterly: 3/30, 6/30, 9/30 and 11/30.

#### **Total Benefits Calculator**

Have you ever wondered about the value of your JMU compensation? Your direct pay and your indirect pay make up your total compensation. Direct pay is generally identified as your 'pay check'. Indirect pay is the value of your benefits package. The Total Benefits Calculator will provide an *estimated* value of your total compensation. It also offers a colorful visual representation of the total compensation package you have as a full-time employee!

The Total Benefits Calculator has been placed in [MyMadison](#) under the Employee tab under Resources. It is best to use Mozilla Firefox for this application.

If you have questions please contact the Benefits Team at 540/568-3593 or email [benefits@jmu.edu](mailto:benefits@jmu.edu).

## **Need to Talk with an Expert?**

Did you know that every month, company representatives for your benefits are here on campus in the Wine-Price Building? Below is a list of upcoming dates where you could talk with an expert:

July 23 – TIAA, Christian Pechuekonis, [christian.pechuekonis@tiaa-cref.org](mailto:christian.pechuekonis@tiaa-cref.org)

July 24 - TIAA, Christian Pechuekonis, [christian.pechuekonis@tiaa-cref.org](mailto:christian.pechuekonis@tiaa-cref.org)

July 26 – FIRM, American Funds 529 Plans, Phil Harris, [phil@firmadvisor.com](mailto:phil@firmadvisor.com)

August 1 – Aflac, Boyd Glover, [boyd\\_gloverjr@us.aflac.com](mailto:boyd_gloverjr@us.aflac.com)

August 1 – Commonwealth One Federal Credit Union Mortgage Services, Stella Evans, [stella.evans@memberadvantagemortgage.com](mailto:stella.evans@memberadvantagemortgage.com)

August 15 – TIAA-Wealth Management, Lisa Dieter, [Lisa.dieter@tiaa-cref.org](mailto:Lisa.dieter@tiaa-cref.org)

August 16 – Valic, Rob Lankard, [Rob.lankard@valic.com](mailto:Rob.lankard@valic.com)

## **Harrisonburg-Rockingham Chamber of Commerce**

### **Member2Member Cards**

The Benefits Office has just received the 2018 Member2Member (M2M) discount cards. The M2M Discount Program offers more than 100 member discounts at local shops, restaurants, attractions, business services, and more. If you are interested in receiving a new M2M card, please stop by Human Resources.

### **Benefits Broadcast**

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

Americans are projected to spend over \$72 billion this year on their pets, with over \$17 billion estimated for vet care.<sup>1</sup> Those of us with furry family members know how expensive pet care can be, even when they are healthy. If you have wondered how to get Rover or Boo Boo Kitty on your health insurance plan, then you may want to consider Pet Insurance through VPI. Employees are eligible to receive a 5% discount from VPI, and there are three plan options: Everyday Care Wellness Plan; Comprehensive Major Medical Plan; or Comprehensive Major Medical Plan with Everyday Care Wellness Plan. The Everyday Care Wellness Plan reimburses a flat dollar amount for routine wellness such as vaccines, physical exams, deworming, etc. The Comprehensive Major Medical Plan reimburses such expenses as accidents, common or serious/chronic illnesses, heredity conditions, and procedures/services.

All three plans allow you to use any vet, not just vets who accept pet insurance. Using your policy is quick and easy:

- ✓ Visit any vet and pay them directly
- ✓ Send VPI your claim
- ✓ VPI will send you a check for reimbursement

Contact Carrie McNamara at 804/441-6224 or [cmcnamara@metlife.com](mailto:cmcnamara@metlife.com) for additional information or to enroll.

### **Reminder—Check your Paychecks!**

Health Insurance, Aflac, and flexible spending account changes that occurred during open enrollment were reflected on your July 16 pay advice. Review your pay check in [MyMadison](#) for accuracy. See a discrepancy? Contact [benefits@jmu.edu](mailto:benefits@jmu.edu) immediately.

If you enrolled in a flexible spending account, be sure to check your account information by logging into your account at <https://www.benefitadminsolutions.com/Login.aspx?id=1>

### **Connections Day, Wednesday August 1**

The next Connections Day will be held on Wednesday, August 1 from 8:15 a.m. to 1:00 p.m. in the Montpelier Room, E-Dining Hall. New JMU employees hired between April 2018 and July 2018 are invited to attend the event. We ask your assistance in encouraging your new employees to attend this event designed specifically for them. Please share this information with those in your department who are involved with recruitment and selection of new employees.

Pre-registration is required to attend. Additional details and the links for employees to register can be found at [www.jmu.edu/humanresources/connections](http://www.jmu.edu/humanresources/connections).

If you have any questions, please feel free to contact Jennifer Dodson, Onboard Specialist at [dodsonjl@jmu.edu](mailto:dodsonjl@jmu.edu) or 540/568-4473.

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<sup>1</sup> [https://www.americanpetproducts.org/press\\_industrytrends.asp](https://www.americanpetproducts.org/press_industrytrends.asp)

## SAVE THE DATE! JMU Faculty and Staff picnic

Friday, August 17 4:00 – 7:00 p.m.

The JMU Faculty and Staff Picnic is held annually in recognition of the hard work and dedication employees bring to the university every day.

Please plan to join us for good food, great socializing at our picnic for faculty, staff and their families to greet the new academic year.

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

Look for your electronic invitation which will arrive later this summer!

### Balanced Dukes and Running Affinity Group to Host Faculty/Staff 5K

Family members are welcome to run, walk, or stroller the 5K as well, and all participants should cross the finish line in time to enjoy the Faculty and Staff Picnic.

#### Details

**Route:** The 5K will begin and end near the ISAT building on the Festival lawn.

**Start Time:** Friday, August 17 3:00 p.m. (prior to Faculty and Staff Picnic)

**Award Categories:** Grab your friends, family, and/or coworkers and start designing your costumes! Prizes will be awarded for:

- Best group costume
- Best individual costume
- Department with the most participants
- Fastest in age categories (male/female under 10, male/female 10-15, male/female 16+).

**Registration is FREE:** click this link to register for the 5K [2018 Faculty/Staff 5K](#) (and don't forget to register separately for the Faculty and Staff Picnic).

*Congratulations!* The 5K is the culmination of the Couch to 5K program that began on June 18, so some participants will be completing their first 5K. Come out to run/jog/walk with them and congratulate your coworkers on completing the program!

Don't want to run but want to support your coworkers? **Volunteer** to help! [VOLUNTEER](#)

### School's Out for Summer

Keep submitting your photos to [commonhealth@jmu.edu](mailto:commonhealth@jmu.edu) for the [School's Out for Summer campaign](#). We want to see how you are finding relaxation and balance this

summer – each photo gives you an entry to the contest. The winner will be picked at random and will receive a \$100 gift card to Massanutten Resort.

## **Balanced Dukes listserv**

Balanced Dukes exists to help our employees reach a blend of personal satisfaction in four core areas, Work, Family, Community, and Self, in pursuit of a meaningful quality of life. We want to keep you informed of all the opportunities available to assist with your work life balance and wellness. Join our Balanced Dukes listserv to be the first to hear about upcoming events, receive weekly wellnotes from CommonHealth, learn a new healthy recipe each week and much more. To join the listserv, email Tara Roe, Work Life & Engagement Specialist, at [roetb@jmu.edu](mailto:roetb@jmu.edu).

# **JMU Talent Development**

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

- Performance Management Information Session ([TD1181](#))
- **NEW!** Think Differently to Innovate ([TD2247](#))
- Leading Others Through Change: A Three-Phase Model for Success ([TD2069](#))
- Puzzles and Perspectives: Improving Team Effectiveness ([TD2187](#))
- **NEW!** Drop the Ball: Achieving More by Doing Less ([TD2253](#)) – Wishful Reading Workshop
- Student Employment Essentials ([TD1463](#))
- Advancing Your Workplace Etiquette ([TD2151](#))
- Workplace Substance Abuse Management for Supervisors ([TD1398](#))
- **NEW!** Make Your Own: Custom Grocery Tote ([TD2353](#)) – JMU X-Labs Workshop
- Individual Professional Development Plan Workshop ([TD1152](#))
- **NEW!** Take Your Best Self to Virtual Meetings ([TD2244](#))

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

## **[JMU Wellness Fair](#)**

Thursday, September 20 10 a.m. – 2:00 p.m. Festival Conference and Student Center

## **[Money Matters Educational Conference and Vendor Fair](#)**

Thursday, October 4 9:00 a.m. – 4:30 p.m. Festival Conference and Student Center

