

## March 2017 HR Update

### 2017 Modified Summer Work Schedule Announcement

President Alger and the senior leaders are pleased to implement a modified summer work schedule for James Madison University for the fifth year.

The university will adopt a modified summer work schedule beginning Monday, May 8 and ending Friday, August 18, 2017.

- Monday – Thursday university hours of business operation will be 8:00 a.m. – 5:00 p.m.
- Friday university hours of business operation will be 8:00 a.m. – noon.
- Full-time employees must work a 40-hour workweek.
- Alternate or flexible work schedules that meet the 40-hour workweek are acceptable, with supervisory approval.
- Employees may work past noon on Fridays to fulfill their 40-hour workweek.
- Departments and supervisors who have employees working an adjusted schedule after noon on Fridays will determine customer service expectations.
- Full-time employee work schedules should be adjusted to 32 hours during the Memorial Day holiday week beginning May 30 and to 24 hours during the Independence Day holiday week beginning July 4. Any hours short of the 32-hour workweek or the 24-hour workweek should be charged to available leave.
- All leave requests are subject to supervisor's approval.

Contact Meghan Schaeffer, Leave Coordinator, [schafms@jmu.edu](mailto:schafms@jmu.edu), 540/568-3974, for additional information.

[Modified Summer Work Schedule Website](#)

[Frequently Asked Questions – 2017 Modified Summer Work Schedule](#)

### JMU Employee Email System Upgrade

Dale B. Hulvey, AVP  
Information Technology

Information Technology is upgrading the Exchange 2010 email system to Exchange 2016. The upgrade will take place Friday, March 24, 7:00 p.m. – Sunday, March 26, 7:00 p.m. You may use email during the upgrade process, however, you may receive

multiple messages to restart your email client. Check **Computing Alerts** for status updates during this process.

Outlook Web App (exchange.jmu.edu) users will notice significant changes in the new Outlook for the web. For a list of major changes in Outlook on the web, as well as recommended email clients, see **Exchange 2016 Upgrade**.

If you experience issues after the upgrade, please make sure you restart your email clients (including apps on mobile devices) and log back in.

For technical questions or issues, please contact the IT Help Desk at 540/568-3555.

## **The President's Purple Star Awards**

JMU asks you to provide nominations for the President's Purple Star Awards. Nominations will be accepted in the areas of customer service, innovation, teamwork, community service, and career achievement. The President's Purple Star Awards will mirror the state public service awards.

Each year the Governor's Office solicits nominations for state agency public service awards to outstanding state employees in corresponding categories.

Employees who receive a President's Purple Star Award will automatically be nominated for a Governor's Award for Public Service in the corresponding category. These awards are an opportunity to demonstrate the outstanding contributions that our JMU employees add to the state workforce.

We are now accepting nominations for the following awards:

- Agency "Star"
- Career Achievement Award
- Community Service and Volunteerism Award
- Customer Service Award
- Innovation Award
- Teamwork Award
- Workplace Health, Wellness and Safety Award

Nominations should be submitted through the [President's Purple Star Award Website](#). Please direct any questions regarding the nomination process to [Jenny Toth in Human Resources](#).

Thank you for taking time to recognize the outstanding contributions of the stars that we call our colleagues!

## **HEALTH BENEFITS E-NEWS EXTRA**

Department of Human Resource Management  
Office of Health Benefits

EmployeeDirect for health benefits elections will be offline until further notice. If you need to enroll or have a plan or membership change based on a qualifying mid-year event, please complete the appropriate health benefits enrollment form. These forms

may be found under the Forms link at [www.dhrm.virginia.gov/forms](http://www.dhrm.virginia.gov/forms) on the DHRM website, or contact your Benefits Administrator. Be sure to sign and submit the form to your Benefits Administrator within the 30-day deadline for initial enrollment or 60-day window for a qualifying mid-year event.

## **Temporary Summer Positions with JMU Facilities Management Department**

Positions work 40 hours per week and start as early as Monday, May 8 and go through Friday, August 25

### *Temporary Summer Landscape Workers (0407926)*

Duties may include weed-eating, watering, weeding, planting, mulching, trimming and possibly turf maintenance. Work schedule is Monday – Thursday, 6 a.m. – 3:30 p.m. and Friday, 6 a.m. – 10 a.m. Applicants must be at least 16 years old. Hourly rate is \$8.50.

### *Temporary Summer Maintenance Space Clearance Workers (0407934)*

Duties include the reorganizing, clearance and cleaning of maintenance storage spaces across campus. Shift is daylight, Monday – Friday. Applicants must be at least 19 years old and hold a valid driver's license. Hourly rate is \$8.50.

### *Temporary Summer Painters (0407914)*

Duties include painting interior and exterior surfaces, refinishing drywall and patching plaster. Considerable knowledge in the application and use of paints, lacquers, polyurethane, stains, spray equipment, and surface preparation is desired. Qualified applicants must be at least 18 years old and willing and able to climb an eight-foot extension ladder. Hourly rate is \$9.00 - \$12.00, dependent on applicant experience.

### *Temporary Summer Boiler Maintenance Workers (0407915)*

Duties include assisting with the disassembly, inspection, cleaning and reassembly of boilers, convectors, hot water heaters, and heat exchangers, as well as taking care of miscellaneous pipe work, insulation, valve replacements, etc. Shift is Monday – Friday, 6:30 a.m. – 3:00 p.m. Qualified applicants must be at least 18 years old. Hourly rate is \$10.00.

To apply to these positions, go to [JobLink.jmu.edu](http://JobLink.jmu.edu) and reference the seven digit posting numbers noted above. Please contact Deanna Glass, [glassdl@jmu.edu](mailto:glassdl@jmu.edu), 540/568-6422 for additional information about these temporary, non-benefited summer positions in FM.

## **UREC Summer Camps**

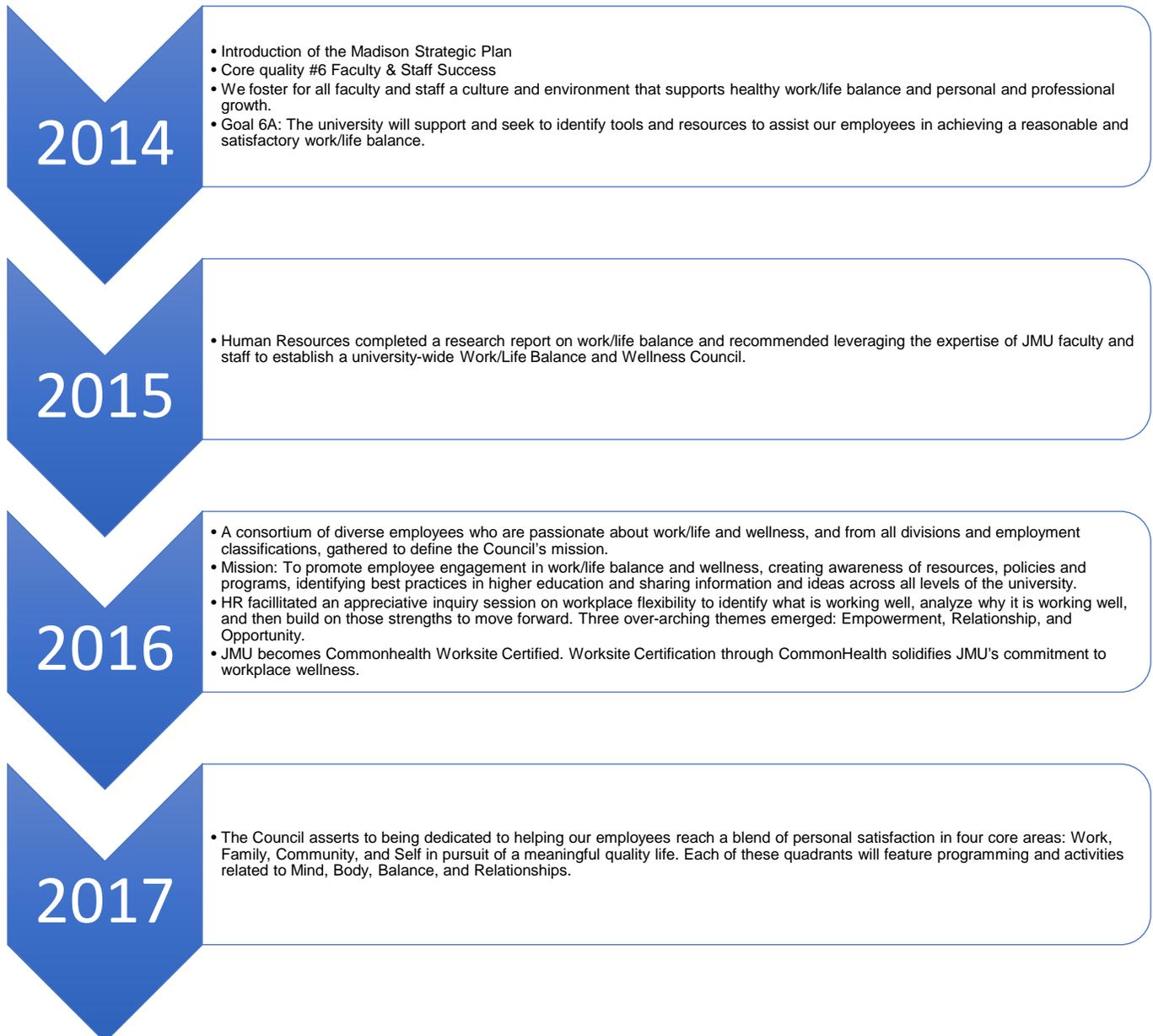
This summer, stay on campus for your children's camp! UREC hosts weekly summer camps beginning June 16 and running through the last week in July.

Camps Purple (ages 5-8) and Gold (ages 9-12) offer a variety of activities including swimming, climbing, sports, arts & crafts, music, and field trips.

Camps Adventure (age 9-11) and High Adventure (ages 12-14) take advantage of UPARK's Challenge TEAM Course and the Shenandoah Valley's many outdoor offerings.

View more information and sign up at [URECregister.jmu.edu](http://URECregister.jmu.edu).

## Work/Life Balance and Wellness Council – Past, Present, and Future



### Moving forward, the Work/ Life Balance and Wellness Council's purpose and focus:

- Support Human Resources in showcasing and promoting work/life and wellness benefits and resources to all employees.
- Advise Human Resources on strategies, practices, programs, policies and benefits that support the core quality of Faculty and Staff Success.
- Recommend strategies and seek opportunities to achieve Goal 6A: The university will identify and implement a comprehensive approach to work/life balance.

- Encourage participation by fellow employees in campus and community work/life balance and wellness programs.
- Share the expertise, opportunities and initiatives available to their division and community related to work/life balance and wellness.
- Assist in the creation of a highly visible and comprehensive communications strategy that will enhance the acceptance and recognition that work/life balance and a culture of wellness is valued at the university.
- Serve as a conduit to foster collaboration and information sharing among various committees and individuals who are currently working on work/life related proposals.

The Council meets again in April. Agenda items include developing a web presence, hosting an Appreciative Inquiry event, unveiling JMU's next CommonHealth program, and identifying resources to offer employees in pursuit of their meaningful quality of life.

Your Divisional Representatives:

- Andrea Adams, Academic Affairs
- Cannie Campbell, University Advancement
- Melissa Clem, Access and Enrollment
- Carrie Combs, University Advancement
- Kris Hensley, Access and Enrollment
- Gina Holloway, Administration and Finance
- Andrea Kiser, Administration and Finance
- Rick Larson, Administration and Finance
- Ilene Magee, Student Affairs
- Marsha Mays-Bernard, Student Affairs
- David Onestak, Student Affairs
- Tara Roe, Administration and Finance
- Jason Saunders, Administration and Finance
- Cathy Thomas, Administration and Finance
- Jenny Toth, Administration and Finance
- Rhonda Zingraff, Academic Affairs

### **March is Eye Safety Month**

Risk Management's Monthly Safety Tip

<http://www.jmu.edu/riskmgmt/monthlysafetytips.shtml>

**Enjoy the latest addition of the [VRS Member News](#).**

### **JMU Giving Day Recap**

A blizzard of generosity made the university's second annual #JMUGivingDay a resounding success. In just 24 hours, 4,349 gifts were made, crushing our goal of

4,000. A total of \$610,879 raised for JMU! Thank you, Dukes. Read more: [bit.ly/JMUGivingDayRecap17](http://bit.ly/JMUGivingDayRecap17). Employee donors, save the date! The Madison Giving Appreciation Breakfast is April 6 from 7:30 am to 9 am in the Festival Ballroom. Stay tuned for an email with more details.

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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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