

September HR Update



47th Annual Employee Years of Service Recognition Awards Program

Plans are underway for the 47th Annual Employee Years of Service Breakfast and Awards Program on Friday, October 18 in the Festival Conference and Student Center Ballroom. You should have received your invitation via email. If you or someone you supervise are expecting an invitation for 5, 10, 15, 20, 25, 30, 35, or 40 years of service and have not received one, contact Tara Roe, roetb@jmu.edu, 540-568-5533.

The Faculty Years of Service Recognition Lunch and Awards Program will be held on Thursday, October 17 in the Festival Conference and Student Center Ballroom. Questions regarding faculty invitations can be directed to Michelle Printz, printml@jmu.edu, 540-568-6616.

Performance Evaluations

Annual Performance Evaluations for classified employees and A&P faculty are due in Human Resources no later than Monday, September 30.

A few things to remember:

- Classified employees should have an Individual Professional Development Plan (IPDP) submitted with the evaluation form.
- If a classified employee receives an overall rating of Extraordinary Contributor or Below Contributor, an 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.
- A current position description should be submitted with the A&P faculty evaluation. Administrative copies may still be retained within your department.

Revised Staff Employment Application

As part of the Commonwealth's Employment Equity Initiative the Commonwealth has made a number of changes to the employment application that were effective September 2, 2019.

These changes will enhance the applicant experience, making JMU more competitive with other public and private sector employers. It will also establish efficiencies in the recruitment process needed to improve time to fill metrics and ensure that our processes are free of unconscious bias.

Here is a partial summary of the changes:

- Addition of a preferred pronoun field
- Personal address is now optional
- Removal of some general information, such as questions related to what shift the candidate would like to work or if they will accept a position that requires travel
- Removal of the school name and dates attended from the education section
- Removal of prior salary information
- Only required to list work experience relevant to the position
- Option to submit a resume with minimal personal information in lieu of completing those sections of the application is now acceptable. Candidates who submit a resume may no longer be screened out for not completing the optional fields within the application.

If you have questions regarding the new employment application please contact your [Recruitment Specialist](#).

Connections Day, Wednesday October 2

The next Connections Day will be held on Wednesday, October 2 from 8:15 a.m. to 1:00 p.m. in the Montpelier Room, E-Dining Hall. All new JMU employees hired between June 2019 – August 2019 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: www.jmu.edu/humanresources/connections

If you have any questions, please feel free to contact the Recruitment and Employment Services Team at onboard@jmu.edu or 540-568-3597.

Holiday Schedule and University Closings

President Jonathan Alger is pleased to extend JMU's Winter Break to two full weeks again this year. Twelve hours of Recognition Leave for full-time employees are included in the 2019 Winter Break as follows:

- Thursday, December 19, the university closes at 1:00 p.m., carrying over the remaining four hours of Recognition Leave from July 4.
- Friday, December 20, the university is closed and the final eight hours of Recognition Leave for 2019 applied to that day. The university re-opens after the 2019 Winter Break on Thursday, January 2, 2020.

[JMU's 2019 and 2020 Holiday Schedule and University Closings](#)

Contact Reagan Neese, Leave Specialist, neeserw@jmu.edu, 540-568-3974, with questions.

Election Day Attendance

Election Day for the next general election is Tuesday, November 5, 2019. The polls open at 6:00 a.m. and close at 7:00 p.m. Voters are required to show a photo ID at the polls.

As employees exercise their right to vote, there are a few rules to keep in mind: Election Day can present staffing challenges resulting from employees wanting to arrive late or to leave early. It's important to ensure that employees have a reasonable opportunity to vote, to maintain sufficient staffing coverage throughout the day, and to employ an approach that is equitably applied to all staff.

- Encourage employees to vote before work, after work, or during their lunch breaks, and to coordinate their schedules with supervisors and co-workers.
- Advise employees that late arrivals and requests for early departures or extended lunch breaks will require the use of personal leave. Annual, family/personal, overtime, or compensatory leave may be used for this purpose. *Community Service Leave cannot to be used to vote.*
- Consider adjusting the schedules of non-exempt employees as an alternative to using leave.

Election Day Volunteers

Employees are encouraged to [volunteer to be Officers of Election](#). Those who serve as Officers of Election shall be allowed to use up to 8 hours of [Civil and Work-Related Leave](#) on Election Day. As with all leave, supervisory approval is required.

Employees who serve as Officers of Election shall be allowed to use Civil and Work-Related Leave to attend the required Officer of Election certification training *only when the employee's locality does not offer the training during non-work hours*. Training schedules are available from local registrars and are typically posted on the localities' websites. Contact [Reagan Neese](#), Leave Specialist, if you plan to serve in this capacity.

If an employee uses Civil and Work-Related Leave to work as an Officer of Election and receives payment for duties and/or training, (s)he must submit the payment to the Commonwealth. Contact [Payroll Services](#) to arrange the return of payment.

- If the employee wishes to retain the payment, (s)he must use annual, family/personal, personal day, overtime, or compensatory leave.
- Employees who are reimbursed for *expenses only* (travel, parking, etc.) are permitted to keep such payments.
- Neither Civil and Work-Related Leave nor Community Service Leave may be used by employees who wish to volunteer on Election Day in another capacity (e.g., poll workers not certified as Officers of Election, political workers, etc.) These activities are considered political activities, not community services as defined in the Virginia Department of Human Resource Management (DHRM) Policy [4.05](#)-Civil and Work-Related Leave.

Virginia Department of Elections: <http://elections.virginia.gov/>

Health Benefits Premium Holiday

As announced in previous communications from Governor Northam, there will be a premium holiday for the month of October for those enrolled in the State Health Benefits Program.

There will be no health insurance premium deduction from your October 16 and October 31 paycheck. Since no premium will be due, premium rewards will not apply to the premium holiday period.

Contact the Benefits Team at benefits@jmu.edu or 540-568-3593 with any questions concerning the premium holiday.

Flexible Spending Account Deadline

If you were enrolled in a Flexible Spending Account (FSA) during last plan year (July 1, 2018 – June 30, 2019), you have until September 30 to file claims for covered services during that plan year. *Funds remaining in your account after September 30 will be lost.*

Protect Yourself—Get a Flu Shot!

Although flu shots are no guarantee against getting the flu, you can protect yourself by getting a FREE flu shot at your local drug store. Just show your COVA

Care, COVA HealthAware, or COVA HDHP insurance card to the participating pharmacist to get flu shots at no cost for you and covered family members. Come out to the [Employee Wellness Fair](#) on October 1 to get your flu shot for free (be sure to bring your insurance card).

Benefits Broadcast

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

Open Enrollment for Voluntary Long-Term Care

September 16 – October 11

Most medical plans don't cover long-term care services such as nursing home care or at-home care to assist with bathing, eating or other activities of daily living. Anyone at any age may need these services, the cost of which can quickly deplete savings or retirement income. The Commonwealth of Virginia (COV) Voluntary Group Long-Term Care Insurance Program can help with these costs.

VRS has contracted with Genworth Life Insurance Company as the insurer for the program. Eligible state employees can enroll in the employee-paid Commonwealth of Virginia (COV) Group Voluntary Long-Term Care Insurance Program, beginning September 16. Employees age 65 and under who apply by October 11 will have fewer medical underwriting requirements. Employees over age 18 are eligible to apply for coverage in the COV Voluntary Long-Term Care Insurance Program if they are a:

- State employee or faculty member who works at least 20 hours a week. The employee does not have to be a VRS member.
- Deferred VRS member under age 75 who is vested (you have at least five years of service credit).
- Retiree under age 75 receiving a VRS-administered benefit.
- Retiree of a Virginia public college or university under age 75.

Family members may also apply for coverage if they are between the ages of 18 and 75 and undergo full medical underwriting. Eligible family members include:

- A spouse

- Adult children
- Parents, parents-in-law and step parents
- Siblings
- Grandparents, grandparents-in-law, step grandparents and step grandparents-in-law

Program features include:

- Reduced medical underwriting (proof of good health) for employees under age 65 who apply within 60 days of employment. Full medical underwriting will be required after 60 days or if the employee is over age 65.
- Full medical underwriting is required for any family members, deferred VRS members or retirees who apply.
- At group rates, premiums may be more affordable. Employees pay premiums directly to Genworth.
- Employees who leave or retire from their position may continue coverage under Genworth.
- Employees can choose one of three benefit increase options that will increase coverage over time to help protect against the rising cost of care.
- VRS members eligible for the VSDP Long-Term Care Plan or have other long-term care insurance may be able to coordinate with the voluntary program to obtain even more coverage.

For more information, call Genworth Life toll-free at 800-870-0877 or visit [Genworth's website](#) (available beginning September 16).

Social Security Newsletter

Check out articles in the September 2019 issue of the [Social Security Column](#) for important reminders and information from the Social Security Administration.

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:

September 17 – FIRM, American Funds 529 Plans, Phil Harris, phil@firmadvisor.com
September 18 – ICMA-RC, Steven McGregor, [JMU Online Scheduling](#)
September 19 – LegalShield, Ken Roebuck, roebucklegalshield@icloud.com
September 20 – Fidelity, Paul Vutiprichar, www.fidelity.com/reserve
September 23 – TIAA, Jay Colligan, [TIAA Scheduling](#)
September 24 – TIAA, Jay Colligan, [TIAA Scheduling](#)
October 2 – Aflac, Michael Glover, Michael_glover@us.aflac.com
October 8 – Commonwealth One Federal Credit Union, Melissa Bohl, mbohl@cofcu.org
October 10 – Valic, Corbin Hess, corbin.hess@valic.com
October 17 – ICMA-RC, Steven McGregor, [JMU Online Scheduling](#)
October 22 – FIRM, American Funds 529 Plans, Phil Harris, phil@firmadvisor.com

Virginia Retirement System Hybrid Retirement Plan Approaching!

On January 1, 2020, the VRS Hybrid Retirement Plan's auto-escalation feature will boost retirement savings for hybrid plan members. Automatic contribution increases and matching employer contributions make growing your retirement savings even easier!

Who is affected?

Hybrid members reported to the Virginia Retirement System prior to September 10 and hired on or before September 3, 2019, who are not currently making the maximum voluntary contribution of 4 percent, will see their voluntary contribution amount increase by 0.5 percent of compensation on January 1, 2020.

How much will my contributions increase?

Your voluntary contributions will increase by 0.5 percent, even if you are not currently making any voluntary contributions to the Hybrid plan. That amount will increase by 0.5 percent every three years until you reach the maximum 4 percent voluntary contribution. You may contribute more to reach the maximum sooner.

Or, you can boost your contributions with SmartStep. You can take action anytime to maximize your voluntary contributions with SmartStep. SmartStep is a hybrid plan feature which allows you to set up annual increases to your voluntary contribution in an amount and month you choose. If you use SmartStep, your

voluntary contributions will increase through auto-escalation and again during your designated SmartStep increase month unless:

- You choose January for your increase month prior to September 16, 2019
or
- You make a SmartStep election or change between October 1 – December 16, 2019

Why is it beneficial?

Auto-escalation offers you a convenient way to save more for your retirement:

- ✓ The more you save in voluntary contributions — the more you receive in matching employer contributions. When you contribute 4 percent, your employer contributes 2.5 percent!
- ✓ It's easy – no action required! You only need to take action if you choose to opt out.
- ✓ Incremental increases help you make sure that you're saving more as you get closer to retirement age, when you'll start withdrawing from your savings.

Members can opt out of auto-escalation from October 1 through December 16, 2019. To opt out, log into Account Access at www.varetire.org/hybrid or call Investor Services at 1-VRS-DC-PLAN1 (1-877-327-5261) and select option 1.

You're invited to the Graduate & Professional School Fair!

Are you thinking of earning your master's or doctoral degree or know someone who is? The Northern Shenandoah Valley Regional Graduate & Professional School fair is a great opportunity to learn the graduate programs James Madison University has to offer in addition to programs offered by other schools and universities. More than 120 programs will be available for you to explore. Mark your calendars for September 24, 3:00 -6:00 p.m. at Hotel Madison, Grand Ballroom. For more information, contact Cheryl Doss at dosscd@jmu.edu.

Frequently Asked Questions about Wearing Seat Belts

Department of Risk Management

Did you know? When you are the driver and someone else does not want to wear a seat belt, you could get a ticket. See [September's Safety Tip](#), *Frequently Asked Questions about Wearing Seat Belts* for lots of interesting seat belt facts.

Coming soon...IT Service Portal

Information Technology

In October, JMU Information Technology will be introducing the new IT Service Portal. The IT Service Portal is a web-based system that allows customers to log and update tickets, check the status of tickets, search a knowledgebase, and more.

Stay tuned for more information!

IT Help Desk Information	
Monday - Thursday	Friday
8:00am - 9:00pm	8:00am - 5:00pm
Saturday	Sunday
Closed	3:00pm - 9:00pm

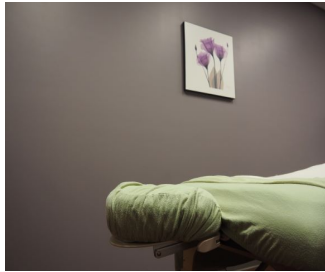
For non standard and summer hours, please click [here](#).



AORE Campus Challenge

Get outside this fall and join the competition! The AORE Campus Challenge is a March-Madness-meets-Mother-Nature competition in which 98 universities compete to see who can get the most people outside. Faculty/staff, family and community members are welcome to join too!

All you have to do is download the [AORE Campus Challenge app](#), upload photos of your outdoor activities to earn points, and win giveaways from some of the top outdoor companies like Osprey and Columbia. Learn more at oncampuschallenge.org/faq. The Challenge runs September 16 - October 13, 2019. **Questions?** Contact UREC's [Assistant Director for Adventure and TEAM Programs](#).



Book a Massage at UREC

Remember to take time for self-care this semester! UREC has partnered with Cedar Stone Spa to offer the JMU community a wide variety of massage therapy services at UREC! Learn more about massage therapy services [here](#). Or [purchase a gift certificate online](#) for a loved one!

JMU Wellness Fair

Services	Vendor Fair	Bus Schedule	Workshops
<p>9:00 a.m. - 4:00 p.m. Flu Shots (bring insurance card) Health Screenings Mobile Mammography Bus (call 540-689-6800 to make your appointment)</p> <p>9:30 a.m. - 4:00 p.m. Hearing Tests</p> <p>10:00 a.m. - 4:00 p.m. Red Cross Blood Services (see website to register for a time slot)</p>	<p>9:00 a.m. - 12:00 p.m. Representatives from on and off campus organizations will be present with demonstrations, information, and personal interactions to give you the opportunity to see how they can be of service to you and your family.</p> <p>See the website for an updated list of businesses/organizations who are participating</p>	<p>The bus rotation will start at the following times with pick-up being at the sign-indicated bus stops in each location:</p> <p>Bus 1 8:00 a.m. Miller Hall 8:05 a.m. Wampler Hall 8:15 a.m. Godwin Hall 8:20 a.m. Showker Hall 8:30-8:40 a.m. UREC</p> <p>Bus 2 8:00 a.m. Massanutten Hall 8:05 a.m. USB (Forbes Circle) 8:10 a.m. Annex 8:20 a.m. Memorial Hall 8:25 a.m. Festival 8:30-8:40 a.m. UREC</p> <p>Both buses will make continuous loops running every 20-30 minutes.</p>	<p>Wellness Workshops 10 a.m. Don't Fear the Weight Room 10 a.m. & 1 p.m. Fitness for Life 10 a.m. & 1 p.m. Tour of UREC 11 a.m. Cooking with Seasonal Produce 11 a.m. UREC Q&A</p> <p>Group Fitness Classes 12 p.m. Faculty/Staff only Barre Class</p> <p>Various fitness classes via UREC throughout the day starting at 7:45 a.m.</p>

Tuesday, October 1, 2019
University Recreation Center (UREC)



JMU Talent Development

Discover.Grow.Succeed.

- ORP Participants – What to Expect When You Retire ([TD1352](#))
- Positive Politics ([TD1743](#))

- Pre-Retirement Planning ([TD1372](#))
- The Places You'll Grow! Info Session ([TD2425](#))
- Spark Your Mind with Exercise ([TD2426](#))
- LGBTQ 101 ([TD2056](#))
- I'm a Search Committee Member – Now What? ([TD2338](#))
- The \$6,000 Egg: 10 Golden Rules of Customer Service ([TD2263](#))
- Student Employment Essentials ([TD1465](#))
- Grant Proposal: Building a Budget ([TD2355](#))
- Little Red Corvette ([TD2288](#))
- How to Prepare for an Active Shooter Event ([TD2100](#))
- Raving Fans ([TD1355](#))

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

JMU Talent Development



Mark your calendar to join us at the inaugural ***JMU Faculty and Staff Retirement Fair*** on Wednesday, October 30, 2019 from 9:00 a.m. – 4:30 p.m. at the Festival Conference and Student Center. The Retirement Fair is open to all JMU Faculty and Staff to attend, with an emphasis on those who are within five years of retirement.

Visit the [Retirement Fair website](#) for additional information, vendor listings, workshop descriptions and to register!



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