



February's *HR Update*

Time and Attendance Records for Non-exempt Classified Employees

2021 - 2022 Time and Attendance Records for non-exempt classified employees were due electronically to benefits@jmu.edu on January 18. Please send us your Time and Attendance record if you have not done so. Time and Attendance Record templates are located at <https://www.jmu.edu/humanresources/benefits/leave/time-attendance.shtml>.

Election Day Holiday is a Floating Holiday for the 2022 Leave Year

Election Day, November 8, is a state holiday. Since this holiday occurs during the Fall academic calendar, it is designated as a university floating holiday. Eight hours of recognition leave has been granted to all full-time classified staff and A&P Faculty to use at their discretion, in its full 8.00 hour increment, on or before Saturday, December 31, 2022. This 8.00 hours of additional recognition leave was effective and visible in MyMadison on January 10, 2022. Select the RL TAKEN option in MyMadison to use the leave upon supervisor approval.

For those who are able and wish to do so, this leave may be used on Election Day to take the day off and exercise their right to vote. For those who aren't able to take Election Day off, we encourage you to vote before work, after work, or during your lunch break. Supervisors and departments are reminded to ensure that employees have a reasonable opportunity to vote.

Public Health Emergency Leave (PHEL) Continued

Human Resources has been notified by the Virginia Department of Human Resource Management (DHRM), on behalf of the Governor, that DHRM Policy 4.52-Public Health Emergency Leave has been continued for the 2022 leave year *effective January 10, 2022* due to the coronavirus pandemic. This policy permits eligible employees to attend to their own medical needs and those of their immediate family members by providing up to 40 hours of paid leave per year in addition to any other available leave balances. Use of this policy is intended for illness directly related to the declared COVID-19 disease threat.

DHRM Policy [4.52](#)-Public Health Emergency Leave highlights:

- *New: For the 2022 leave year, PHEL is limited to 40 hours total of paid leave*
- PHEL may be used to attend to an employee's own illness *due to a confirmed positive test from a medical provider* for COVID-19. The employee's return to the workplace must align with the CDC's recommendations.
- PHEL may be used to attend to an immediate family member who has contracted COVID-19 through *a confirmed positive test from a medical provider*.

- Up to 8 hours of PHEL may be used to obtain a COVID-19 vaccine and/or recover from side-effects resulting from obtaining the vaccine.
- All JMU employees are eligible for Public Health Emergency Leave (PHEL), including full-time (classified, A&P faculty, and instructional faculty), and part-time (adjunct, wage, student employees, and graduate assistants).
- For part-time employees, paid leave will be based on the number of hours normally scheduled to work. Wage employees hours paid under this policy count toward the 1,500 hours maximum per year.
- Employees must follow usual leave request procedures, including communication with their supervisor.
- *Documentation is required from a health care provider or Public Health official to confirm a positive diagnosis of COVID-19.*
- Once PHEL is exhausted, available leave balances should be used.
- Recovering employees whose COVID-19 illness and/or isolation extends beyond 40 hours must use existing leave and/or applicable disability policies to cover the remainder of their absences.
- Wage employees whose illness and/or isolation extends beyond the maximum number of paid leave hours will not receive additional pay.

Questions may be directed to Reagan Neese, Leave Specialist, at neeserw@jmu.edu.

Benefits Broadcast

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



TicketsatWork provides 20 – 70% off on movies, hotels, shows, concerts, sporting events and more. Here are just a few of the savings through TicketsatWork:

- Save up to 60% off hotels worldwide (guaranteed price match within 24 hours of booking)
- Save up to 50% off on theme parks
- Save up to 30% off on movie tickets
- Save up to 40% off on shows and events worldwide
- Save up to 50% off on water parks
- Save up to 70% off on shopping deals
- Receive access to over 80,000 events worldwide (concerts, sporting events, shows, and more)
- Get great deals on gift cards with no convenience fees

Signing up with TicketsatWork is simple:

1. Go to <https://ticketsatwork.com/tickets/account.php?sub=enroll>

2. Fill out information to become a member (select sign up with company code)
3. For company code, use "DUKEDOG"
4. Complete the rest of the form, then select submit

Once you create an account, you will receive emails from TicketsatWork with special offers and top picks!

Save the Dates: Open Enrollment for Voluntary Benefits

Open Enrollment for several of our voluntary benefits will be April 4 – April 22, with changes becoming effective July 1. During this open enrollment you will be able to make changes to/add coverage for the following benefits:

- Chubb LifeTime Benefit Term, with a guarantee issue (not subject to medical underwriting) up to \$50,000
- Legal Plans and Identity Theft through Legal Resources
- Home and Auto Insurance through Liberty Mutual
- Pet Insurance through Nationwide

Save the Dates: Open Enrollment for Health Insurance, Flexible Spending Accounts, and Aflac

Open Enrollment for health insurance, flexible spending accounts, and Aflac will be May 2 – May 16, with changes becoming effective July 1. Be sure to watch for communications from the Benefits Team with detailed information.

February's Social Security Column Newsletter

<https://www.jmu.edu/humanresources/benefits/leave/ssn-february-2022-articles.pdf>

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 when you could schedule a time to talk with an expert:

February 18 Fidelity, Punchai Paul Vutiprichar, Punchai.Vutiprichar@fmr.com (virtual or phone appointments)

February 23 Fidelity, Punchai Paul Vutiprichar, Punchai.Vutiprichar@fmr.com (virtual or phone appointments)

February 24 FIRM, Philip Harris, phil@firmadvisor.com

February 24 Liberty Mutual, Isai Bradshaw, Isai.Bradshaw@LibertyMutual.com

Information Technology

Microsoft Bitlocker Encryption Coming to Windows Computers

In March, Information Technology will begin rolling out a new encryption product on JMU-owned, Windows computers managed by Information Technology. Microsoft Bitlocker will replace the Dell

product that is currently installed. On most computers, this process will occur automatically and will happen in the background while your computer is running. However, there are some installations that will require someone to visit your computer to complete the process. If your computer requires a visit, someone from Information Technology or your Technology Coordinator will reach out to you to schedule an appointment.

Fiscal Year-End Computer Purchases

As the end of the fiscal year approaches, you may be considering replacing some of your department's computer equipment due to age. Please be aware that lead times for some computer models and peripherals can be lengthy due to supply chain issues and chip shortages. Also, since IT is evaluating Windows 11 for an eventual release to campus, it is worth noting that many computers built before 2018 (an ESN beginning with "17" or lower) will not run Windows 11, so please factor that information into your equipment replacement cycles.

Talent Development **Discover | Grow | Succeed**

"The most important decisions you make are not the things you do, but the things you decide not to do." – Steve Jobs



Social Media in the Workplace (TD2083)

Do you use social media? While social media can serve useful business purposes, it can also open the door to hackers, circulate rumors and abusive comments, create public relations nightmares, and be a real drag on productivity. Technology can't be avoided and few of us could get our jobs done without it. Come to this workshop to learn ways to use social media wisely in the workplace.

[Social Media in the Workplace](#) March 9, 2022. 10:30 AM – 12:00 PM

Register with course number in [MyMadison](#).

“When looking for funding, don’t just look for cash. Look for the right people.”
– Jodie Fox



Grant Proposal Groundwork (TD2354)

Who wants money? Going for a grant is a great way to have funding for projects, but where do you start? We will share ways to find funding that suits your project and identify how to plan to apply for funding since there is work that must be done prior to filling out the application. Bring your questions and we will help you find the best places for funding.

[Grant Proposal Groundwork](#) March 10, 2022. 2:00 PM – 4:00 PM

Register with course number in [MyMadison](#).

“Take advantage of the situation. Every situation.” – Helena Rubinstein



Eat That Frog (TD2057)

You've done it. I've done it. Some of the most productive people admit to doing it. What am I talking about? Procrastination, of course! Join us to learn some techniques for kicking procrastination to the curb so that you can stop putting things off and start checking things off your To Do list!

[Eat That Frog: Overcoming Procrastination](#) March 31, 2022. 10:30 AM – 12:00 PM

Register with course number in [MyMadison](#).

UREC

Quick Fit Circuit

Quick Fit Circuit is a 45-minute workout class offered in UREC's new Group Training Room. The class combines cardio, strength training and conditioning for a full-body workout. (Plus, it fits into your lunch break!) Learn more and sign up on urecregister.jmu.edu.

AquaFit

AquaFit is a new Group Exercise class offered this semester on Monday nights. AquaFit is a low impact class that takes place in shallow water that creates resistance and improves strength. Learn more and sign up on urecregister.jmu.edu.

Private Swim Lessons

UREC is now offering [private swim lessons](#) for ages 12 and older. Private lessons are for those seeking one-on-one swimming instruction. Sessions focus on your goals, whether you are looking to learn to swim for the first time or you are training for a race! Learn more and fill out the [Online Interest Form here](#)

Libraries

Celebrate and Center Black History



February is [Black History Month](#) (BHM), an opportunity to bring intentional focus to the centering and celebrating of Black history. JMU Libraries has compiled a list of events, films, and other avenues to dig deeper into our local and national history and find new ways to join the celebration. You can [find the full list here](#).

- **Attend a JMU event:** Check out the wide variety of educational and community events that [CMSS](#), the [AAAD Studies Center](#), the [Gandhi Center](#), and the [Madison Vision Series](#) are hosting for Black History Month.
- **Try the new Black history tour in Harrisonburg:** Roots Run Deep is a new [self-guided tour](#) of African-American history in Harrisonburg, created by the Shenandoah Valley Black Heritage Project in August of 2021.
- **Black History in Film:** Check out the [Black History Month video collection](#) of 127 streaming videos in Kanopy.

Learn more about the Black history collections in JMU Libraries and additional ways to celebrate and center Black History Month in [Centering and Celebrating Black History](#) from JMU Libraries.

Scanned Articles and Chapters Delivered to Your Inbox

If you thought you needed to be on campus to access physical items in the JMU Libraries collection, we have good news! You can request scanned/digital copies of **articles and book chapters** to be delivered directly to your email inbox!

How do I request items to be scanned? Just log in to your [Interlibrary Loan account](#). On the left, under New Request, select Journal/Article or Book Chapter to submit your request. Most requests are processed within 24-48 hours, but please note that this service is not staffed during weekends or when the University is closed. This **Scan & Deliver** service is provided at no charge.

Learn more about [Faculty Services](#) at JMU Libraries.



We Want Seeds from Your Garden

Do you have seeds left over from your garden planting this year? Consider donating them to JMU's [Community Seed Library](#)! Even partially used packets or seeds saved from your garden can be repackaged.

Locations: You can **donate or pick up** seeds at two **self-service** locations: on campus in the lobby of JMU's Carrier Library and in downtown Harrisonburg at Massanutten Regional Library (Central Branch), in the "quarantine room" just inside the entrance.

How to donate seeds: Feel free to drop off seeds at either location. Envelopes for repackaging seeds are provided. For a larger donation, or if you have questions, contact seedlibrary@jmu.edu.



Risk Management's Monthly Safety Tip

[Slips, Trips and Falls](#)



The Compass Award may be given to any student, faculty, staff, department/group or community partner/organization. Nominations for changing the course of diversity, equity and inclusion at JMU may be made in any of these four award categories:

Visionary: Forward thinking, innovative, creates new programming or progressive initiatives

Leader: Mentoring, guiding, facilitating, influencing

Advocate: Providing a voice for an underrepresented person or group

Catalyst: Causing transformative activity or understanding between 2 or more persons, precipitating change

To learn more about a [COMPASS Award](#)

Announcing the

Innovative Diversity Efforts Award (IDEA) Program

Award Period for this Academic Year

Applications due by February 28, 2022

The Office of Access & Inclusion is pleased to announce a call for proposals for projects that will enhance the diversity of James Madison University.

The goal of this award program is to provide funds to students, faculty, and staff members who want to test innovative ideas and/or develop sustainable activities and projects that would enrich the diversity of the university.

Individuals, departments, units, or groups are invited to submit proposals. The activities outlined in the proposals should be designed to enhance diversity in its broadest terms, including socio-economic status and

background, ethnicity, religion, sexual orientation, national origin, gender, age, disability, veteran/military service status, or any combination. Applicants are encouraged to submit proposals that are creative and multidisciplinary.

Awards of up to \$4,000 each will be made during the spring semester for the next academic year. The funds will be distributed after the new fiscal year begins.

To learn more about an [IDEA Grant](#)



Make plans now to attend the annual Diversity Conference – March 23 at the Festival Student and Conference Center
Registration opens in late February

This popular conference celebrates diversity by providing learning opportunities for our faculty, staff and local community through a multitude of sessions, engaging keynote speakers and award recognitions. Be sure to visit the [conference website](#) often as details are being added daily.

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