



July 2017 HR Update

Open Enrollment Changes

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

Premium Rewards

Did you know it's not too late to start receiving your Premium Reward? If you would like to begin saving an additional \$17/month on our health insurance premium, or a combined discount of \$34/month for both you and your enrolled spouse, take the following steps:

- ✓ Complete or update your online health assessment
 - Go to www.myactivehealth.com/cova
 - You must answer all questions in each category
 - Once completed, click "Submit Now"
 - Keep a copy of the completion screen for your records
 - If you do not have internet access, you may call ActiveHealth at 1-866-938-0349 to complete your health assessment over the phone with a customer service representative

Your premium reward will become effective approximately 6-8 weeks after completion of the online health assessment. Please contact benefits@jmu.edu if you have any questions concerning Premium Rewards.

Optional Life Rate Changes

The Virginia Retirement System recently announced optional life premium rates will reduce again effective September 1, 2017. This will be the ninth consecutive reduction in optional life rates. Listed below are reduced age brackets:

- Age 40-44 Reduced from \$0.09 to \$0.08 per month per \$1,000 of coverage
- Age 60-64: Reduced from \$0.65 to \$0.59 per month per \$1,000 of coverage
- Age 65-69: Reduced from \$1.15 to \$1.06 per month per \$1,000 of coverage

This rate decrease will be reflected in the September 16 pay advice. Questions concerning optional group life insurance coverage may be directed to a Benefits Coordinator at 540-568-3593 or benefits@jmu.edu.

Virginia Retirement System Members News

Be sure to read the latest issue of [Member News](#) from VRS. Included in this issue is information regarding 2017 Legislative Summary, revised VRS handbooks, and purchasing prior service. [Subscribe to Member News](#) directly for the latest updates.

Harrisonburg-Rockingham Chamber of Commerce Member2Member Cards

The Benefits Office has just received the 2017 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](#).

Wellness Fair



Join us on Wednesday, September 6, at the JMU Convocation Center for the first biennial JMU Wellness Fair! From 10 a.m. – 2 p.m. all employees may meet with a variety of wellness related vendors and take advantage of services such as The Virginia Blood Services Blood Mobile, Health Screenings from JMU Nursing, Flu Shots by RiteAid and the Sentara RMH Mobile Mammography Van. As additional vendors are added and more information is available, employees are encouraged to check out our [Facebook page](#) and the [JMU Wellness Fair website](#).

School's Out for Summer!



JMU CommonHealth is still accepting pictures for School's Out for Summer! JMU CommonHealth wants to see all the awesome activities you can enjoy due to the modified summer work schedule. Participate in our summer campaign, School's Out for

Summer, by sharing your fun summer pictures with us at commonhealth@jmu.edu for a chance to win a \$100 gift card to Massanutten Resort! Each picture gives you an entry in the contest-the more pictures we receive from you, the better your chances to win!

Employee Resource Groups:

Veterans ERG Meeting -

Who: Active duty, reserve, veteran, guard, military family members and supporters.

When: Wednesday, August 9, 2017

8:30 AM - 9:30 AM

Where: Wine Price Bldg, Reflections Rm 3001

WeCare ERG Meeting

Who: Working caregivers and those who support them in parenting, guardianship, grandparenting, or those assisting elders or individuals that are sick or living with a disability.

When: Thursday, August 10, 2017

8:30 AM - 9:30 AM

Where: Wine Price Bldg, Reflections Rm 3001

If you are interested but cannot attend an activity or you have additional questions, please feel to contact Jennifer Kester, Assistant Director of HR Recruitment and Employment, at kesterjm@jmu.edu or 540-568-6728.

Merit-Based Pay Increases for State Employees

The General Assembly and Governor's Office has approved merit-based increases for state employees who were active on or before April 10, 2017 and remain active on July 10, 2017 with no break in service. Eligible employees must have received at least a "contributor" rating (or the equivalent rating for faculty employees) on their most recent annual performance evaluation.

- Eligible 12-month full-time classified staff, A&P faculty, and instructional faculty will receive a 3% increase effective **July 10, 2017** and paid on July 31, 2017. View your July 31 pay check in [MyMadison](#). If there is a discrepancy, contact your [HR Consultant](#).
- Eligible 10-month instructional faculty will receive a 3% increase effective August 25, 2017 and paid on September 15, 2017.
- Eligible full-time faculty and staff employees who have less than 12-month contracts will receive the 3% increase upon return to active working status.
- Non-Student Wage employees who were active on or before April 16 who remain continuously employed and are performing at a satisfactory level based on the performance expectations of the hiring department will receive a 2%

hourly pay increase effective **July 16, 2017** and paid on August 16, 2017. View your August 16 pay check in [MyMadison](#). If there is a discrepancy, contact your [HR Consultant](#).

In addition, the General Assembly and Governor's Office has approved an additional adjustment for certain high-turnover roles. Effective **September 10, 2017**, those who are in the Roles of Housekeeping & Apparel Worker I, Registered Nurse I, or Registered Nurse II/Nurse Practitioner I/Physician's Assistant may be eligible for an additional 2% salary adjustment. To be eligible for this increase, you must be hired or rehired June 10, 2017 or before.

For additional information on eligibility requirements for all increases, dates and performance expectations please review the [FAQ's](#), contact your [HR Consultant](#) or by calling the HR Consulting Services Team at 540-568-7247.

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 September 30, 2017. 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](#)

August 29, 2017: 2:00 p.m. – 4:30 p.m.

Individual Professional Development Plan Workshop [TD1152](#)

July 27, 2017: 9:00 a.m. – 10:30 a.m.

September 6, 2017: 10:00 a.m. – 11:30 a.m.

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

FOIA Requests

The FOIA Officer and Community Affairs Manager in the Office of University Communications is responsible for coordinating responses to FOIA (Freedom of Information Act) requests.

The Office of Legal Services is responsible for coordinating responses to subpoenas, court orders, and warrants.

See JMU Policy [1316](#)-Release of Information from Employee Records and guidelines for access to and release of personnel information on employees that the university maintains.

JMU Talent Development

Discover.Grow.Succeed.

- [NEW! Team Communication Series](#)
[3 Sessions Starting Thursday, July 20, 2017](#)
- [Developing Your Direct Reports \(TD2068\)](#)
- [Manager to Leader: Have You Made the Move? \(TD2173\)](#)
- [Social Media in the Workplace \(TD2083\)](#)
- [Student Employment Essentials \(TD1463\)](#)
- [Better Ideas Through Brainstorming \(TD2085\)](#)
- [Game On: Personal Power Plays \(TD2167\)](#)
- [Get Noticed & Get Ahead by Being Your Best at Work \(TD2190\)](#)
- [Performance Management Information Session \(TD1181\)](#)
- [The Power and Science of Good Habits \(TD2065\)](#)
- [5 Choices \(TD1699\)](#)

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

JMU Talent Development



SAVE THE DATE!

Friday, August 18th
4:00 p.m. -7:00 p.m.

The annual JMU Faculty and Staff picnic

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 conversation, exciting musical entertainment and fun for the kids 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!

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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