

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.
- 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.

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 call 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](#)

July 17, 2017: 9:00 a.m. – 11:30 a.m.

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.

2016-2017 A&P Faculty Leave Year End

The 2016-2017 A&P Faculty Leave Year will end on June 30, 2017. All outstanding A&P Faculty Leave requests for the period between July 1, 2016-June 30, 2017 must be entered into [MyMadison](#) and approved by a supervisor by July 5, 2017. Though the 2017-2018 A&P Faculty Leave balance is effective July 1, 2017 and is available for use on that date, A&P faculty will not be able to view the new leave balance or enter leave requests for the new year to MyMadison until Monday, July 10 due to year-end processing. Please hold on entering leave requests for the new year until after the 10th. Human Resources will be in communication with A&P faculty at the end of June with additional information.

University Holiday - July 3–4

The university will be closed Monday and Tuesday, July 3 and 4 in observance of the Independence Day holiday. Holidays are granted in an eight-hour increment. Full-time employee modified summer work schedules should be adjusted to account for 24 hours Wednesday-Friday, July 5-7. Any hours short of a 24-hour workweek should be charged to available leave. Contact Meghan Schaeffer, Leave Coordinator, schaefms@jmu.edu, 540/568-3974 with any questions.

Mid-Year Leave Liability Reporting

In order for the university's leave records to be as accurate as possible for the Commonwealth Leave Liability Report, it is important that employees enter all outstanding leave requests for January 10 through June 30 into [MyMadison](#) prior to June 28 for supervisor approval. Supervisors must act on their requests by June 30. This will provide a snapshot of all leave balances as of the end of the fiscal year.



THANK YOU to those who participated in the **JMU CommonHealth** 2017 Step It Up Walking Challenge

We accumulated over 13 million steps during the competition – way to go!!

Several participants reported hitting 10,000+ steps EVERY DAY of the competition - these folks received a small congratulatory prize.

We'd also like congratulate Sharon Whitfield, who works in the Admissions Office, for achieving the most steps in one day – with an astonishing **31,482 steps** - awesome job, Sharon!

And the moment you've all been waiting for.... announcing the winner of Step It Up 2017

Danielle Comer (Work Control) won a \$70 gift card to Super Shoes and a gift bag filled with items to keep her moving and feeling good.

School's Out for Summer! CommonHealth's Current Campaign



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 images 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.

Join us for our kick-off party on Wednesday, June 21 from 2:00 p.m. - 4:00 p.m. at the Arboretum (Ernst Terrace) to register for this fun summer campaign from JMU CommonHealth and learn about other upcoming events. Attend the kick-off and receive a goodie bag filled with fun items to help you enjoy the summer!

For more information, please visit our [website](#).

JobLink Upgrade is Coming Soon

Human Resources will be implementing a significant upgrade to the JobLink site in late June/early July. Many exciting new features will be available in the upgraded site, including new posting templates based on the position type (Faculty, Staff, Students and Graduate Assistants), new reference letter features, and the ability to use your back and forward browser buttons! To learn more about the new site and all of the new features, we encourage you to attend one of the remaining training sessions:

Thursday, June 15 9:00 a.m. - 10:30 a.m. or 1:30 p.m. - 3:00 p.m.

Tuesday, June 20 9:00 a.m. - 10:30 a.m.

Wednesday, June 21 1:30 p.m. - 3:00 p.m.

All training sessions will be held in the IT Training Center (JMAC 4) and registration is **not** required. During these sessions, we will be going over what is new in the JobLink site, how to create a posting, review applicants, etc. If you have any questions about the new site or the training sessions, please contact Jennifer Kester at 540/568-6728 or kesterjm@jmu.edu.

JMU Talent Development

Discover.Grow.Succeed.

- [The Point of Problem Solving \(TD2187\)](#)
- [Delegation Made S.I.M.P.L.E. \(TD2059\)](#)

- [Making the Most of One-on-One Meetings \(TD2174\)](#)
- [General Heart Health and CPR – Total Heart Health \(TD1978\)](#)
- [Using Emotional Intelligence to Manage Workplace Disappointment \(TD2189\)](#)
- **NEW!** [TEAM COMMUNICATION SERIES](#)
[Session 1: Within the Team Communication \(TD2228\)](#)
- [Individual Professional Development Plan Workshop \(TD1152\)](#)

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

[JMU Talent Development](#)

See [Risk Management's](#) Timely Safety Tips for [June](#) - *Stay Safe at Work*

SAVE THE DATE!



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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