



November's HR Update

Reminder - Additional 4 Hours of Recognition Leave

In August, President Jon Alger granted all full-time classified staff and A&P faculty a half day (4 hours) of recognition leave that can be taken at a time desired by you once it is approved by your supervisor. This recognition leave must be used between August 25 and the end of December and requests must be entered into MyMadison by December 20. Recognition leave not used by the end of December will expire. Please contact [Meghan Schaeffer](#), Leave Specialist, with any questions regarding these hours.

University Closing – Winter Break

The university will be closed Wednesday, December 20 – Tuesday, January 2 for Winter Break. The university will reopen on Wednesday, January 3, 2018. Please review the [Holiday Schedule and University Closings website](#) for the 2017 and 2018 Holiday and Closing Schedules.

University Closings Due to Inclement Weather

With winter weather on the horizon, we are preparing for the possibility of inclement weather delays and closures. Decisions to close all non-essential university operations will be posted on the JMU website and broadcast via text and email alerts. Most university employees are considered "non-designated" employees and are not required to work when the university is closed. However, to continue to provide services to students, some positions are considered "designated" and these employees must report to work when the university is officially closed due to inclement weather or other emergency conditions. Designated employees earn compensatory leave for hours worked up to the maximum number of hours of their normal work shifts. Hours worked over the normally-scheduled shift will be compensated in accordance with the Fair Labor Standards Act (FLSA) for the excess time worked (i.e., overtime leave earned), provided employees are in a non-exempt classification. When inclement weather or other emergency conditions create transportation difficulties that result in an employee's late arrival, supervisors may authorize up to two hours of such lost time as an authorized absence not charged as leave. Supervisors should decide each case on its own merits. Any hours worked by non-designated employees during an authorized

closing will be paid and not credited with compensatory leave. Please review JMU Policy [1309](#)-University Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies to learn more regarding closing decisions, the cancellation of classes, the difference between designated and non-designated staff, and compensation for hours worked during an inclement weather closure.

2018 Pension Plan Limits

The IRS recently announced Pension Plan limits for 2018. Effective with the 2018 calendar year, elective contribution limits for 403(b) and 457 plans will increase to \$18,500/year, an increase from the current \$18,000/year limit. The catch-up limit for employees over the age of 50 remains an additional \$6,000/year. If you would like to make a change to your current contributions, please complete the [Salary Reduction Agreement](#) and return to benefits@jmu.edu. The change in contributions will become effective Monday, January 1, 2018.

If you contribute to the 457 plan and wish to make a change to your current contributions, please [log into your account](#) or contact ICMA-RC Investor Services at 1-877-327-5261, Option 1. The change will become effective the first of the next month after you make the change; therefore, for your change to be effective in January 2018, please make any contribution changes in December 2017.

If you have questions regarding the plan limit changes, please contact benefits@jmu.edu or 540-568-3593.

New Panel of Physician Provider Option Coming Soon

All injuries that occur at work should be reported to Human Resources within the first 24 hours. Injuries are reported by submitting the [Workers' Compensation Accident/Incident Report](#). For Workers' Compensation claims, an employee who has been injured and needs to be seen by a doctor must choose from a list of approved providers known as the Panel of Physicians. Our current Panel of Physicians includes EmergiCare, Sentara RMH Occupational Health Specialists, and Valley Urgent Care & Occupational Medicine; companies who have been great partners with the university for many years.

As an enhancement to the university's Workers' Compensation Program, on Friday, December 1, MedExpress will join the existing Panel of



Physicians to provide care for any and all Workers' Compensation injuries. MedExpress will focus on keeping our employees healthy and finding a return-to-work plan. We are looking forward to this new relationship as we continue our existing partnerships with

EmergiCare, Sentara RMH Occupational Health Specialists, and Valley Urgent Care & Occupational Medicine.

Contact the Benefits Team at 540-568-3593 for answers to your Workers' Compensation questions.

We Will Come to Your Table

Benefits can be a daunting subject matter; therefore, the Benefits Team would like to extend an offer for a subject-matter expert to speak on a specific area of interest at your departmental meeting, informational session, etc. If you are interested in having a member of the Benefits Team address a specific topic during one of your scheduled meetings, please see the [Benefits page](#) to schedule.

Benefits Broadcast

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

Premium Rewards



Are you interested in getting more in your paycheck and paying less for health insurance? If you answered yes to this question, then save money every month with a Premium Reward while helping you on the road to better health! Premium Rewards are available to all employees and their covered spouses who are enrolled in the COVA Care or COVA HealthAware Plan. Premium Rewards offer a \$17/month reduction in your health insurance premium for you and/or your enrolled spouse. If both of you participate in Premium Rewards, you then receive a \$34/month reduction. Annually the

Department of Human Resource Management provides the requirements to receive Premium Rewards. For the July 1, 2017 – June 30, 2018 plan year, the requirement is to complete an online Health Assessment. Once the health assessment is complete, you and/or your enrolled spouse will begin receiving the Premium Reward in 6-8 weeks. To complete your online health assessment, please follow these steps:

- ✓ Go to www.myactivehealth.com/cova. If you do not have a current account, simply create a new account.
- ✓ Answer **all** questions in each category
- ✓ Once completed, click “Submit Now”
- ✓ Keep a copy of your completed screen for your records
- ✓ If you do not have internet access, simply contact ActiveHealth at 1-866-938-0349 to complete your health assessment over the phone.

It's that simple! If you have any questions on the necessary steps to begin saving money while getting healthy, please contact benefits@jmu.edu or 540-568-3593

Do Duo Now

Make Sure Your e-ID Login Is Always You

Are you concerned that someone could steal your JMU electronic identity or personal data? Are you tired of using the current OTP process for logins to MyMadison? Or, perhaps, wondering why you need a separate app or token to use the SSL VPN for remote access to some JMU resources? Then you will find Information Technology's new Duo service a real improvement.

Duo simplifies current processes to a single, quicker, easier-to-use service that you (and all other JMU faculty, staff, emeriti, students and affiliates) will soon use to verify your identity for e-ID logins. So whether you are familiar with current two-factor verification solutions or are new to all this, act now...

- Help keep your e-ID account safe from criminals
- Avoid upcoming deadlines for required Duo enrollment
- Join the growing group of users already enjoying the advantages of Duo
- Encourage your colleagues and students to also **Do Duo Now**
-

Use the [Duo service page](#) to enroll a mobile phone or tablet or to find out about getting a hardware token, if you need one. Problems or questions? Contact the IT Help Desk at 540-568-3555, or by email to helpdesk@jmu.edu.

JMU Talent Development Discover.Grow.Succeed.

- Improving Productivity by Putting Procrastination in Its Place ([TD2177](#))
- The Art of Asking Questions ([TD2080](#))
- Retirement 101: Understanding Your VRS Retirement ([TD1212](#))
- The Value of Play in Your Personal and Professional Life ([TD1934](#))
- Getting Naked ([TD1704](#))
- Do You Hear What I Hear? ([TD2170](#))
- Put Your Best Foot Forward (CommonHealth) ([TD2232](#))
- Nine Minutes on Monday ([TD1825](#))

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

JMU Talent Development

Recapping the 45th Annual Faculty & Staff Years of Service Recognition Programs

On October 12 and 13, JMU recognized 225 faculty and 224 staff members during Years of Service Recognition programs. Together, this group represents over 5,665 years of service to the university.

Please visit the [Human Resources website](#) to view the complete list of faculty and staff recipients. Congratulations to all employees who received service milestones!



TWO DAYS LEFT TO ENTER!

Duke Dog is up to the [challenge](#). Are you?



In recognition of Campus Sustainability Month, an international celebration of sustainability in higher education, JMU has launched a [challenge](#) to encourage employees to learn more about environmental stewardship. Participation in the challenge continues through **November 17, 2017**. Prizes will be awarded at the divisional, building, and individual levels, and all employees participating will receive recognition. Contact us at stewardship@jmu.edu.

Photo: Duke Dog wearing an Environmental Stewardship sticker and Amanda Bodle, Office of Environmental Stewardship and Sustainability Policy and Planning Specialist.

Host Your Next Birthday Party At UREC!



UREC offers fun children's birthday party packages on the weekends. Host a unique, active party experience, right here on JMU's campus! Package options include swimming, rock climbing, and open gym and are designed for ages 6 and up. Please visit the [UREC website](#) for more information and to submit a party request.

Faculty/Staff Locker Rentals

UREC's Faculty/Staff locker rooms offer more privacy for Faculty and Staff members and are large enough to hang jackets and most work apparel. **2017-18 Rental Prices:** Semester: \$40, Academic Year: \$80 and Full Year: \$100. Learn more about UREC's [Locker Rentals here](#).

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

Join the conversation on [Facebook](#) and [Twitter @JMUJobs](#)