

August's HR Update

President Jonathan Alger's Address to Staff

Mark your calendars and plan to attend the annual President's Address to the Staff on Friday, August 17, 9 a.m.- 10:30 a.m. in **Memorial Hall Auditorium** (not Wilson Hall due to renovations). Shuttles will run from Festival, Warren Hall Bus Stop, and Varner House.

We look forward to seeing you there!

[Employee Advisory Committee](#)

Summer Work Schedules

Reminder that Friday, August 17 is the last day of the university's modified summer work schedule for 2018.

Annual Faculty and Staff Picnic

Celebrate the start of the new school year at the Annual Faculty and Staff Picnic on the Festival lawn, Friday, August 17, 4:00 p.m. - 7:00 p.m.

Enjoy summer picnic favorites from the buffet, many beverage and dessert options.

Entertainment: National DJ Connection and Tobini Magic

Please visit the [Faculty and Staff Picnic website](#) for up-to-date information.

Faculty/Staff 5K Friday, August 17

Family members are welcome to run, walk, or stroller the 5K as well, and all participants should cross the finish line in time to enjoy the faculty/staff picnic which begins at 4:00 p.m.

Route: The 5K begins and ends near the ISAT building on the Festival lawn

Start Time: 3:00 p.m.

Award Categories: Grab your friends, family, and/or coworkers and start brainstorming!

Prizes will be awarded for:

- Best group costume
- Best individual costume
- Department with the most participants

- Fastest in age categories (male/female under 10, male/female 10-15, male/female 16+).

Registration is FREE: click this link to register for the 5K [2018 Faculty/Staff 5K](#) (don't forget to register separately for the faculty/staff picnic).

Don't want to run but want to support your coworkers? **Volunteer** to help! [VOLUNTEER](#)

YCP Open House

The JMU Young Children's Program is currently accepting applications for three- and four-year-old children in our full day classes. **You are cordially invited to our Open House on Friday, August 24 from 3:00 – 5:00 p.m.** to meet our teaching staff and tour our facility in Anthony Seeger. For more information on our program, please visit our website <http://www.jmu.edu/coe/ycp/index.shtml> or contact Loretta Lombardi at lombarlj@jmu.edu.

National Payroll Week: September 3-7

National Payroll Week is a great opportunity to thank your [payroll department](#) for their hard work. In addition to ensuring your paycheck is accurate and on time, they work diligently to maintain compliance with the ever-changing federal and state regulations.

Time & Attendance Records and Parental Leave

Non-exempt classified employees who are utilizing the parental leave program in 2018 must download the updated 2018-2019 Time & Attendance Record and transfer all information to the new form. This version includes the "PL" leave code. The updated record can be found at <http://www.jmu.edu/humanresources/files/time-attendance-2018-2019.xlsx>.

What Every Supervisor Needs to Know: The Exiting Employee's e-ID

When your employee informs you of their resignation, here's what the employee must do *before* their Exchange account is disabled. Employees cannot get back into their Exchange email account once their account has been disabled - see [e-ID grace period](#):

- Set an Out-of-Office reply indicating that they are no longer at the university and include an alternative way to contact them if applicable.
- Change their mailing list (Listserv) subscriptions to use a personal email address and unsubscribe from those they no longer wish to receive.
- Forward any *personal* email in their JMU Exchange account that they wish to retain to a personal email address.

Also, regarding network file storage- information of importance to the department may reside in the employee's personal and/or shared folder. Best practice is to secure information needed for departmental processes prior to the employee's departure.

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 through the last workday in September (9/28/2018). 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, 2018.

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 27, 2018: 2:00 p.m. – 3:30 p.m.

Individual Professional Development Plan Workshop [TD1152](#)

August 16, 2018: 1:30 p.m. – 3:00 p.m.

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

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?

Upcoming dates where you could talk with an expert:

August 20 TIAA, Christian Pechuekonis, christian.pechuekonis@tiaa-cref.org

August 17 Fidelity, Puchai "Paul" Vutiprichar, Puchai.vutiprichar@fmr.com

August 21 TIAA, Christian Pechuekonis, christian.pechuekonis@tiaa-cref.org

August 22 FIRM, American Funds 529 Plans, Phil Harris, phil@firmadvisor.com

August 22 New York Life, Debbie Bolen, dbolen@ft.newyorklife.com

August 23 ICMA-RC 457 Accounts and DCP, Steven McGregor,
<https://icmarc.secure.force.com/events?SiteId=a0lf1000006PZtzAAG>

August 30 Met Life, Carrie McNamara, cmcnamara@metlife.com

September 5 Aflac, Boyd Glover, boyd_gloverjr@us.aflac.com

September 12 ICMA-RC 457 Accounts and DCP, Steven McGregor,
<https://icmarc.secure.force.com/events?SiteId=a0lf1000006PZtzAAG>

September 13 Met Life, Carrie McNamara, cmcnamara@metlife.com

September 17 TIAA, Christian Pechuekonis, christian.pechuekonis@tiaa-cref.org

September 18 TIAA, Christian Pechuekonis, christian.pechuekonis@tiaa-cref.org

September 18 FIRM, American Funds 529 Plans, Phil Harris, phil@firmadvisor.com

September 19 TIAA-Wealth Management, Lisa Dieter, Lisa.dieter@tiaa-cref.org

September 20 Valic, Rob Lankard, Rob.lankard@valic.com

September 21 Fidelity, PUNCHAI "Paul" Vutiprichar, PUNCHAI.vutiprichar@fmr.com

Benefits Broadcast

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

Home and Auto Insurance through MetLife

MetLife provides auto and home insurance discounted rates for full-time employees. Group discounts, as well as additional discounts for payroll deduction, and tenure. MetLife Auto & Home provides the personal touch you expect when addressing many of your insurance needs:

- Automobile
- Renters
- Personal Excess Liability
- Landlord's Rental Dwelling
- Motorcycle
- Motorhome
- Homeowners
- Condominium
- Boat

- Scheduled Personal Property
- Snowmobile

Also, there are additional discounts available for multi-policy, good student, safe driver, anti-theft devices, and much more.

Interested in a free quote? Switching auto and home insurance carriers has never been easier, regardless of when your current policy expires. Call 1-800-GET-MET8 and start saving today!

Affinity Group Activities

“Water Dawgs” (kayaking group)

August 18th – Bring your kayak (or rent one from UREC!) for a fun trip down the North Fork of the Shenandoah River. Contact Rebecca Davis for details (davisrs@jmu.edu)

“Taste of Life” (cooking group)

August 19th – Join the cooking affinity group, Taste of Life, for a potluck picnic at Purcell Park! To sign up, please email Rebecca Davis at davisrs@jmu.edu

SAVE THE DATE: JMU Wellness Fair

On Thursday, September 20, Balanced Dukes invites you to attend the JMU Wellness Fair. The event will be held at the Festival Conference and Student Center from 10:00 a.m. – 2:00 p.m. with a focus on three areas of wellness: mind, body, and spirit.

Events include:

- Fantastic door prizes!
- Free flu shots (please be prepared to present your insurance card)
- Wellness screenings
- Free hearing screenings
- Blood Drive
- 70+ vendors, including volunteer opportunities, and
- Workshops throughout the day!

Transportation will be provided this year. Please see the Bus Schedule for further details.

We hope to see you there!

Mobile Mammography Van Coming to Campus

Sentara RMH screening mammography mobile unit, now offering 3D mammography, will be at JMU’s Festival Conference and Student Center Monday, October 1. To schedule an

appointment, contact Sentara RMH Funkhouser Women's Center at 540-689-6800 or 800-277-1021.

SAVE THE DATE: Money Matters

Money matters are important to each of us, whether it's developing a budget for the first time or planning for retirement. On Thursday, October 4, take advantage of the educational conference and vendor fair, Money Matters, being offered by Balanced Dukes at the Festival Conference and Student Center from 9:00 a.m.–5:00 p.m. to learn about the following topics:

- Making A Usable Budget & Getting Out of Debt
- Estate Planning and Advanced Directives
- Mind Over Money
- Wealth Building: Is your goal Financial Comfort, Financial Security or Financial Freedom
- Identity Theft
- What to Expect with the Tax Reform
- Financial Conversations for Couples
- What to Expect When You Retire: A Panel Discussion
- Start to Finish
- Be in the Financial Front Seat
- Holiday Budgeting
- Are You Prepared for College?
- Take the Wheel: Get the Best Car Deal
- Your Life in Retirement
- Social Security
- The Marketplace & Eldercare
- Are You Ready to Retire?
- Understanding your Investment Options
- Retiree Health Insurance Options

These seminars are open to all full-time and part-time employees...it's never too early or too late to realize that Money Matters!

Please register for workshops [here](#). Please feel free to attend as many sessions as you wish. Morning and afternoon snacks will be provided. For those attending sessions, breakfast is being sponsored by Commonwealth One, and lunch is being sponsored by Valic.

In addition to the sessions, our benefit vendors will be available throughout the day to meet with you to answer any questions you may have concerning your benefits.

We look forward to seeing you on Monday, October 4!

SAVE THE DATE: Years of Service Recognition Awards

Plans are underway for the 46th annual Staff Years of Service Recognition program Friday, October 12 in the Festival Conference and Student Center Ballroom. Invitations will be emailed soon.

The Faculty Years of Service Recognition program will be held Thursday, October 11 in the Festival Conference and Student Center Ballroom. Questions regarding faculty invitations can be directed to either Yvonne Miller at 540/568-3429 or email millerys@jmu.edu or Sheila Hopkins at 540/568-6616 or email hopkinsa@jmu.edu.

Mentorship Through Exercise

Mentorship Through Exercise is a UREC program that provides JMU students the opportunity to have a positive mentor-mentee relationship with faculty/staff outside of the classroom setting. We have many pairs already participating, and several students are now waiting to be paired with a faculty/staff mentor, so please consider volunteering! We are excited to be adding a Mentor Orientation this year to better equip you with knowledge on the benefits of mentorship, the UREC facility and the programs offered. This optional Mentor Orientation will be on **Friday, September 14 from 10 a.m.- 12 p.m.** Refreshments provided. Please see our [website for more information](#).

Back to School Safety Tips

See [Department of Risk Management's](#) website and August's Monthly Safety Tips.

JMU Talent Development

Discover.Grow.Succeed.

- **NEW!** Take Your Best Self to Virtual Meetings ([TD2244](#))
- Performance Management Information Session ([TD1181](#))
- Get Noticed and Get Ahead by Being Your Best at Work ([TD2190](#))
- **NEW!** The Energy Bus ([TD2234](#))
- **NEW!** Manager Moments: How to Excel in Tricky Situations ([TD2237](#))
- Creating a Culture of High Performance on Your Team ([TD2076](#))
- Student Employment Essentials ([TD1464](#))
- Benefits Basic Training ([TD2274](#)) – *Special Workshop Location: USB 100*
- **NEW!** Help Your Team Understand You ([TD2246](#))
- Grant Proposal Groundwork ([TD2354](#))
- Introduction to Myers-Briggs Type Indicator (MBTI) ([TD1242](#))
- Managing for Employee Engagement ([TD1827](#))
- Micro-inequities Exclude ([TD2168](#))

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

Monticello Half-Price Hometown Offer

Buy online at full price and get refunded 50% at the Ticket Office. Discount available only for visit dates in August 2018. For more information: www.monticello.org/aug2108

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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