

July HR Update



YOUR RETURN TO WORKPLACE GUIDELINES

All staff and faculty are expected to fully comply with the Return to Workplace Guidelines.

Key elements include:

- Return to the Workplace Expectations
- Health and Safety Guidance
- Entry and Exit Control
- Housekeeping and Facilities
- Exposures to COVID-19
- COVID-19 Training (Face Masks, Anti-Stigma)

View Return to Workplace Guidelines at

https://www.jmu.edu/news/2020/05/29-covid-return-guidelines.shtml#_Toc41401730

for updates as the collective knowledge and understanding of the COVID-19 virus evolves.

PERFORMANCE EVALUATIONS

Now is the time to start planning for non-probationary classified employee and Administrative and Professional faculty performance evaluations.

Performance Cycle Timeline

Non-probationary classified employees: October 25 to October 24

A&P faculty: July 1 to June 30

Performance evaluations are due in Human Resources by September 30

Classified Evaluations

Employees are encouraged to complete a self-evaluation. While the self-evaluation does not become part of the employee's personnel file, it does provide valuable information and serves as an excellent resource for the supervisor when completing the formal evaluation.

This is a great opportunity for an employee to review their position description and reflect upon accomplishments and opportunities for development. Employees can view their published position descriptions in MyMadison.

Supervisors must attach the classified employee's completed [Individual Professional Development Plan \(IPDP\)](#) to the evaluation form. IPDPs are required and completed forms must have a minimum of one goal. The IPDP is a valuable resource in identifying and developing a plan for professional development and growth.

When rating a classified employee as an overall Extraordinary Contributor or Below Contributor, an [Acknowledgment of Extraordinary Contribution](#) or [Notice of Improvement Needed](#) (unless a Written Notice is on file) must be attached to the completed performance evaluation to support the overall rating. Supervisors considering an overall rating of Below Contributor must discuss this with their HR Consultant before completing the performance evaluation.

Please refer to the [Performance Evaluation Process](#) on HR's website for links to applicable forms, policies and process details for classified employees, or contact your [HR Consultant](#) or the HRCS Team Assistant, Shakini Sachdev with questions.

A&P Faculty Evaluations

Please refer to the [Performance Evaluation Process for A&P Faculty](#) on HR's website for links to applicable forms, policies and process details for A&P faculty.

Signature Requirements

With some faculty and staff continuing to work remotely, there is some flexibility this year regarding signature requirements for performance evaluations. If possible, the preference is to obtain signed, original documents. Evaluations may be sent inter-office mail to MSC 7009.

For those unable to obtain signed, original documents, the review process and signatures may be completed remotely and scanned electronically. Completed evaluations and IPDPs may be emailed to HR's Consulting Services mailbox at: workforcemgmt@jmu.edu

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



Talent Development has collected several links about mask wearing and stigma that will assist you in being together safely. The links are included below and appear on our website's homepage. Please review them and use them as you return to work.

[Video of Proper Mask Usage](#)

[CDC Face Covering Guidelines](#)

[COVID-19 Stigma Guide](#)

[CDC Article about Reducing Stigma](#)



Please join us in congratulating Suzanne Vance on her retirement as of July 24th! Her work at JMU has positively impacted many of us. Please communicate virtually with Suzanne, as she is working remotely.

BENEFITS BROADCAST

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

529 College Savings Plan through FIRM & American Funds



Are you a parent, grandparent, or relative who plans to help a loved one (or yourself) with college? If so, then you may want to consider participating in a 529 College Savings Plan through FIRM & American Funds. All full-time and part-time employees, who are U.S. citizens, are eligible to participate in the 529 College Savings Plan. With the CollegeAmerica 529 Plan through American Funds, you get some great benefits:

- ✓ Tax-advantaged investing – the earnings in the 529 grow free from federal tax, which helps you accumulate more over the long term.
- ✓ Flexibility to use the assets in your account to fund expenses in any U.S. public or private college, including undergraduate, graduate, professional or vocational. Qualified expenses include tuition, fees, room and board, and many other items. Beginning with as low as \$25 minimum per fund, moving forward you are able to adjust, stop or suspend your deductions at any time.
- ✓ Since you would invest in Class 529-E shares offered only through this employer-sponsored plan, you do not incur front and back-end sale charges
- ✓ Set up your deductions through the convenience of payroll deduction.
- ✓ Retain your CollegeAmerica account and continue investing in the 529-E shares class even upon termination of employment.

For more information concerning the 529 College Savings Plan through FIRM & American Funds, watch the following video: <https://player.vimeo.com/video/199402885>. For additional information concerning the 529 College Savings Plan through FIRM & American Funds, contact Philip Harris via phone (215) 557-7622 or email phil@firmadvisor.com.

SCHEDULE AN APPOINTMENT WITH A BENEFITS TEAM MEMBER

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.

CHANGES IN BULK EMAIL AND UNIVERSITY RECORDS OFFICER ROLES

Effective Monday, July 20, Amanda Thomas, Assistant to the HR Director, along with her HR Support Services team will process all bulk email/mail requests for employees. Please reach to Amanda (thoma2an@jmu.edu, 540-568-3825) for your bulk email needs beginning July 20.

Cathy Thomas (thomasce@mu.edu, 540-568-3967) is now the University Records Officer. Please direct your records management questions and [RM-3 forms](#) for requesting records destruction to Cathy (thomasce@jmu.edu or MSC 7009), effective immediately.

UREC REOPENING TO PILOT PROCEDURE MODIFICATIONS



UREC will reopen July 13-31, 2020 on a limited basis to pilot procedural modifications and safety measures. Modifications include reduced capacity, spacing of participants and equipment, enhanced disinfection, navigational flow, touchless check-in options, and more. Registration and masks will be required to enter UREC. Learn more [here!](#)

10 SURPRISING SUMMER VACATION SAFETY TIPS

JMU's Office of Risk Management

[July Safety Tip](#)

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