

May HR Update



University Holiday - Monday, May 25

As a reminder, the university will be closed on Monday, May 25 in recognition of Memorial Day. Full-time employees are expected to work 32 hours during the Memorial Day holiday week. Any hours short of a 32-hour workweek should be charged to available leave. All leave requests are subject to supervisor's approval. See the [2020 University Holiday/Closing Schedule](#).

Service Recognition Leave Benefit Suspended

The Department of Human Resource Management (DHRM) has suspended the earning of the [Service Recognition Leave](#) benefit in response to the financial impact of the COVID-19 global pandemic. Employees with an existing Service Recognition Leave balance may continue to use the leave. Requests to extend existing balances of Service Recognition Leave beyond its expiration date will not be granted. Questions? Contact Reagan Neese, Leave Specialist, neeserw@jmu.edu.

Federal Emergency Paid Sick Leave Notification

There have been a number of important paid leave enhancements, both from a state and federal level, to help lessen the financial burden on employees and their immediate families in dealing with issues created by the COVID-19 global pandemic. Read more [here](#).

Wednesday, July 1 Payday

Payroll Services

Due to the new fiscal accounting year, payday will be July 1. Payday will NOT be June 30.

Premium Rewards Health Assessment Deadline Now May 29, 2020

In an effort to advance employee wellness and also maximize employee savings, the Department of Human Resources' Office of Health Benefits (OHB) has announced that COVA Care and COVA HealthAware members will have until May 29 to complete a health assessment in order to receive a Premium Reward beginning July 1.

Participants must complete a health assessment with their **current** plan administrator. This includes employees who requested a plan change during Open Enrollment from one eligible premium reward plan to the other. OHB will apply the premium reward for July 1 based on their new enrollment.

Employees and their enrolled spouse must register using separate accounts to submit their individual health assessments.

As a reminder, employees can complete a health assessment any time during the year for a Premium Reward, which will be effective approximately 6 to 8 weeks after it is submitted.

For more information on Premium Rewards, employees may visit [Premium Reward Requirements](#) and [Premium Reward FAQs](#) on the DHRM website. Instructions for completing the health assessment can be found on page 8 of the [Spotlight](#). Remember to use the number on your health insurance card when they ask for employee ID. For Anthem members, this number starts with "FVI" and ends with "XU" – use the seven numbers in the middle. For Aetna members, this is your member ID.

Workers' Compensation – Online Telemed Option Now Available

Concentra, a telemedicine program, has been added to the JMU Human Resources Workers' Compensation [Accident/Incident Report](#) as an approved Panel of Physician provider. During this time of increased social distancing and concern over the spread of COVID-19, you may want to consider seeking medical treatment remotely if experiencing a workers' compensation injury or illness. Concentra-telemedicine provides medical evaluations for the following types of injuries:

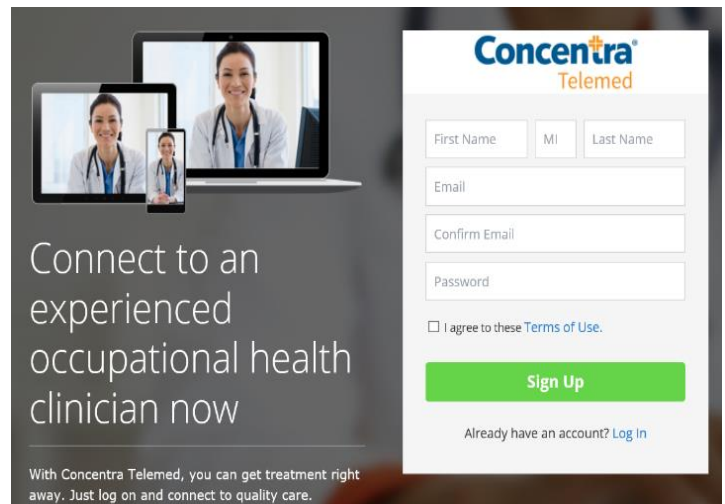
- First-degree burns
- Minor sprains and strains
- Bruises/contusions
- Abrasions/scrapes
- Repetitive use injuries
- Bloodborne pathogen exposure

In order to participate in telemedicine you will need internet connectivity, a valid email address and a computer, smartphone or mobile device with a camera and microphone. If you

participate in telemedicine from the workplace, you will need access to a quiet private location for the virtual visit; otherwise you may participate from home or some other location of your choosing.

Concentra Telemed can be accessed through the website www.ConcentraTelemed.com or through the Concentra Telemed App. Employee instructions to access Concentra Telemed can be found on the [HR Workers' Compensation website](#). Concentra Telemed visits must be authorized by HR personnel or approved HR liaisons. Click the [link](#) to see an example of how an injured worker would obtain a medical evaluation through Concentra Telemed.

Email your questions and requests for additional information regarding Concentra and/or the workers' compensation process to benefits@jmu.edu.



Digital Signatures on Tuition Waiver Requests

Digital signatures on your tuition waiver request form are temporarily acceptable. These should be true digital signatures, either with an IP address under the signature, or a signature from a reliable source such as Adobe or DocuSign. In the absence of these tools, you may have your tuition waiver request form attached and emailed to benefits@jmu.edu by the highest signing authority (two levels above you) with notation of approval in the email. Please note all deadlines are still enforced. They will not be accepted if not submitted to Human Resources before the [add/drop deadline](#).

Webex - stay connected and stay secure with JMU's supported video conferencing tool!

Information Technology

JMU's site license makes Webex available to all JMU faculty, staff, and students at **no charge**. Webex is available on any internet connected device and is accessible and secured using your eID, password, and Duo 2-factor authentication. You can invite *anyone* (within JMU or outside JMU) to attend the meetings and events you host.

Everyone is strongly encouraged to connect to Webex sessions using a computer or device with audio capabilities (speakers, microphone) as the preferred method, and only dial in using a telephone when absolutely necessary. This will avoid long distance toll charges to the phone being used.

Students can host virtual meetings containing up to 1,000 participants in Meeting Center. Share files, chat face-to-face using video, and share your screen to display professional virtualized presentations.

Faculty and staff can access and use 4 different tools:

- Webex Meetings – host virtual meetings up to 1,000 participants. Share files, chat face-to-face using video, and share your screen.

- Webex Events - Host real-time online events on a large scale (up to 1,000 participants). Share files, presentations and stream live video. Interact using interactive features such as web-polling, Q&A and chat.
- Webex Training - Deliver highly interactive training classes, online, using audio and video conferencing, screen sharing, breakout sessions, and hands-on learning labs. Testing, tracking and grading capabilities are included.
- Webex Support - Provide support for up to 5 users per session. Integrated high-quality video allows for real-time video chatting with audio. Allow support personnel to observe and troubleshoot software and system problems remotely.

If you are using Webex and are having issues or need assistance, we want to hear from you! Please contact the IT Help Desk by logging a ticket through the IT Service Portal (its.jmu.edu) or email helpdesk@jmu.edu

A variety of support is available, including:

- Canvas Webex Instructional support through JMU Libraries/Learning Technology Center
- IT Training – available to assist with creating Webex meetings
- LinkedIn Learning – explore Webex courses
- Cisco Webex – Webex guides, knowledge base, support
- Webex Meetings vs. Events vs. Training
- Using Webex Events
- FAQs

Visit <https://www.jmu.edu/computing/communication-and-collaboration/webex.shtml> for details.

Enjoy the experience. Get started using Webex now!

Greetings from Talent Development!



Please remember to take the [Talent Development Annual Survey](#). This year the survey is shorter, easier, and can be completed on your mobile device!



Please join us in welcoming Jules Myers! Jules is joining us as the Professional Development Specialist in Talent Development. Her skills and experience in facilitation, organizational development and leadership will provide JMU with positive impacts to professional development of staff.



We want to support your Professional Development during this unprecedented time. Please check out the LinkedIn Learning playlists on our [website](#). Don't forget to self-report completion in MyMadison.

CommonHealth Challenge

Explore the New River Trail in CommonHealth's 2020 Activity Challenge - Meet challenge goals with your own choice of activity. We'll take you on a photo tour of the trail to mark your progress week by week. Read more and register [here](#).

Balanced Dukes Facebook Page

It's very new – so if you use Facebook, please like/follow [Balanced Dukes](#) and invite any of your JMU friends to do the same.

UREC Cyber Maymester Mayhem

Join UREC this Maymester to stay active and learn new skills from home!

UREC will be offering the following series of programs and classes:

- [Live](#) and [recorded](#) Group Exercise Classes
- [Video Workouts and Workouts of the Day](#)
- [Harrisonburg Area Outdoor Guidebook series](#)
- [Taco Tuesday Cooking Demonstrations](#)
- [Disc Golf 101 series](#)
- [Crafting w/ Clair series](#)
- [Intramural Sports Free Throw Competition](#)
- [UREC Strava Club Challenges](#)
- [TEAM Challenge Course](#) virtual teambuilding services

Questions? Explore [UREC's Virtual Resources page](#) or contact urec@jmu.edu.

Monthly Safety Tips

Risk Management

[May Safety Tips – Coronavirus: Safety and Readiness Tips for You](#)

Check this link frequently for important updates to university operations

<https://www.jmu.edu/news/covid19/index.shtml>

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