

WAGE EMPLOYEE HANDBOOK

2021-2022

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WELCOME

I'd like to personally welcome you to James Madison University. It's an exciting time for us as we look to the future and continue to grow, adapt, and respond to the needs and dreams of our employees, our community, our students and the many partners we have around the country and the world!

James Madison University provides many opportunities for personal and professional growth, and the Human Resources office is here to help you navigate through your employment and assist however we are able.

This handbook is one way for us to provide information that is relevant to your employment with JMU. You can also find many helpful resources on our [website](#). Our office is located at 752 Ott Street in the [Wine-Price building](#), and we are glad to serve you there in person as well. The Human Resources direct phone number is 540-568-6165.

JMU is recognized nationally for many things: academic quality, teaching excellence, student retention, graduation rates, community engagement, environmental and social responsibility, athletics, campus beauty and hospitality. Recognition like this happens, in large part, because of the dedicated people who work here... people like you.

Again, welcome to James Madison University.

Chuck Flick
HR Director

Pdf version for downloading and printing

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

INTRODUCTION

This is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in the Wage Employee Handbook may be changed by the university and/or the Commonwealth of Virginia without notice.

Human Resources compiled information on personnel matters frequently of interest to James Madison University's wage employees. Questions relating to your department should be directed to your immediate supervisor. Questions relating to university and/or Commonwealth of Virginia policies and other personnel matters should be directed to Human Resources at 540-568-6165 or researched on [HR's website](#).

About JMU

<https://www.jmu.edu/about/index.shtml>

JMU Organizational Chart

<https://www.jmu.edu/president/offices-and-staff/org-chart.shtml>

HR Communications

We want you to be connected and informed:

- HR's [website](#) is filled with information for your employment satisfaction
- You will receive emails with a link to view your monthly [HR Update](#), an employee-centered, electronic newsletter
- If you are an administrative assistant or administrator, send a request to humanresources@jmu.edu to join the HR Alerts for Admins ListServ to receive timely announcements and need to know information

Wondering who to call with specific questions? See [Services We Provide](#) for a list of HR services provided and the primary contact person for that service.

University Policy Manual

Visit the [University Policy Committee's website](#) to research policies that have a broad impact on the university's people and processes. Find out about smoking regulations, weapons, animals, and drones on campus, university bulletin boards, what to do with found items, or how to claim lost items.

The UPC ListServ is a great way to stay informed on new and revised policies. An opt-in feature allowing you to join the ListServ is available on the Home and Ask Questions pages at <http://www.jmu.edu/JMUpolicy>.

As a result of subscribing to the ListServ, employees receive notices when:

- Policies are updated

- Policies are posted for public review
- The semi-annual policy change notification report has been posted on the site

Personnel Data

You have the right to review your personnel file by contacting the Human Resources office to arrange an appointment.

NOTICE OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

James Madison University does not discriminate on the basis of age, disability, race or color, national or ethnic origin, political affiliation or belief, religion, sex, sexual orientation, gender identity or expression, veteran status, parental status (including pregnancy), marital status, family medical or genetic information, in its employment, educational programs, activities, and admissions. JMU complies with all applicable federal and state laws regarding non-discrimination, affirmative action, and anti-harassment. The responsibility for overall coordination, monitoring and information dissemination about JMU's program of equal opportunity, non-discrimination, and affirmative action is assigned to the Office of Equal Opportunity. Inquiries or complaints may be directed to the Office of Equal Opportunity: (540)568-6991, [OEO homepage](#), oeo@jmu.edu

JMU prohibits sexual and gender-based harassment including sexual harassment and sexual assault and other forms of inter-personal violence. The responsibility for overall coordination, monitoring and information dissemination about JMU's Title IX program is assigned to the Title IX Coordinator. Inquiries or complaints may be directed to the Title IX Coordinator: Amy Sirocky-Meck (540)568-5219, [Title IX homepage](#), titleix@jmu.edu.

SEXUAL MISCONDUCT RESOURCES AND TITLE IX

JMU is a learning, working, and living environment free from gender and sex-based discrimination including sexual harassment and sexual misconduct. JMU has two policies that address sexual harassment and sexual misconduct. [JMU Policy 1346](#) - Title IX Sexual Harassment pertains to incidents of sexual harassment, sexual assault, dating violence, domestic violence, and stalking that occur within university programs and activities, including employment. [JMU Policy 1340](#) - Sexual Misconduct addresses sexual misconduct outside the scope of Policy 1346. These policies are for all members of the university community.

JMU employees are designated as *Responsible Employees*. Responsible Employees are obligated to report all disclosures of sexual harassment and sexual misconduct that they learn about during the course of their employment to the Title IX Office. Employees may receive disclosures from students, faculty, or staff regarding incidents of sexual misconduct which they are responsible for reporting to Title IX. Employees can report information directly to the Title IX Coordinator or the Title IX Office via email, in person, or over the phone. This assures that Title IX can then reach out to the party who experienced harm to provide information about resources and support available through the university.

Employees may also report information to their [HR Consultant](#), who will forward the report to the Title IX Office.

Title IX compliance and reporting at JMU is managed by the [Title IX Office](#). Amy Sirocky-Meck serves as the university's Title IX Coordinator. The Title IX Office can provide guidance on resources and support available, legal and/or campus conduct processes, and provide supportive measures including, but not limited to, No Contact Orders and temporary changes to work schedule and/or location to individuals who have experienced harm.

The Title IX office also oversees the university's efforts in understanding campus climate regarding sexual harassment and sexual misconduct and provides campus-wide education and training on Title IX. On their website, you can learn more about

- [Title IX](#)
- [Title IX Staff and Officers](#)
- [JMU Campus Resources](#)
- [UHC Survivor Advocacy](#)
- [Making a Report](#)
- [Title IX Training](#)

AMERICANS WITH DISABILITIES ACT

The university will provide reasonable accommodations to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to university employment, university educational opportunities, and the university's programs and services. [JMU Policy 1331](#)

Inquiries or requests for reasonable accommodations for disabilities may be directed to benefits@jmu.edu, 540-568-3593.

[Virginia Human Rights Act – Reasonable Accommodations for Disability](#)

[Campus Accessibility website](#)

The JMU ADA and Section 504 Coordinator is the Director of the Office of Equal Opportunity, 540-568-6991, [OEO](#), oeo@jmu.edu

WAGE EMPLOYMENT BASICS

All employees are expected to conduct themselves in a manner that supports [JMU's mission](#) and the performance of their assigned duties and responsibilities with the highest degree of public trust.

Wage employees are expected to satisfactorily perform all assigned duties. While wage employees are not subject to formal performance evaluations, managers and supervisors will monitor employee performance and provide informal performance evaluation and coaching as needed.

In accordance with Conflict of Interests [JMU Policy 1106](#), no JMU employee shall accept any business or professional opportunity when that employee knows that there is a reasonable likelihood that the opportunity that is being afforded will influence him or her in the performance of his or her official duties.

Wage Employment [JMU Policy 1325](#)

Wage employment is employment within the university to meet part-time, temporary or seasonal needs. Wage employees are at-will employees. An at-will employee may resign from work or be terminated from work, with or without cause, with or without severance, and without advance notice.

Wage employees cannot participate in the state's health insurance program, nor can they participate in life insurance, retirement, or other benefit programs. However, wage employees may participate in tax-deferred compensation programs and Aflac insurance.

Wage employees are limited to working no more than 1,500 hours during each 12-month period of May 1-April 30. In accordance with the Virginia Manpower Control Program, wage employees may not exceed an average of 29 hours per week over the standard measurement period, May 1- April 30 of each year.

Supervisors may allow wage employees to temporarily exceed the 29 hour per week limit, provided this exception is planned for and approved by Human Resources. Wage employees may work multiple part-time jobs at the university; however, ALL part-time hours worked are combined for calculating the average number of hours worked per week. Hours worked may include any combination of hours associated with the following job classifications: Recurring, Temporary, or Part-time Salaried Non-Teaching positions, Part-time wage (1500 hour positions), Student wage (Federal Work Study is exempt), Graduate Assistants/Teaching Assistants, and Adjunct Instruction.

The responsibility to plan, schedule and track part-time work falls to the employee and the hiring department with oversight and support provided by the Provost's Office, Student Employment, and Human Resources. Failure to adhere to these regulations may result in penalties for the employee and the employer.

Affordable Care Act regulations also mandate that full-time employees who leave employment with the university may not be re-hired to work any part-time hours until the employee has been separated a minimum of 26 weeks.

ATTENDANCE AND WORK ROUTINE

Recording Time/Attendance

Payroll Services provides [wage employee timesheet information](#) with instructions for completing timesheets and calculating overtime for hourly employees. In accordance with the Fair Labor Standards Act (FLSA), employers must maintain an accurate record of hours worked for each non-exempt worker. These records are subject to yearly audit.

Workweek

The university's standard workweek begins 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. Core business hours are from 8:00 a.m. - 5:00 p.m. Monday through Friday. Wage employees may work varying hours within the workweek to provide adequate coverage and service to the university community.

Wage employees shall be paid only for hours worked and cannot accrue paid leave, compensatory time or overtime leave credits. Wage employees are not eligible for paid holidays or any other paid time off.

Wage employees shall be allowed time away without pay for military service. When a wage employee returns from active military service, reemployment will be granted under the terms provided for in the United Services Employment and Reemployment Rights Act (USERRA).

Break Time for Nursing Mothers

In accordance with The Patient Protection and Affordable Care Act, which amended section 7 of the Fair Labor Standards Act (FLSA), James Madison University employees will be allowed reasonable, unpaid break time to express milk for a nursing child for up to one year after the child's birth, each time such employee has need to express milk. A specific location will be provided, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. See [JMU Policy 1341](#) – Break Time for Nursing Mothers.

Meal Breaks

Employees who work at least six consecutive hours may be afforded a meal break of at least 30 minutes, except in situations where shift coverage doesn't allow for such meal breaks. Meal breaks may be staggered to provide departmental coverage. The meal break does not count as time worked.

Rest Breaks

Supervisor's may grant employees who work an 8-hour day or longer a maximum of one 15-minute rest break before and one 15-minute rest break after the meal break, but are not required to do so.

- Rest breaks must be taken separately.
- Rest breaks, if taken, do not count as time worked.

Late Arrivals or Absences

Occasionally, unplanned circumstances may occur that cause employees to arrive late or to miss work. It is expected that late arrivals and absences will be kept to a minimum. It is the employee's responsibility to inform their supervisor when they will be late or absent as soon as possible, prior to the beginning of the shift. At the start of employment, the supervisor will communicate requirements for reporting late arrival or absence, including whom to contact should the supervisor not be available.

During normal work hours, an employee should not leave their work area for personal matters (other than lunch or breaks) without permission from the supervisor or the supervisor's designee.

Overtime and Compensatory Leave – Provisions for Granting [JMU Policy 1303](#)

The provisions of the Fair Labor Standards Act (FLSA) cover all JMU employees. FLSA establishes rules for minimum wage, overtime pay, equal pay, child labor and recordkeeping; and, it defines exemptions from overtime pay regulations.

Overtime is required to be paid when non-exempt employees physically work over 40 hours in a WEEK (not a pay period). Even though JMU pays semi-monthly, hourly pay periods 1st -15th and 16th-31st, overtime is calculated by the number of hours worked Sunday through Saturday, unless your work-week has been designated differently and approved by HR. Additionally, overtime is not contingent on the budgetary constraints of the department. If more than 40 hours are physically worked Sunday - Saturday, the non-exempt employee must receive overtime compensation accordingly.

Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies [JMU Policy 1309](#)

Decisions to close all non-essential university operations will be made by the Senior Vice President of Administration and Finance. For information regarding late openings or official closings, listen to local television and radio stations, visit the [JMU website](#) or call 540-433-5300. Employees can also authorize JMU to provide emergency notifications via text message or voice message to the employee's cell phone through MyMadison.

Part-time employees who hold a job classification that is deemed as "designated" and therefore whose work is essential to university operation by this policy, shall receive an additional half-hour pay for each hour they work during an authorized delay or closing.

Holidays [JMU Policy 1102](#)

The president of the university signs into effect each calendar year a schedule of official university holidays and pre-determined closings. The holiday schedule includes New Year's Day, Martin Luther King, Jr Day, Memorial Day, Juneteenth, Independence Day, Election Day (a floating holiday for full-time JMU employees) and Thanksgiving. Pre-determined closings usually include the day after Thanksgiving, and a winter break. It may also include time for spring break and other appropriate holidays, up to the number set by the Commonwealth of Virginia as holidays for state employees. For a list of holidays during which the university will be closed, refer to JMU's [Holiday Schedule and University Closings](#).

Wage employees shall be paid only for actual hours worked and are not eligible for paid time off, such as holiday pay. Refer to [JMU Policy 1325](#) Wage Employment.

Family and Medical Leave [JMU Policy 1308](#)

The Family and Medical Leave Act (FMLA) requires the university to provide eligible employees up to 12 weeks of job-protection for the:

- The birth and care of a newborn child within one year of birth;
- The legal placement of a child with the employee for adoption or foster care within one year of placement;
- foster care of a child
- serious health condition of the employee
- serious health condition of the employee's immediate family member (child, spouse, or parent)
- qualifying exigency as defined by the Department of Labor (a call to active duty of a spouse, son, daughter, or parent; or having been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or caregiver leave for a seriously ill or injured service member that is a spouse, son, daughter, parent, or being the nearest blood relative to the injured service member)

To be eligible for job-protected time away, wage employees must have been employed at least 12 months and worked at least 1,250 hours during the 12-month period prior to the leave request.

The 12-week period is calculated starting from the date the employee begins FMLA time away. If time away is taken under FMLA, the employee has a guaranteed right to return to his/her prior job, or in unusual cases, a job with equivalent status and pay.

To take FMLA, 30-days advance notice must be given to the supervisor when it is foreseeable for the birth of a child, placement of a child for adoption or foster care, or for planned medical treatment. When it is not possible to provide advance notice, the employee must notify the supervisor as soon as practical.

Intermittent time away that is medically necessary may be taken without the supervisor's approval for each absence. Proper notice should be provided to the supervisor and supervisors must approve requests for intermittent time away if used for the birth, adoption or foster care placement of a child.

Certification from the family's health care provider must be provided to Human Resources to support FMLA.

For complete information on FMLA, please contact a Benefits Specialist, benefits@jmu.edu, 540-568-3593.

WORKERS' COMPENSATION

Workers' Compensation - Return to Work [JMU Policy 1312](#)

Report all job-related injuries and illnesses, **no matter how minor**, to your supervisor or to a Benefits Specialist, benefits@jmu.edu, 540-568-3593 within 24 hours, or as soon as possible. The injury should be reported by completing the online Accident/Incident Report. Employees choose a treating physician from JMU's Panel of Physicians to receive Workers' Compensation benefits for approved claims.

In emergency situations, employees may seek treatment at Sentara RMH Emergency Room. A physician from JMU's Panel of Physicians must still be selected to provide follow-up care.

Time Away From Work due to Workplace Illness/Injury

- Time missed from work must be ordered by the chosen panel physician in order to be approved under Workers' Compensation.
- The first seven calendar days are a waiting period. On the eighth day, Workers' Compensation will begin to provide income replacement to the employee as described by the Virginia Workers' Compensation Act.

Workers' Compensation - Transitional Duty

When possible, JMU will provide altered or transitional duty when prescribed by a Panel Physician. Transitional Duty Plans are evaluated on an individual basis, and revisited periodically to confirm effectiveness.

The Accident/Incident Report, Panel of Physicians, FAQ's, and additional information can be found on HR's [Workers' Compensation website](#).

EMPLOYEE WORK-LIFE AND WELLNESS

[Balanced Dukes](#) is the work-life balance and integration program for James Madison University. The program offers wellness programs, initiatives, and campaigns that encourage health and wellness throughout campus. The mission of Balanced Dukes is *Helping our employees reach a blend of personal satisfaction in four core areas, Work, Family, Community, and Self, in pursuit of a meaningful quality of life*. Our goal is to support and enhance the overall well-being of our faculty and staff. All faculty and staff are welcome and encouraged to participate in Balanced Dukes programs.

[CommonHealth](#) is the employee wellness program for the Commonwealth of Virginia. Balanced Dukes incorporates and supports all efforts and initiatives through the CommonHealth program. CommonHealth offers stress management sessions, WW (formerly weight watchers) discounts, annual wellness events and more. Participation in many of the CommonHealth initiatives are open to all state employees; however, some discounts and incentives offered through CommonHealth are only available to full time employees.

If you have questions about Balanced Dukes or CommonHealth, please contact Tara Torkelson, Work Life & Engagement Specialist, roetb@jmu.edu, 540-568-5533

SUPPLEMENTAL RETIREMENT ACCOUNTS

Tax-Deferred Annuities - 403(b) and 457 Accounts

The university provides wage employees the opportunity to save for retirement through pre-taxed supplemental retirement accounts. Contributions will be payroll deducted and placed into a special “savings account” that can be accessed at the time of retirement. Employees may elect to have up to 100% of their income (up to IRS cap) deducted and placed into a 403(b) or a 457 account. If interested in participating in a supplemental retirement account, please contact a Benefits Specialist at 540-568-3593. The employee is responsible for ensuring that their contributions are in compliance with IRS regulations concerning tax-deferred contributions. Visit the [HR website](#) for a list of participating companies.

Roth 403(b) and Roth 457 Contributions

The university provides wage employees the opportunity to save for retirement through after-tax supplemental retirement accounts. The compensation that you defer to a Roth 403(b) or Roth 457 is contributed to the plan after state and federal income tax have been withheld. Then, at retirement, when you are eligible to take qualified distributions from your Roth 403(b) or Roth 457 account, the contributions and earnings on those contributions are not subject to federal income tax. Visit the [HR website](#) for a list of participating companies. Also, see the FAQs on HR’s website to help you decide whether Roth contributions are the right savings feature for you.

Roth IRA

Employees may invest in a tax-advantaged Roth IRA retirement account. Employee-only contributions are made with after-tax dollars and are tax-free at the time of withdrawal. Employees investing in Roth IRAs are responsible for ensuring that their contributions are in compliance with IRS regulations. Visit HR's [Roth IRA](#) website for a list of participating companies and detailed information.

VOLUNTARY BENEFITS

Aflac Insurance Policies

[Aflac insurance policies](#) pay cash benefits directly to the insured. Employees may choose the plan(s) that best suit their needs.

Aflac currently offers five policies through payroll deduction:

1. Accident Policy
2. Cancer Policy
3. Critical Care Protection Policy
4. Hospitalization Policy
5. Short-Term Disability

Contact Michael Glover via email at michael_glover@us.aflac.com for additional information.

529 College Savings Plan through FIRM & American Funds

All U.S. citizen employees, those full-time and part-time, are eligible for the plan. With the CollegeAmerica 529 Plan through American Funds, you get some great benefits:

- Tax-advantaged investing – earnings in a 529 grow free from federal tax. This can help you accumulate more over the long term.
- Flexibility – you can use the assets in your account to fund expenses in any U.S. public or private college –undergraduate, graduate, professional or vocational. Qualified expenses include tuition, fees, room and board, and many more. Initial contribution is as low as \$25 minimum per fund. The amount of these contributions moving forward, are fully adjustable: you can start, stop, increase, decrease and suspend contributions at any time.
- Convenience of automatic investing — you can easily invest on a regular basis through payroll deductions.
- Investing for any beneficiary – you can save for anyone—your children, grandchildren, nieces, nephews, friends, etc. You can even save for yourself. In addition, there are no age or income limits.
- No up-front and back-end sale charges – because you would invest in Class 529-E shares offered only through an employer-sponsored plan, you do not incur these sales charges.
- Portability – you can retain CollegeAmerica and continue investing in 529-E shares even upon termination of employment.

For more information, contact Philip Harris via phone 215-557-7622 or email phil@firmadvisor.com for additional information.

Human Resources has partnered with Pierce Insurance to make available the following voluntary benefits to all employees:

Legal Plan Benefit with Legal Resources

With over 70% of Americans having a legal need each year, Legal Resources gives you and your family access to an attorney for everyday needs. Whether your legal matter is expected or unexpected, you'll have immediate and ongoing access to our network of highly rated law firms. You pay no attorney fees for all Fully Covered Services, which include will preparation, traffic court, advice and consultation, real estate matters, divorce, billing disputes, and more! Pre-existing legal matters are even covered at a 25% discount. Live More, Worry Less. Now, you can Relax You're Covered[®]. Call 800-421-3142, ext. 177 to learn more or [click here >](#)

Identity Theft Protection Plan with Legal Resources

The 2019 Identity Fraud Study, released by Javelin Strategy & Research, found that there were 14.4 million victims of fraud in the U.S. in 2018. Identity theft can impact anyone, anywhere, at any time - which is why it is important that you protect yourself. Now you can monitor and control your personal information and have peace of mind in knowing that you're protected with 24/7 fully-managed restoration and up to \$1 million of identity theft insurance in the event of an incident. Call 800-421-3142, ext. 177 to learn more or [click here >](#)

Pet Insurance with Nationwide

My Pet Protection pet insurance from Nationwide is a reimbursement indemnity plan for dogs and cats. That means we reimburse members for a portion of eligible veterinary expenses related to accidents, injuries and illnesses. Wellness coverage is also available for routine preventive exams and services. Premium is based on:

- Species of pet
- Employee ZIP code
- Reimbursement level selected: 50%, 70% or 90%
- Optional wellness coverage

We accept claims from any licensed veterinarian or veterinary hospital. You can choose plans with or without wellness benefits. All plans include a \$250 annual deductible and a \$7500 per year maximum benefit. You can elect whether the plan will reimburse you at 50%, 70% or 90%.

For more information, or to enroll via payroll deduction. Simply click on this URL, <https://benefits.petinsurance.com/jmu>, or call Nationwide at (877) 738-7874 and provide your employer name.

Guaranteed Permanent Life Insurance with long-term care option

Call 800-421-3142, ext. 177 to learn more or [click here >](#)

Home and Auto Insurance with Liberty Mutual

Employees potentially save \$947 with customized auto and home insurance.* Take advantage of payroll deduction for additional savings. Call 800-699-4378 and reference Client #136852 or [Click here](#) to get a free quote.

PROFESSIONAL DEVELOPMENT

Talent Development [JMU Policy 1403](#)

James Madison University is committed to providing relevant, high quality professional development opportunities for faculty and staff. In support of JMU's core quality of Faculty & Staff Success – *We foster for all faculty and staff a culture and environment that supports healthy work-life balance and personal and professional growth* – Talent Development offers a variety of workshops, certificate programs, and departmental retreats.

JMU Talent Development focuses on learning areas which encourage each employee to reach their own potential and help faculty and staff work more effectively with others. Talent Development offers personal and professional development opportunities which are provided **free of charge** to JMU Administrative & Professional faculty, Professional Librarians, classified staff and wage employees.

Faculty and staff are encouraged to pursue professional development utilizing internal and external resources. Please let the JMU Talent Development staff know how we can assist you in your personal, professional or departmental development needs.

Talent Development specializes in workshops and departmental retreats that focus on:

- Communication
- Customer Service
- Supervision/Management
- Administrative Skills
- Team Building
- Work/Life Wellness
- Leadership
- Facilitation Skills
- Organizational Development
- Diversity, Equity & Inclusion

For more information about our workshops, certificate programs, and our competency model, please visit <http://www.jmu.edu/talentdevelopment>.

Tuition Waiver Program

Non-student wage employees, who meet the criteria, are eligible for on-campus waiver of tuition in accordance with [JMU's Tuition Policy 1402](#). Wage employees are not eligible for tuition reimbursement for courses taken at other educational institutions in accordance with Policy [1401](#). Also see HR's [Employee Tuition Assistance website](#).

Questions regarding waiver of tuition may be directed to a Benefits Assistant, benefits@jmu.edu, 540-568-3593.

JMU Job Opportunities

Wage employees may apply for any posted vacancy at the university. Promotional opportunities are those that involve a competitive selection process resulting in the employee's movement to a different role in a higher pay band. Lateral opportunities are those that may involve a competitive selection process and result in the employee's movement to the same or different role in the same pay band. Visit [JobLink](#) for a list of vacant positions. Contact a [Recruitment Specialist](#) for assistance with the application process.

State Job Postings

Jobs.Virginia.gov provides information about current job vacancies with the state system. All state agencies list vacancies with Virginia Jobs for a minimum of five consecutive workdays, not counting Saturdays and Sundays.

INFORMATION TECHNOLOGY

Teaching and Learning

Computing Workshops

Information Technology offers a variety of computing workshops for Administrative & Professional faculty, classified and wage employees. These hands-on workshops on [JMU supported software](#) are offered in the [IT Training Center \(JMAC4\)](#). You can find a comprehensive listing by visiting the [IT Training Course Description website](#). Sign up for these workshops through [MyMadison](#).

Information technology is an essential element of employee life at JMU - enabling research, collaboration, and day-to-day job activities. JMU's Information Technology (IT) department delivers and supports the university network and telecommunications systems, as well as a variety of other systems and services that make your work possible. Descriptions of these services are available on the IT website at www.jmu.edu/computing. A "quick start" is also available at www.jmu.edu/computing/quick.

Communication and Collaboration

JMU provides each employee with an email account and considers email an official means of communication for employees. University policy requires employees to use their university account for all official university business and to check their university email on a frequent basis. Other electronic communications and collaboration services (Zoom, SharePoint, WebEx, and Microsoft Teams) are also available by using the eID.

To access many of JMU's services and systems, employees use their JMU electronic ID (eID). IT creates the eID automatically when an individual is hired. For information on activating your eID and accessing email and other technology services, please visit the "*New to JMU?*" section of the computing website. Employees also use their eID to access JMU email and other university systems such as Human Resources, Student Administration, University Advancement, and Finance to perform job-related functions. Other than email and [MyMadison](#) (for which access is enabled as part of the employee onboarding process), access to individual JMU systems is generally granted based on job requirements. Employees should work with their supervisor to determine the access they need and submit requests for any additional access needed.

Administrative and Business Services

MyMadison

A login link to MyMadison, your gateway to JMU employee and student self-service, is located in the Faculty/Staff drop down choice available on JMU's main website, www.jmu.edu. After logging in with your eID and password, you can access a tutorial that explains the different ways MyMadison can be

customized with frequently used links and resources. Depending on your affiliation with the university, you may also see a Student tab, Applicant tab, Advisor or Instructor tab, in addition to the Employee tab.

From the Employee tab, you can access the university's online pay, leave entry and personal information systems to:

- view 1500-hour information
- view pay slip and other compensation
- complete/change tax forms and direct deposit forms
- enroll in training
- view training summary
- include a preferred name
- change home address
- update office/campus directory and emergency contact information
- request university emergency notification on your cell phone
- self-identify disability and/or veteran status
- maintain a personal record of learning and development achievements

The MyAccounts tab provides:

- password changes
- security awareness training – required every 90 days at password change
- manage your Duo account and devices

The MyServices tab provides:

- campus Card balances

Employee, student and applicant functions are also available via mobile device.

Internet and Network Services

Information Technology operates a high-speed network to provide internal communications and Internet access for the JMU Community. The network provides both wired and wireless connections. Employees register devices, log on to their office workstations and connect to the university's wireless network using their eID. While some JMU systems/services are available directly from the Internet from anywhere in the world, others require use of JMU's SSL VPN for off-campus access. Certain JMU systems that require enhanced security also require use of two-factor authentication and/or use of JMU's Virtual Desktop Infrastructure (VDI) for off-campus access. Employees requiring off-campus access to such systems require special authorization approvals. A request form is available in the IT Service Portal under Accounts and Access/Remote Access. For information about how to use the SSL VPN service or requirements for accessing specific systems remotely, refer to the IT computing website. Employees requiring network file storage should request access through their supervisor.

Computing Use Responsibilities

Employees must use the university's technology resources (systems, network, etc.) in a manner consistent with the JMU mission and in compliance with state and federal law. Individual employees are responsible for any activities performed using their eID and for the privacy and security of any data accessed. Therefore, it is imperative that employees keep their eID password completely private and not share it with anyone. JMU will never ask for your password via email.

Employees are required to comply with all university policies. For information on information technology-specific policies, see the 1200 section of the JMU Manual of Policies and Procedures at www.jmu.edu/JMUpolicy. More specifically, for expectations regarding appropriate use, employees should read the Appropriate Use of Information Technology Resources [JMU Policy 1207](#).

Phone and Cable TV Services

Telephones and Telecommunication Services [JMU Policy 1505](#)

Land Line Phones: Personal local calls during business hours are to be kept to a minimum. Personal long-distance calls are discouraged, but can be made under extenuating circumstances, in which case the caller is required to reimburse the university for the cost of the call. Employees making personal, non-emergency phone calls are to use a personal credit card or bill the call to their home telephone.

Cell Phones: The university will only provide cell phones for shared departmental use. Personal calls from or to a university cell phone are highly discouraged and should only occur for emergency situations. The employee responsible for such personal calls must reimburse the university.

When the university mission requires an individual employee to be the exclusive user of a cell phone, that employee will be required to obtain the phone and service personally. The employee may be given a taxable stipend to assist with the expense. Specific cell phone stipend procedures are located on the Human Resources web site.

When an employee is required by the university to have internet access from home for work-related duties, the employee will be responsible for obtaining the data service personally. The employee will be given a stipend to assist with the expense.

All university-provided cell phones and telecommunications stipends must be approved by the appropriate vice president prior to phone purchase and service contract implementation.

CAMPUS BASICS

Direct Deposit, Deductions and Pay

Direct Deposit is a condition of employment, as mandated by the Virginia Department of Accounts. All wage employees must participate in JMU's direct deposit program. Pay is automatically deposited into a maximum of four accounts at the financial institution(s) of the employee's choice. Additionally, employees may view their pay information via [MyMadison](#), JMU's Employee Self-Service system.

The following items, if applicable, must be deducted from an employee's pay: Social Security (FICA), federal withholding tax and Virginia state withholding tax. An employee may choose to have other deductions taken out of their pay, including parking fees, tax-deferred annuities, voluntary benefit fees, Combined Virginia Campaign contributions, and contributions to the university.

Pay is issued on the 16th of each month for the pay period of the 16th through the 31st and on the last work day of each month for the pay period of the 1st through the 15th. Should that day fall on a weekend or a holiday, employees will be paid on the previous business day. It is federal law that the name on an employee's pay advice matches the name on their Social Security card. The employee may be subject to a fine if the information is incorrect. Visit [Payroll's website](#) for additional payroll information and to view the pay calendar and deadlines.

JMU Identification Card (JACard)

The James Madison University Access Card (JACard) is the employee's official JMU identification card. Please remember to carry your JACard with you at all times while on campus.

- [Mobile ID](#) has come to JMU - supplement to your JACard for goods and services
- FLEX declining balance accounts - for purchases while on campus and many off campus locations
- Employee Meal Plans: 15 or 50 Block plans - payroll deduction available
- Location: 2nd floor of the Student Success Building
- Phone: 540-568-6446
- Hours of Operation: Monday - Friday, 8:00 a.m.- 5:00 p.m. (closed for JMU holidays)
- Web Site with all the details: jmu.edu/cardctr

Campus Dining

All dining facilities are open to students, faculty and staff, as well as the general public. They include all-you-care-to-eat style dining, food courts, coffee bars, smoothie bars, and convenience stores. Most locations accept cash, FLEX and credit cards. Faculty/Staff meal plans are also available. Dining locations, [map](#), meal plan information and menus can be found at the [Dining with JMU website](#).

Parking

Faculty and staff who park on university-owned or leased property are responsible for obtaining and displaying a valid JMU parking permit. For the latest information concerning employee vehicle registration, please refer to the “Faculty & Staff Resources” section of the [Parking Services website](#), email parkingservices@jmu.edu or call 540-568-3300 for assistance.

Bus Service

Harrisonburg Department of Public Transportation (HDPT) provides transportation service within the City of Harrisonburg and on the JMU campus for university students and employees free of charge. For bus routes and schedules visit www.hdpt.com, or call 540-432-0492. For route planning visit the [Bus Finder](#). **Free real-time info** - MyStop App: [Android](#) & [Apple](#).

Visit <http://www.jmu.edu/transportation/> for transportation and parking information. Information about break shuttle bus services and biking can also be found there.

JMU Mail Service

A fully functional post office serving the entire JMU community is located on the second floor of Madison Union, which offers a wide variety of mailing supplies, USPS and UPS shipping services, fax and copy services, on-demand delivery and more. There are several JMU Mail Service drop boxes located throughout the university. Mail Service is able to assist with any size mailing from design to delivery. We are here for all your mailing needs. Any outgoing mail received after 4:00 p.m. will be postmarked the following business day. All outgoing UPS packages are picked up Monday through Friday at 3:00 p.m. Cash, flex and personal checks are accepted. Along with additional information, you can find a complete list of Mail Stop Codes (MSC) on our [website](#). Call 540-568-6257 for further assistance.

University Recreation (UREC)

JMU has excellent recreational facilities that are available for use by university employees. UREC aims to promote and advance healthy lifestyles through educational programs, participation opportunities and support services.

[JMU Part-Time Faculty/Staff Membership Information](#) | [Facility Hours](#) | [Family Hours](#) | [Activity Registration](#)

[UREC](#) is a multi-level fitness and wellness center with 278,515 square feet of activity space. UREC is located on the east side of campus, near the Convocation Center. Building highlights include a 33-foot climbing wall, eight racquetball courts, three multi-activity gyms, two indoor tracks, fitness and cardio theatre, indoor aquatics center, adventure center, demonstration kitchen, locker rooms, wellness suite, equipment center, two outdoor courtyards, and six group exercise studios. UREC also houses equipment centers where sports and camping/outdoor equipment can be checked out or rented. Personal training, fitness/nutrition analysis and massage services are also available for a fee.

[University Park](#), accessed by Devon Lane, includes opportunities for drop-in recreation, structured intramural sports and sport club programs, as well as a team and leadership development program. Facilities include an open-event lawn, tennis, sand volleyball and basketball courts, sports turf, and a pavilion.

Contact University Recreation for facility access information, hours of operation, program information, and facility reservations at 540-568-8732, visit the [UREC website](#), or email urec@jmu.edu.

Bookstore

The JMU Bookstore is your full-service bookstore. From textbooks to computers, t-shirts to coffee mugs, the JMU Bookstore has everything you need to succeed. Faculty and staff are eligible for 15% discount on their purchases (computer products excluded). Best Sellers are always 30% off. Don't see a book you need? We'll order it. Shop us 24/7 at the shopjmu.com. We are located in the [Godwin parking lot](#).

- [JMU Bookstore Customer Service](#) 540-568-6121
- [Textbooks](#) 540-568-3995
- [General Merchandise](#) 540-568-6960
- [General Books](#) 540-568-3844
- [Technology Products](#) 540-568-3989
- [JMU Bookstore Catalog](#) 800-280-7543

Computer Purchase Program

The Madison CyberZone offers complete selections of Dell and Apple computer hardware and a wide selection of accessories to compliment your academic, professional and personal needs. The purpose of this website is to provide JMU faculty, staff and students interested in purchasing computer products sufficient information to make the correct buying decision. We have a dedicated staff ready to answer your questions. Employees may obtain additional computer products information by contacting the Madison CyberZone at the JMU Bookstore at www.madisoncyberzone.com, 540-568-3989, or email madisoncyberzone@jmu.edu.

Environmental Stewardship and Sustainability

JMU is committed to being the change at work and in the world. Many years ago, JMU signed the [Talloires Declaration](#), which committed the university to incorporate sustainability and environmental literacy in teaching, research, outreach, and operations. JMU has been included in each of The Princeton Review's guides to green colleges since the publication began in 2010. Partners across the university foster interdisciplinary education, literacy, and research in sustainability, and our members are actively engaged in partnerships, outreach, and service that build sustainable community. Further, JMU is recognized as a Tree Campus USA affiliate by the Arbor Day Foundation, a Bee Campus USA affiliate by the Xerces Society for Invertebrate Conservation, and a Bicycle Friendly University (Bronze level) by the League of American Bicyclists. JMU has [green buildings](#) and [stormwater management best practices](#) led by Facilities Management.

Clearly, responsibility for environmental sustainability is not housed in one university unit, but is shared university-wide through environmental citizenship at all levels, including senior leaders, administrators, faculty, staff, students, and alumni. Every individual can play an important role in creating a sustainable future, and there are many opportunities for you to learn, think critically, and contribute, including:

- Adopt stewardship practices. Enroll in [Greening Your Workspace training](#) through JMU's Talent Development Department. Carefully review and follow the [energy use](#), [recycling](#), and [sustainable procurement](#) policies, which include guidelines for day-to-day activities.
- Use employee tuition waiver benefits to take a [sustainability course](#). Explore [environmental courses, concentrations, and minors](#), and learn about sustainability [research](#) at JMU.
- Participate in the many environment-related [opportunities for employees](#) that JMU offers. For example, be a [faculty/staff Learning Partner](#) on an Alternative Break service trip and/or become a [Greening Your Event Partner](#).
- Explore sustainability features on our beautiful campus. [Take a self-guided tour](#) (in person or online) of 18 sites on campus that demonstrate environmental sustainability and support learning.
- Read about aspects of our institution's environmental, social, and economic performance in [JMU's 2018 report](#) to the Sustainability Tracking, Assessment & Rating System™ (STARS).
- Join a JMU Institute for Stewardship of the Natural World [Committee](#).

For more information, visit the Institute for Stewardship of the Natural World at www.jmu.edu/stewardship.

SAFETY IN THE WORKPLACE | JMU POLICE

James Madison University strives to provide all employees with a working environment that is free from recognized health or safety hazards. JMU's Office of Public Safety strives to improve the quality of life of those we serve by developing partnerships with the university community, so that together we can effectively address issues and concerns. Our primary goal is to maintain a secure environment with equal protection under the law and to provide dedicated service for all persons living, working, and visiting the university.

The James Madison University Police Department has received accreditation from the Virginia Law Enforcement Professional Standards Commission after an in-depth review of every aspect of the agency's organization, management, operations, and administration to assure the highest standards are practiced. JMU Police have the authority to enforce all regulations and laws, both of the university and of the Commonwealth of Virginia, along with federal statutes within their jurisdiction, which includes all university-owned, -leased or -controlled property, and the adjacent streets and sidewalks. The JMU Police Department has entered into a Memorandum of Understanding with the Harrisonburg Police Department that allows duly sworn, on-duty officers employed by the James Madison University Police Department jurisdiction to enforce city ordinances, along with laws within the city limits of Harrisonburg. Four patrol officers and a sergeant are also members of the Harrisonburg/JMU Joint Patrol Task Force, which augment the Harrisonburg Police Department in the surrounding off-campus student housing areas adjacent to campus.

JMU police officers are graduates of state-affiliated regional criminal justice training academies and are required to complete 40 hours of in-service training biennially. All are certified by the State Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and certification at the firing range.

The JMU Police Department utilizes Automated External Defibrillators (AEDs) in the field. All sworn personnel within the department have been trained on the proper use of AEDs and basic life-support techniques (cardio-pulmonary resuscitation - CPR).

JMU police officers patrol the campus 24 hours a day, seven days a week. Upon notification of a criminal activity, emergency, or request for assistance, the James Madison University Police Department has the responsibility of responding to and summoning the necessary resources to assist, mitigate, investigate, and document the incident. The call will initiate a response from the JMU Police Department, immediate or otherwise, as dictated by the nature of the incident. The responding officer will assess the reported incident and will arrange for necessary resources to include, but not be limited to, crime investigation, victim services, medical services or the utilization of other available resources. Criminal actions will be thoroughly documented in an appropriate report. Investigators handle reported cases that require in-depth follow-up.

All crimes or emergencies that occur on the campus of JMU should be reported to the JMU Police through the communications unit for response and documentation. This can be done in person at Anthony-Seeger Hall or by telephone. The on-campus emergency number, 540-568-6911, directly connects to the JMU Police Department and should be used when fire, police or medical response is required. It should be noted that when using a mobile telephone to call university police, callers should dial 540-568-6911, as dialing 9-1-1 directly may route them to another agency. If you should be routed to another agency, you need to advise them of your specific location at James Madison University, so that they may relay this information to the JMU Police Department communications center. The police department also utilizes another emergency number 540-442-6911 that can be accessed if the JMU telephone network becomes disabled. For information, escort services and other non-emergencies, students and employees should dial 540-568-6913. Emergency telephones are located across campus to include parking lots and other remote areas. These telephones are housed in highly visible yellow call boxes and feature one-button speed dialing for instant communication with the JMU Police with the location of the activated telephone automatically identified to the police communications staff. The JMU Police Communications Center can also be reached directly using the LiveSafe App. Information on the LiveSafe App can be found at http://www.jmu.edu/publicsafety/resources_livesafe.shtml. It can be downloaded onto a smart phone and allows users to share information, tips, and safety concerns with police via text messaging, including picture, video, and audio attachments, or even through live chat. Stay anonymous anytime, or send your caller ID and location to police immediately when you call or message for help, allowing faster response times.

If you feel that a crime has been committed against you, you have witnessed a crime in progress, or that you have information about a crime that has occurred, please contact the JMU Police Department. All members of the JMU community are instructed to notify the JMU police of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of students, staff and visitors to the campus.

The Office of Public Safety website located at <http://www.jmu.edu/publicsafety/index.shtml> provides information on crime prevention, emergency notification procedures, and emergencies such as hostile intruders and suspicious packages and provides links to other resources.

The JMU Police Department is responsible for compiling the Annual Security and Fire Safety Report. The Annual Security and Fire Safety Report includes statistics for the most recent three-year period of reported crimes, including "hate" motivated crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by JMU or its affiliates, and on public property within, or immediately adjacent to and accessible from the campus. This report also includes information regarding the law enforcement authority of the university police; means of immediate notification of students and staff upon confirmation of a significant emergency on campus; protocols for students missing more than 24 hours, including voluntary student contact information in cases where the student is missing along with missing person investigation procedures; policies concerning campus security, information on crime prevention, alcohol and drug use, sexual assault, the state sex offender registry and the reporting of any crimes that may occur on the campus. The report also includes campus housing fire statistics for the most recent three-year period; a description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; policies or rules on portable electrical appliances, smoking, and open flames in student housing; procedures for student housing evacuation in the event of fire; policies regarding fire safety education and training

programs provided to the students, faculty, and staff; procedures that students and employees should follow in the case of a fire; a list of the titles of each person or organization to which students and employees should report that a fire occurred; and plans deemed necessary for future improvements in fire safety.

A copy of the JMU Annual Security and Fire Safety Report for the Harrisonburg campus also includes the three overseas branch campuses: Florence, Antwerp, and London. It is available upon request. You can obtain a copy by contacting the Office of Public Safety, MSC 6810, James Madison University, Harrisonburg, VA 22807 or request that a copy be mailed to you by calling 540-568-6769 or 540-568-6913. This information is also available electronically by clicking on the “Your Right to Know” link <http://www.jmu.edu/publicsafety/clerycompliance/righttoknow.shtml>

Although JMU works hard to ensure the safety of all individuals within its community, each individual must also take responsibility for their own personal safety and that of their personal belongings. Our goal is a campus community that is informed, aware, and alert; all sharing the responsibility of making the JMU campus a safe place to study, work and live.

WORKPLACE CONFLICT RESOLUTION OPTIONS

Employee Mediation Services [JMU Policy 1404](#)

Mediation is a process that is designed to encourage open conversation and understanding between parties. Each participant is encouraged to have open and honest discussion, determine and clarify issues, and cooperatively establish steps towards achieving positive outcomes.

Some examples of common issues for mediation include:

- Conflict with a supervisor or co-worker
- Issues surrounding a grievance
- Communication difficulties

Visit JMU's [Employee Mediation Services website](#) to learn more about mediation and conflict resolution techniques.

Diversity, Equity, and Inclusion Unit - Department of Human Resource Management

In promoting transformation, creativity, and engagement, [DEI](#):

- Consults and advises both employees and state government agencies in the areas of Equal Employment Opportunity (EEO), Diversity, and Inclusion.
- Investigates complaints of workplace discrimination
- Reviews and analyzes workforce data to identify workplace barriers
- Coordinates cultural observances and outreach events
- Provides training on such issues as EEO Compliance, Civility, Workplace Harassment, Cultural Competence, Unconscious Bias, and Diversity Management.

Office of Employment Dispute Resolution (EDR)

The [Office of Employment Dispute Resolution](#) in Richmond, Virginia is another resource for employees concerning work-related problems and provides a number of resolution tools to address workplace conflicts constructively.

What should I do if I suspect fraud, theft, waste or abuse?

As Commonwealth of Virginia employees, we are expected to maintain the highest level of ethics and principles in state government.

Michael Westfall, CPA
State Inspector General

According to University Policy [1603](#), upon the discovery of circumstances that suggest that a fraudulent transaction may have occurred, it is the responsibility of university employees and students to immediately notify the Director of Audit and Management Services. Upon such notification, the director will ensure that the appropriate vice president and the president are informed of the questionable transaction or specific event. Fraudulent transactions can include, but are not limited to, the following prohibited acts:

- embezzlement
- forgery, falsification or alteration of documents (e.g., timesheets, leave reports, travel vouchers, etc.)
- unauthorized use of university property or resources
- unauthorized access to (or misuse of) computer systems or equipment
- charging personal purchases to the university
- unauthorized use of university employees

University employees and students are also encouraged to report instances of waste or abuse to Audit and Management Services.

University employees (including student employees) and citizens of the Commonwealth may also anonymously report suspicious activities to the State Fraud, Waste and Abuse Hotline, maintained by the Office of the State Inspector General (OSIG), by calling 1-800-723-1615 or submitting an online complaint form. In addition, employees and citizens may report information to OSIG under the Whistle Blower Protection Act (WBPA) program and be eligible for a reward. However, anonymity and confidentiality are not guaranteed when filing a claim under the WBPA. Audit and Management Services may be required to investigate these activities and report findings to OSIG.

The university will not discharge, threaten, or otherwise discriminate or retaliate against a whistle blower who discloses information about suspected wrongdoing or abuse in good faith and upon a reasonable belief that the information is accurate. However, disclosures that are reckless or that the employee knew or should have known were false, confidential by law, or malicious will not be considered good faith reports and will not be protected.

LEAVING EMPLOYMENT

JMU Property

Review the Checklist for Supervisors of Transferring or Separating Employees with your supervisor to be certain that JMU property, computer systems and other equipment has been collected or deactivated according to university policy.

MyMadison and JMU e-mail

Separating employees continue to have email access and access to MyMadison 30 days after your employment ends. Adjunct faculty will continue to have access for 130 days after employment ends. If you have previously consented to receive your W-2 electronically, foregoing a paper copy, be sure to access and print your prior year W-2s before losing access to myMadison. To receive your current year W-2 in a timely manner make sure your address is correct in MyMadison. If you no longer have access to MyMadison you will need to email Payroll Services, payroll-operations@jmu.edu.

Scheduling an Exit Interview

If you have questions related to separating employment or if you would like to schedule an exit interview contact the [HR Consultant](#) for your area.

Completing an Online Exit Survey

Departing part-time employees will receive an invitation by email from auto_notification@jmu.edu to participate in a brief online Exit Survey. Please complete the survey within 48 hours of receiving the link. We value your employment experience feedback.

See [Separating Part-Time Employment](#) for important steps to be taken before an employee leaves the university.

