



Your orientation to JMU policy, practices and compliance begins with awareness of JMU policies and your review of some key policies which have a broad impact on the university's people and processes.

The JMU Manual of Policies and Procedures is found on the JMU website at <https://www.jmu.edu/jmupolicy/index.shtml>.

Once reviewed, electronically sign and submit the acknowledgement page to Human Resources. The link is at the end of this document.

Summary of Commonwealth of Virginia Policy 1.75–Use of Electronic Communications and Social Media

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. This policy establishes minimum standards for all state employees.

Agency-provided electronic communication tools are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs.

When using electronic communications tools and social media, or Internet access, employees must:

- Be responsible and professional in their activities. Employees should conduct themselves in a manner that supports the mission of their agency and the performance of their duties.
- Exercise the appropriate care to protect the agency's electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.
- Use the Internet, electronic communications tools and social media only in accordance with State and agency policy.
- Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such media. Check with the appropriate agency staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.
- Be respectful of the agency/organization, other employees, customers, vendors, and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities.

Certain activities are prohibited when using the Commonwealth's Internet or electronic communications Media or using social media in reference to the work environment. Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable local, state, and federal law.
- Accessing, uploading, downloading, transmitting, printing, posting or storing information with sexually explicit content as prohibited by law (see Code of Virginia [§2.2-2827](#)).
- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to the [Virginia Information Technology Agency's \(VITA\) Information Security Policy, Standards, and Guidelines](#).
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.
- Using proprietary agency information, state data or records, and social media to locate agency customers for personal reasons.
- Posting information or sending electronic communications such as email using another's identity.
- Permitting a non-user to use for purposes of communicating the message of some third party individual or organization.
- Posting photos, videos, or audio recordings taken in the work environment without written consent.
- Using agency or organization logos without written consent.
- Texting, emailing, or using hand-held electronic communications devices while operating a state vehicle.
- Any other activities designated as prohibited by the agency.

Regarding university discipline, violations of this policy must be addressed under Policy [1.60](#), Standards of Conduct Policy, or appropriate disciplinary policy or procedures for employees not covered by the Virginia Personnel Act.

Summary of JMU Policy [1110](#)-Alcohol and Other Drugs

Each of the following acts constitutes a violation of this policy:

- The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace.
- Impairment in the workplace from the use of alcohol or other drugs.
- The criminal conviction for a:
 - violation of any criminal drug law, based on conduct occurring either on or off the workplace; or
 - violation of any alcoholic beverage control law or law that governs driving while intoxicated, based on conduct occurring either on or off the workplace
- The employee's failure to report an **arrest** for any offense related to criminal drug laws or alcoholic beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or off the workplace to his/her supervisor or designee **in writing and within 72 hours** of an arrest.
- The employee's failure to report a **conviction** for any offense related to criminal drug laws or alcoholic beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or

off the workplace to his/her supervisor or designee **in writing and within five calendar days** of a conviction.

An employee's appeal of the conviction does not affect the employee's obligation to report the conviction.

An employee will be designated for alcohol and/or drug testing under the condition of reasonable suspicion.

Regarding university discipline, any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, up to and including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program. University employees with problems related to the use of alcohol or other drugs are encouraged to seek counseling or other treatment assistance.

Summary of JMU Policy [1105](#)-Prohibition of Weapons

Carrying, maintaining or storing a weapon, concealed or otherwise, on any property owned, leased or controlled by the university is prohibited.

Regarding university discipline, an employee who violates this policy will be subject to disciplinary sanctions under misconduct policies of the university, up to and including dismissal.

Summary of JMU Policy [1106](#)-Conflict of Interests

A conflict of interests occurs when a university employee or a member of his/her immediate family has personal interests, or benefits or suffers from his/her participation in contracts or transactions considered by JMU. No JMU employee shall:

- Solicit or accept money or other thing of value for services performed within the scope of his/her official duties, except the compensation, expenses or other remuneration paid by the university.
- Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency.
- Offer or accept any money or anything of value for or in consideration of the use of his/her public position to obtain a contract for any person or business with any governmental or advisory agency.
- Use for his/her own economic benefit or that of another party confidential information that he has acquired by reason of his/her public position and which is not available to the public.
- Accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him/her in the performance of his/her official duties.
- Accept any business or professional opportunity which he/she knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him/her in the performance of official duties.
- Accept any honoraria for any appearance, speech, or article in which the employee provides expertise or opinions related to the performance of his/her official duties. (The term "honoraria" shall not include any payment for or reimbursement to such person for actual travel, lodging, or subsistence expenses incurred.)
- Accept a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor.

- Accept gifts from sources on a basis so frequent as to raise an appearance of the use of public office for private gain.

It is the responsibility of each JMU employee to comply with the Act. Also see JMU's [Conflict of Interests website](#).

Summary of JMU Policy [1115](#)-Violence Prevention

The university is committed to providing a safe and secure environment for all of the members of the community. This policy provides procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.

Summary of JMU Policy [1324](#)-Discrimination and Harassment

The university is committed to providing a work and learning environment that is free from discrimination or harassment based on protected criteria. The university does not discriminate and will not tolerate discrimination or harassment on the basis of age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status.

This policy applies in the employment relationship, including job application procedures, hiring, advancement, discharge, compensation, job training, or other terms and conditions of employment. It applies in the educational relationship with students, including application procedures, admissions, grades, discipline, dismissal, or other terms and conditions of matriculation. It applies in services that are provided by the university to students or other individuals, including visitors. It is also a violation of this policy to retaliate against or harass an individual who files charges or participates in proceedings under this policy.

Any member of the university community or visitor who is subjected to discrimination or harassment by an employee, affiliate or visitor on the basis of any protected classification other than sex, sexual orientation, gender or gender identity may bring a complaint under this policy to address the situation. The policy and procedures for complaints concerning sex discrimination and harassment, including sexual assault, sexual misconduct, and sexual violence, can be found in **Policy [1340](#)-Sexual Harassment and Sexual Misconduct**.

Procedures for complaints filed against students can be found in the [JMU Student Handbook](#).

University community members and visitors are responsible for behaving in a nondiscriminatory and non-harassing manner toward other university community members and visitors, and are responsible for abiding by the terms of this policy.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment, exclusion from future learning or working opportunities at the university, and/or issuance of a no-trespass notice.

Summary of JMU Policy [1331](#)-Disabilities and Reasonable Accommodations

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.

The [Human Resources website](#) provides a listing of the steps required to apply for reasonable accommodations for employees or applicants with a disability.

Summary of JMU Policy [1406](#)-Reporting Suspected Child Abuse or Neglect

Any university employee who, in their official or professional capacity, has reason to suspect that a child under the age of 18 is abused or neglected, is required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect. For a definition of an abused or neglected child please refer to the full JMU Policy [1406](#).

- Reports of suspected child abuse and/or neglect must be submitted by the employee to the Department of Social Services in the locality in which the child resides or where the abuse or neglect is believed to have occurred, or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline (1-800-552-7096).
- If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the DSS toll-free child abuse and neglect hotline (1-800-552-7096).
- Additionally, James Madison University employees may also report suspected child abuse or neglect to their supervisor or other university official, including Public Safety (540-568-6912), Human Resources (540-568-6165), or a member of their department's administration. Such an internal report will relieve the employee of the responsibility of reporting the matter to Social Services if the employee received the information in the course of his/her professional services to the university.

An employee who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures, not less than \$1,000.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

Summary of JMU Policy [1603](#)-Reporting Fraud, Waste and Abuse

The university will not tolerate fraud, theft, waste or abuse of state or university property or other resources. University employees and students will be required to report suspected irregularities or possible fraudulent transactions to Audit and Management Services. All reported allegations will be fully reviewed, and substantiated fraudulent activities will be reported to the proper authorities.

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.

Summary of JMU Policy [4502](#)-Collection of Debts Owed by Employees to the University

It is the policy of the university to collect all debts owed to it by its employees. Such debts may include, but are not limited to the following:

- Advance payment by departments for work-related education or training without successful course completion
- Computer loans
- Library fines
- Parking fines
- Personal telephone charges including personal use of university cell phones
- Travel advances that have not been appropriately repaid

Employees are responsible for paying all debts to the university. For individuals leaving university employment, all debts to the university must be resolved between the department owed and the employee. The department will arrange with the employee for settlement of any outstanding accounts.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

I acknowledge that I have been notified of the location of the JMU Manual of Policies and Procedures on the JMU website (<https://www.jmu.edu/JMUpolicy/index.shtml>).

I have been informed that all JMU policies may be amended from time to time, and it is my responsibility to inform myself of the responsibilities set out in all JMU policies, as well as the policies summarized within this document.

By signing the acknowledgement form, I acknowledge that I am bound by all JMU policies as an employee of the university.

The signed acknowledgement becomes part of your official personnel file in Human Resources.

Click [here](#) to sign the Policy Acknowledgement Form.