

New Employee Policy Acknowledgement

Department of Human Resource Management's (DHRM) Policy [2.35](#) – Civility in the Workplace

It is the policy of the Commonwealth to foster a culture that demonstrates the principles of civility, diversity, equity, and inclusion. In keeping with this commitment, workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

The following James Madison University Policies are aligned with the guiding principles in DHRM Policy 2.35:

- Policy [1115](#) – Violence Prevention
- Policy [1302](#) – Equal Opportunity and Non-Discrimination
- Policy [1324](#) – Discrimination and Harassment (Other than Sexual Harassment and Misconduct)
- Policy [1340](#) – Sexual Misconduct
- Policy [1346](#) – Title IX Sexual Harassment

In addition to this policy acknowledgement, all new employees complete a training program within 30 days of hire that focuses on preventing and responding to all forms of harassment and discrimination in the workplace.

The following acts violate James Madison University's **Policy [1110](#) – Alcohol and Other Drugs**:

I. Unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs on the workplace or while on official duty representing the university.

II. Impairment in the workplace from the use of alcohol, marijuana, or other drugs (except the use of drugs for legitimate medical purposes).

III. Action which results in the criminal conviction for:

- a violation of any criminal drug law, based on conduct occurring either on or off the workplace, and/or
- a violation of any alcoholic beverage control law, or other law which governs driving while intoxicated, based upon conduct occurring either on or off the workplace.

Failure to report an arrest to the supervisor (or a designee) in writing and within three calendar days for a violation mentioned above.

Failure to report a conviction to the supervisor (or a designee) in writing and within five calendar days for a violation mentioned above.

The workplace consists of any university owned or leased property or any alternative work site where university employees are performing official duties.

Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

All employees of the university, who in their official or professional capacity, have reason to suspect child abuse and/or neglect are mandated to report this to Social Services or a university official under the terms of **JMU Policy [1406](#) – Reporting Suspected Child Abuse or Neglect** and state law.

Department of Human Resource Management's (DHRM) Policy [1.75](#) - Use of Electronic Communications and Social Media

I understand that no user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the university's equipment and/or access. The university has a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, except for exemptions under the Act, electronic records may be subject to the [Freedom of Information Act](#) (FOIA) and, therefore, available for public distribution.

For Parent Planning Employees - Protections from Discrimination [Va. Code § 2.2-3909](#)

VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR PREGNANCY

James Madison University, as your employer, must provide reasonable accommodations for your pregnancy, childbirth or related medical conditions, including lactation, unless the accommodation would impose an undue hardship. When you request an accommodation, your Human Resources Benefits Specialist will engage in a timely, good faith interactive process with you to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided.

James Madison University's [Manual of Policies and Procedures](#) intended to be a resource to research policies that have a broad impact on the university's people and processes.

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/jmu-policy/index.shtml>). I understand 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 and well as the policies summarized within this document. By signing this acknowledgement form, I acknowledge that I am bound by all JMU policies as an employee of the university. The signed document resides in your official personnel file in Human Resources.

Employee's full legal name:

Employee's signature:

Date:

Questions? Call Human Resources at 540-568-6165 or email humanresources@jmu.edu.

References:

Manual of Policies and Procedures

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

JMU Policy 1110 – Alcohol and Other Drugs

<https://www.jmu.edu/JMUpolicy/policies/1110.shtml>

JMU Policy 1115 – Violence Prevention

<https://www.jmu.edu/jmu-policy/policies/1115.shtml>

JMU Policy 1302 – Equal Opportunity and Non-Discrimination

<https://www.jmu.edu/jmu-policy/policies/1302.shtml>

JMU Policy 1324 - Discrimination and Harassment (Other than Sexual Harassment and Misconduct)

<https://www.jmu.edu/jmu-policy/policies/1324.shtml>

JMU Policy 1340 – Sexual Misconduct

<https://www.jmu.edu/jmu-policy/policies/1340.shtml>

JMU Policy 1346 – Title IX Sexual Harassment

<https://www.jmu.edu/jmu-policy/policies/1346.shtml>

JMU Policy 1406 – Reporting Suspected Child Abuse or Neglect

<https://www.jmu.edu/JMUpolicy/policies/1406.shtml>

DHRM Policy 1.75 – Use of Electronic Communications and Social Media

https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/1-75-use-of-electronic-communications-and-social-media-update.pdf?sfvrsn=a4a4469f_2

DHRM Policy 2.35 – Civility in the Workplace

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-2-35-civility-in-the-workplace-policy.pdf>

Freedom of Information Act

<https://www.jmu.edu/university-communications/foia/index.shtml>

Virginia Code § 2.2-3909

<https://law.lis.virginia.gov/vacode/title2.2/chapter39/section2.2-3909/>