

Full-Time Employees:

JMU has authorized a one-time \$1,500 bonus for eligible full-time employees. This bonus was effective on November 25, 2024, and is reflected on the December 16, 2024, pay advice.

Part-Time Employees:

JMU has also authorized a one-time \$750 bonus for eligible part-time employees. This bonus was effective on November 16, 2024, and is reflected on the December 16, 2024, pay advice.

Eligibility criteria, details, and frequently asked questions about the bonus are provided below.

Frequently Asked Questions December 2024 Bonus

Employee Eligibility

1. Who is eligible for the full-time bonus?

Classified Employees:

Classified employees who were employed in a full-time position on or before August 25, 2024, and remain employed in a full-time position as of November 25, 2024, with no break in service and who received a rating of “Contributor” or above on their last performance evaluation and have no active written notices under the Standards of Conduct within the preceding 12-month period (November 25, 2023 – November 25, 2024).

A&P Faculty:

A&P Faculty who were employed in a full-time position on or before August 25, 2024, and remain employed in a full-time position as of November 25, 2024, with no break in service and who hold a satisfactory performance rating.

Instructional Faculty:

Instructional Faculty who were employed in a full-time position on or before August 25, 2024, and remain employed in a full-time position as of November 25, 2024, with no break in service and who hold a satisfactory performance rating.

2. Who is eligible for the part-time bonus?

Wage Employees

Wage employees who were employed in a wage position on or before August 16, 2024, and remain employed in a wage position as of December 16, 2024, with no break in service and who are performing satisfactorily.

Adjunct Faculty

Adjunct Faculty who were employed on or before August 25, 2024, and remain employed as of November 25, 2024, with no break in service and who are performing satisfactorily.

Part-time A&P Faculty (TNT/RNT)

Part-time A&P Faculty who were employed on or before August 25, 2024, and remain employed as of November 25, 2024, with no break in service and who are performing satisfactorily.

3. What is the effective date of the bonus?

Classified/A&P Faculty/Instructional Faculty

Eligible full-time classified staff, A&P faculty, and instructional faculty will receive the one-time bonus effective November 25, 2024, which will be paid on the December 16, 2024, pay advice.

Wage Employees

Eligible wage employees will receive a one-time bonus effective November 16, 2024, which will be paid on the December 16, 2024, pay advice.

Adjunct Faculty

Eligible adjunct faculty will receive a one-time bonus effective November 25, 2024, which will be paid on the December 16, 2024, pay advice.

Part-time A&P Faculty (TNT/RNT)

Eligible part-time A&P faculty will receive a one-time bonus effective November 25, 2024, which will be paid on the December 16, 2024, pay advice.

4. Why was August 25, 2024, selected as the cutoff employment date for the bonus?

This bonus is performance-based. A three-month period provides a reasonable time to assess the performance progress of a new employee.

5. What if I worked at a different state agency before being hired at JMU after August 25, 2024?

Employees transferring to JMU from another state agency with no break in service are eligible for the bonus. The employee must have been hired at the previous agency before August 25, 2024, and must also meet the previously mentioned performance criteria.

6. I am paid from a grant or contract, is the bonus optional if the funding is not available?

This bonus is not optional and must be supported by the sponsoring department. Please contact the [Office of Sponsored Programs](#) if you have questions regarding grants or contracts.

7. What happens if I am on leave without pay?

Employees on leave without pay status will receive the bonus when they return to an active working status.

8. Will employee performance ratings affect eligibility for the November 25, 2024, bonus?

Yes. The bonus is performance-based. Employees must have received a rating of "Contributor" (or equivalent) on their latest performance evaluation or more recent interim evaluation to be eligible for the bonus.

9. Are full-time employees separating or retiring on or before November 25, 2024, eligible for the bonus?

No. Employees must remain actively employed on November 25, 2024, to be eligible for the bonus.

Effect on Employees' Compensation

1. When will I see the bonus in my paycheck?

Eligible full-time employees will see the bonus in their December 16, 2024, pay advice.

Eligible wage, adjunct, and part-time A&P Faculty will also see the bonus in their December 16, 2024, pay advice.

2. Is base pay affected by the bonus?

No. There is no change in base pay.

3. What happens to employees on leave?

Otherwise-qualified employees who are on short-term disability or other paid leave will receive the bonus on November 25, 2024.

Employees on long-term disability-working will also receive the bonus on November 25, 2024. The bonus does not apply to individuals who are on long-term disability-non-working.

Employees on leave without pay are not eligible for the bonus until they return to an active working status or are placed on paid leave.