

Subject: Instant HR/Payroll: Additional Information Regarding President Obama's Visit to Campus, Thursday, January 7th

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Additional Information Regarding President Obama's Visit to Campus, Thursday, January 7th

You have already received a message regarding logistics including road closures and the early closing of the Johnson Center from [Renell Wynn](#). In preparation for President Obama's visit to the Fairfax campus tomorrow, supervisors are encouraged to be as flexible as possible with employees. Below please find some options for supervisors to address employee concerns:

Work Schedules

- Approve telework for part of the day even without a formal telework agreement on file
- Approve time off for an employee who wishes to use available leave
- Allow early departure from campus and use of leave or telework for the remainder of the day
- Encourage a flex schedule with an earlier start to the day
- Because the university is open, university leave is only appropriate for buildings closed for Presidential security reasons
- Wage employees may choose to take the day, or part of the day off but will not be paid for hours not worked

Office Coverage

- Since the University is open, office coverage should be maintained during normal business hours
- Out of office messages should be updated if needed by employees taking leave

Other Concerns

We understand this is a sensitive situation that may elicit different reactions. There may be protestors from both sides of the issue, some protestors may be carrying visible weapons and you will see an increased police presence on campus. As always, please use common sense and good judgment. Please remember weapons are not allowed inside any campus building. Should you see anyone entering a campus building with a weapon, notify University Police by calling 3.2810. For any HR-related issues, please contact Employee Relations at 3.3878.