

**Subject:** Instant HR/Payroll: Faculty/Staff Lounge Opening, Spring Break Camp Registration Underway, February Physical and Financial Well-Being Classes, America Saves Week, Wear Red This Friday, Other Timely Reminders and More!

**Date:** Wednesday, February 3, 2016 at 8:24:39 AM Eastern Standard Time

**From:** Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

**To:** DEPARTMENT-CONTACTS-L@listserv.gmu.edu

### **Come Celebrate! Faculty/Staff Lounge Kick-Off**

We are delighted to invite you to the celebratory kick off of the new Faculty/Staff Lounge in the Johnson Center (located in the old Bistro). The celebration is scheduled for Friday, February 12 from 12:00-1:30. Drop by for some cake and coffee; we'll also have information available on a range of life/work opportunities at Mason.

We hope you can join us!

A few details on the new faculty/staff lounge:

- Officially opens on **Wednesday February 3<sup>rd</sup>**
- Will be open from 7am – 3pm, Monday-Friday.
- The lounge is designed to be a drop-in space for faculty and staff to relax and renew during their work day.
- There won't be any food service however there are a number of food outlets in the JC and you're encouraged to bring your lunch.
- The lounge will be taken offline for a portion of the summer for additional renovations.

### **Reminder: Registration for Spring Break Camps is Now Open for the Mason Community**

The Potomac Arts Academy and Human Resources & Payroll have teamed up to offer a pilot program of three exciting and interactive camp opportunities for Mason families during Spring Break. The camps will be in session from March 21-25, 2016; choose from Game Design, Magical Camp, and Theater Camp. For details and registration information, please see the individual camp flyers:

[Game Design Camp](#) (Ages 9-13)

[Magical Camp](#) (Ages 5-9)

[Acting Camp](#) (Grades K-6)

Before and after care is included in the price of Game Design and Magical Camp; before and after care is not available at Acting Camp. Please use the coupon code (located on each camp flyer) to receive the Mason Family discount at all camps.

If you have any questions, please contact Tina Morris at 703.993.5807 or by email at [tmorris1@gmu.edu](mailto:tmorris1@gmu.edu).

### **February Physical Well-Being Class**

Research shows that gratitude heightens the quality of your life and it has been said that positive affirmations can help turn your dreams into action. Join Lori Ann Roth on Tuesday, February 23 from 2:00-4:00pm as she helps you develop your own affirmations, create a plan to make your goals a reality, and participate in gratitude exercises to increase your overall well-being. Please visit <http://hr.gmu.edu/learning/register.php?id=2462&type=689> to register. Please note: This session is being held in Fairfax only.

### **February Financial Well-Being Classes**

Keep those New Year's resolutions about financial planning alive! TIAA-CREF and Fidelity Investments will be holding two financial education sessions on campus in February. Visit the [financial well-being portal](#) for details and to register. Both sessions are being videoconferenced.

- Thursday, February 11 at noon: Money at Work 2: Sharpening Investment Skills with Marilyn Huang of TIAA-CREF (videoconferenced to Arlington and SciTech)
- Wednesday, February 24 at noon *at SciTech*: Designing Your Financial Road Map with Jeff Jones of Fidelity Investments (videoconferenced to Arlington and Fairfax) – Part of America Saves Week!

***America Saves Week is Coming: February 22-27***

America Saves Week (ASW) is a fantastic opportunity for faculty and staff to sample some of the terrific financial education that is available through Mason. There is an on-site opportunity that week in [Arlington](#), [Fairfax](#), and [SciTech](#), but the real action is online. [TIAA-CREF](#) and [Fidelity Investments](#) are offering over 20 webinars on a range of financial topics during ASW (you don't have to be a member in either to participate). And, America Saves Week's planners are offering a chance to win \$500 in their #imsavingfor contest. Head out to Mason's [financial well-being portal](#) and scroll to Special Programs for details.

Additionally, take advantage of on-site individual retirement counseling as well. TIAA-CREF, Fidelity, and ICMA-RC are on campus regularly. For the schedule, visit the [portal](#) or find the information directly on HR & Payroll's [individual counseling page](#).

Contact Life/Work Connections at [worklife@gmu.edu](mailto:worklife@gmu.edu) with any questions.

**Reminder: National Wear Red Day is Friday, February 5<sup>th</sup>**

Plan to wear red on [National Wear Red Day](#) in support of the American Heart Association's quest to raise awareness about heart disease and stroke. Snap a quick photo to commemorate the event and post it to the [Wellness by Mason](#) Facebook page, tweet about it [@Working at Mason](#) (#GoRed) or post it to Working@Mason's [Pinterest](#) page.

**Reminder: Nominations for Employee of the Month**

Recognizing Mason superstars is an important job and everyone can participate. If you work with an incredible Mason Admin/Prof faculty member, classified staff member, or wage employee who goes the extra mile, collaborates successfully, and supports our students and colleagues, please nominate them for Mason's Employee of the Month award. Additional information can be found at <http://hr.gmu.edu/awards/eotm.php>.

Contact Reward & Recognition at 3-2739 or [awards@gmu.edu](mailto:awards@gmu.edu) with any questions.

**Reminder: Leadership Legacy Program - Nominations Now Being Accepted!**

The Leadership Legacy Program, a partnership program sponsored by MasonLeads and the Office of Human Resources/Payroll, is designed for Mason full-time faculty and staff who are committed to furthering their leadership development. The program curriculum provides opportunities for experienced faculty and staff to advance their conceptual and experiential understanding of leadership in the context of university settings. Applications and nominations for the 2016-17 cohort of the program are due 2/12/16. To learn more and to apply, please visit the Leadership Legacy website at: <http://leadershiplegacy.gmu.edu>.

**Save the Date - Spring Telework Week at Mason: March 7-11**

Have you ever contemplated teleworking? Now's the time to try it out! From March 7-11, Mason will be celebrating its own Telework Week over the university's Spring Break. An abbreviated, 1 page agreement will be available soon at <http://hr.gmu.edu/>.

*Please note that those who participate in Telework Week are doing so under the Flexible Work Policy, #2202 (<http://universitypolicy.gmu.edu/policies/flexible-work/>). Signing the abbreviated agreement binds the employee/supervisor to the terms and conditions of the complete telework agreement.*

**A Center for the Advancement of Well-Being Opportunity**

*Free Talk: Civic Engagement, Social Justice, and  
Moving Beyond the Individual Level in  
Facilitating Well-Being*

**Tues, Feb. 9 from 12-1pm**

Merten Hall, Rm. 1201

Learn how research at Mason is integrating well-being beyond the level of the individual. Through a continuing focus on social justice, and through specific projects at the intersection of teaching and scholarship, Dr. Cattaneo's lab is exploring the ways in which higher education can contribute to the well-being of communities.

*Free and Open to All.  
Light refreshments provided.*

Join us, and learn more!



Center for the  
Advancement of Well-Being

Please RSVP at <http://wellbeing.gmu.edu/events/5397>