

Subject: Instant HR/Payroll: 12-month Faculty Leave Roll Over, Search Committee Training Update, Nominations for Governor's Public Service Awards, Verification of Sick Leave Guidance, Updating the HR Liaison List and More!

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

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

12--Month Faculty Annual Leave Year Roll Over Coming Up

A reminder that the 12--month faculty leave year, including Research, Instructional, and Administrative/Professional faculty, ends each year on June 24th. This is the last date for all faculty to use their Annual Leave before the carry over. 12-month faculty may only carry over 21 days (168 hours) of annual leave. Any Annual Leave in excess of 21 days can be donated to an employee in need through the leave sharing program (Please note: sick leave cannot be donated). A [Leave Sharing Donor Form](#) can be found on the HR & Payroll website [forms page](#). The 12--month faculty annual leave information is available in [Policy 2205: Staff and Faculty Recording and Submitted Hours Worked](#) and the [Types of Leave chart](#). If you have any questions, please call Payroll at 3.2751.

Update: Search Committee Training

To ensure that everyone stays abreast of current guidance and law in the area of recruiting and hiring, please let your faculty and staff who are involved in this integral process know that as of May 1, 2016, search committee training is required. All committee members must attend training or have completed training within a year prior to the search. This is the minimum requirement. Hiring Managers are also encouraged to attend the training.

Because it is best to schedule the training just prior to the start of the search, please contact Training and Organizational Development at 3-6764 or hrlearn@gmu.edu to schedule a session when you have an active search committee or are planning one in the immediate future.

Nominations Open: Governor's Awards for Public Service

The call for nominations for the Governor's Awards for Public Service is open until April 18, 2016 for all Commonwealth of Virginia Employees. You are encouraged to submit your nomination(s) for the very best in state government service with this [nomination form](#) to vpsw@dhrm.virginia.gov in one of the following categories:

- Agency "Star"
- Career Achievement
- Community Service and Volunteerism
- Customer Service
- Innovation
- Teamwork
- Workplace Health, Wellness and Safety

The award recipients will be recognized on May 12 at the Executive Mansion at a celebration for Virginia Public Service Week. Questions? Please contact awards@gmu.edu.

Guidance: Verification of Sick Leave

Supervisors have the ability to request verification of sick leave after an employee has been absent for a minimum of three (3) consecutive days. This guidance is in keeping with Department of Human Resource Management policies regarding sick leave documentation.

When requesting verification, supervisors should not review or retain any documents provided by the employee. Medical information is protected under the Health Insurance Portability and Accountability Act

(HIPAA) and the Americans with Disabilities Act (ADA); please do not attempt to verify by calling a doctor, googling for more information or questioning the employee. Contact Employee Relations with questions or concerns related to absences and/or documentation related to absences.

Doctor verifications should be routed to Bobbie Merritt, Lead Benefits Administrator in HR & Payroll (MSN: 3C3). This process protects the supervisor and the employee as medical information cannot be included in any personnel file.

Questions? Please call Employee Relations at 3-3878.

Who is on the HR Liaison List? Check it out!

The HR liaison list (i.e. the folks who receive Instant HR/Payrolls and other information) are a diverse group. In response to some requests from you, we've created a spreadsheet of our current roster of liaisons. We would appreciate it if you could take a look and let us know if we need to make any changes. A couple of caveats and explanations:

- This list does not reflect liaison listserv requests that have come in this week
- You will see a code in column A of the [spreadsheet](#):
 - o H1 = Grandfathered liaisons – these are the folks who were liaisons prior to the introduction of the HR liaison certificate program
 - o H2 = Certificate Liaisons – those who have completed the certificate program
 - o H3 = Liaisons - any liaison who has been designated since the introduction of the H1-H4 codes
 - o H4 = Friends – these are folks who, while not active HR liaisons, are interested in keeping up-to-date on information from HR & Payroll

If you have any suggested changes, please email hrdm@gmu.edu and we'll get the list updated. You are all integral members of our team and we truly appreciate your assistance in making sure we have the most current list possible of our HR liaison community.



TIAA's Square Up Your Savings

April is National Financial Literacy Month; it's time to make your Fin-ances – Fun-ances! Launching on Financial Well-Being Day, Wednesday, April 13 and running through May 12, faculty, staff, and students can participate in TIAA's (they've dropped the CREF) "Square Up Your Savings" Game. There are two versions – one for faculty/staff and the other for students. Each version has you completing ten financial missions on a range of topics from the impact of inflation to the cost of living in your favorite retirement spot. It's a great way to pick up some financial information while having a little fun. The faculty/staff version has an incentive – you will be entered into a drawing for one of three \$25 gift checks from TIAA (the student version doesn't have this option). For more information and to register to play, please visit:

Faculty/Staff: <http://suys.org/georgemason/1>

Student: <http://suys.org/georgemasonstudents/1>

Celebrate National Student Employment Week

Celebrate your student employees during National Student Employment Week (NSEW) which is being held at Mason from April 11-15. Visit the [NSEW flyer](#) for details on events throughout the week.

Reminder: Survey Opportunity from Mason Recreation

Dear Colleague,

Mason Recreation, in collaboration with the Quality of Work Life Task Force, is committed to helping you maintain a healthy, active lifestyle.

In order to help us serve you better, we invite you to take this brief 2-3 minute survey. Whether you are a current Mason Recreation user or not, this valuable feedback will help us know more about what activities you like to do, what facilities you need, and what may be keeping you from using our facilities, programs, and services.

The survey can be accessed here:

<http://studentvoice.com/gmu/masonfacultystaffrecreationqualityoflifesurvey>

As a thank you for your time, we have a drawing to win a FitBit courtesy of Mason Rec! Use the link at the end of the survey to enter the drawing – your contact information will be kept separate from your responses so your anonymity is assured.

Thank you in advance for your time!