

**Subject:** Instant HR & Payroll: Consider Flexible Work on May 18, Understanding Mental Health Lunchtime Seminar, Follow Us on Twitter, Toastmasters 10th Anniversary Celebration

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**Attachments:** image001.png, image002.png, image003.png, image005.png, image006.png, image009.png, image010.jpg, image012.png, image011.png, image004.jpg, image007.jpg

## Instant HR & Payroll

We have great announcements for you today including a brand new Employee Assistance Program featuring understanding mental illness and the 10<sup>th</sup> anniversary Mason Toastmaster celebration!

### Consider Flexible Work on May 18

As the campus prepares for Commencement on Friday, May 18, 2018, at 10 a.m., we recognize the increase in visitors to the Fairfax campus can create challenges for those working on campus. Earlier guidance from Parking and Transportation provided suggestions to allow for extra time when coming and leaving campus to lessen the impact of the increased traffic.

Additionally, we encourage supervisors and employees (specifically non-essential Classified Staff and Non-student wage) to consider using telework or a flexible schedule (i.e. an early or later start time/early or later departure time) to help reduce traffic and support productivity.

Use of this option would require the employee's unit, and more specifically the employee's position, to not have responsibilities related to supporting Commencement activities or logistics. Supervisor approval is also required.

### Understanding Mental Health: Lunchtime Seminar

**Details:** Fairfax Campus, Merten Hall 1202 on June 14 from 12 p.m. – 1 p.m.

Human Resources & Payroll is offering the first Employee Assistance Program (EAP) presentation featuring mental health.

The first topic is **Understanding Mental Illness**. In this seminar, participants will explore different types of mental illness, their warning signs, and how to support and interact with those affected. Participants will also discuss the

importance of self-care.

To register, visit: <http://hr.gmu.edu/learning/register.php?id=2754&type=821>

Learn More

## Follow Us on Twitter

Don't miss out on the fun! Follow HR & Payroll on Twitter at [@WorkingatMason](https://twitter.com/WorkingatMason).

We have contests, run polls, and tweet out resources you can use every day!



Learn More

## Toastmasters 10th Anniversary Celebration

Save the date for George Mason's Toastmasters 10<sup>th</sup> anniversary celebration! See below for details.



George Mason University Toastmasters  
10<sup>th</sup> Anniversary Celebration

Wednesday, June 6 at 12:00  
George Mason University, Fairfax Campus  
Alan and Sally Merten Hall, Room 1204

*Save the Dates*

To **RSVP** and for more details, please contact Heather Aleknave at [haleknav@gmu.edu](mailto:haleknav@gmu.edu) or 3-2295.

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