

Subject: Instant HR/Payroll: Admin/Prof Faculty Evaluation Available, New Fiscal Year Reminders, Metro Safe Track Project, Faculty/Staff Lounge Celebration, Adult Caregiving Topics, and more!

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From: Janet P Walker (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)

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Administrative/Professional Faculty Evaluation Available

The new admin/prof faculty evaluation form is available on the HR & Payroll [forms page](#) or directly at http://hr.gmu.edu/forms_standard/workforce/APFacultySelfEvaluationPerformanceEvaluation.docx.

Evaluations will be due in October (date TBD). If you have any questions, please contact workplan@gmu.edu.

Please note: The compensation memo that is usually circulated in May has not yet gone out as we are still awaiting guidance from the Department of Human Resource Management (DHRM).

New Fiscal Year Reminders

A reminder that if you have a dependent care or medical Flexible Reimbursement Account (FRA), you must incur your eligible expenses by June 30, 2016 to be reimbursed. Additionally, the new fiscal year may impact your net paycheck due to increases in health insurance premiums and any open enrollment changes you made. Additional information is available on the [Benefits homepage](#).

Metro's Safe Track Program

As you may have heard, Metro is planning major track repairs beginning on June 4 and running through March 2017. This will have a direct impact on faculty, staff, and students who use Metro to get to Mason. Metro's current schedule for this safety and rehabilitation program is available at <https://wmata.com/rail/safetrack.cfm>. The Orange line is currently slated to be on "continuous single track" from Saturday, June 4 – Thursday, June 16. This is the first of several times that the Orange Line will be impacted. Please share this information with the supervisors in your unit/department so they can assess the impact the Metro project may have on their units/departments and plan accordingly.

The university has a number of current resources that can help mitigate the impact, including:

- Flexible work options (including the development of a Mini Metro Flex option to create a consolidated one-page flexible work agreement to expedite telework, compressed schedule, and flex time for faculty/staff).
- Vanpool/carpool support
- Ride sharing resources

The university is also looking at a number of other ways to assist Mason community members who are impacted. We will continue to share information on any new initiatives/opportunities as it is available.

Initially, please advise Metro users to allow additional time to get to/from work, arrange alternate transportation, and/or implement a flexible work agreement. Supervisors are requested to show flexibility and forbearance as the individual impact may vary from day to day.

The links below may be of assistance in tracking the developments:

- Metro Safe Track: <https://wmata.com/rail/safetrack.cfm>

- Arlington County: <https://topics.arlingtonva.us/safetrack/>
- Fairfax County: <http://www.fairfaxcounty.gov/safetrack/>
- Building Patriot Pride (updates as available): <http://building.gmu.edu>

The Future Is Bright: Celebrate Summer in the Faculty/Staff Lounge

Please join us in the Faculty/Staff Lounge in the Johnson Center (formerly the Bistro) on June 30, 11:30 a.m. - 1:30 p.m. as we celebrate the end of one academic year and look forward to a bright future together at Mason. Bring your lunch or just come for dessert and enjoy some free giveaways while supplies last.

Adult Caregiving Topics

Interest Meeting: Adult Caregiving Support Group

If you are a Mason faculty or staff member currently caring for an adult loved one, please join Wendi Carroll and Courtney Ashmore from HR & Payroll for a meeting on Thursday, June 9 at noon in Merten 4102 to gauge interest in an on-campus adult caregiving support group. The sessions will provide an opportunity to share stories and strategies as well as offer insight into the challenges of providing care for adult loved ones (adult children, spouses/partners, parents). Questions? Please contact Wendi at 3.6229 or via email at wcarrol2@gmu.edu.

Reminder - Bright Horizons, "The Road to Eldercare: Preparing for Future Caregiving"

As part of their Family Matters Webinar Series, Bright Horizons Care Advantage is offering a webinar on Tuesday, May 31 at 2:30pm entitled, "The Road to Eldercare: Preparing for Future Caregiving".

From their registration page:

"Worrying about aging parents? You're not alone. Boomers are reaching retirement age at the rate of 10 thousand per day, leading adult children to lose sleep over how to help them during their golden years. Join us for the upcoming Family Matters webinar, **The Road to Elder Care: Preparing for Future Caregiving**. We'll talk to elder care expert and social worker Elise Feuerstein Karras, who will present practical approaches and concrete action steps you can do right now to be ready if and when a future elder care need arises. "

To register, please visit their [webinar event page](#).

June is National Well-Being Month

Mason is a proud supporter of [National Employee Well-Being Month](#). Small changes can make a big difference over time. So, if you can, try taking the stairs, encourage your colleagues to take a walk or make one of your regular meetings a walking meeting, and make the healthy choice the easy choice with lots of whole grains, fruits, and veggies. Visit <http://hr.gmu.edu/worklife> for additional resources and opportunities.

Holiday Discounts

Some of our discount providers are offering Memorial Day specials. For details, please see the links below.

- CorporateShopping: <https://www.corporateshopping.com/email/memday>
- TicketsatWork: <http://bit.ly/1XWaW0e>
- TicketMonsterPerks: <https://ticketmonster-assets.s3.amazonaws.com/email/pdfs/Memorial%20Day%20Email%20PDF%20One%20Page.pdf>

These links are also on the “Tick Tocks” page of the Life/Work Connections discount page. Log-in at <http://mymasonhr.gmu.edu> and select “myDiscounts” from the left-hand menu.

Reminder: 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 who meets the requirements to participate in 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 on the [Types of Leave chart](#). If you have any questions, please call Payroll at 3.2751.

Reminder: Faculty/Staff Book Scholarship Application

Mason is offering a competitive \$250 book scholarship for faculty and staff created with the \$25,000 endowment received from TIAA-CREF's 2010 Raise the Rate contest. The application deadline is Wednesday, June 15 and applying is easy. For details, please visit the [Faculty/Staff Book Scholarship FAQ](#) and the [Faculty/Staff Book Scholarship Application](#).



Have a happy, healthy, and safe Memorial Day Weekend!