

Subject: Instant HR/Payroll: Introducing Mason Talent Temps, I-9 Compliance, Reference Check Guidance, Session on Memory Loss, Dementia, and Alzheimer's Disease, and Calculating Work Time
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From: Wendi C Carroll (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)
To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Career Well-Being: Introducing Mason Talent Temps!

Talent Acquisition is happy to announce [Mason Talent Temps](#), an alternative to external temp agencies at a reduced cost to departments across the University. We manage a vetted pool of qualified employees with skill sets ranging from reception and administrative support to financial managers and technology professionals. Mason Talent Temps can provide temporary help for a few days, or up to 40 hours per week for up to 9 months.

To request a Mason Talent Temp, please complete the [electronic form](#).

Changes to Onboarding at Mason: I-9 Compliance

Joining the Mason team as a faculty or staff member touches on a number of systems and processes, some of which are governed by state policy and federal law. I-9 compliance is federally mandated and there is a significant financial risk to the University for non-compliance. Section 1 of the I-9 must be completed on or before the first day of work and Section 2 must be completed no later than 3 days after the first day of work.

To convey the importance of this fact, escalating email reminders are currently sent to the new employee on each of their first three workdays from MasonOnBoard, Mason's electronic onboarding system. Due to non-compliance issues, beginning July 17, a 4th and final email is being introduced. This email will be sent to the respective MasonOnBoard packet creator if the new hire has failed to complete the I-9 process. It directs the packet creator to terminate the employee immediately due to this non-compliance. The new employee will no longer be allowed to work at Mason.

We don't want anyone to get to this point and hope that we can all encourage our new colleagues to complete their I-9s on a timely basis.

If you have questions about I-9 compliance within MasonOnBoard, please contact Debbie Gupta at 3.9459.

Career Well-Being: Reference Check Guidance

Please advise your faculty and staff to exercise care if they are asked to provide an outside employer reference for a former colleague. References can confirm information about the former employee's dates of employment, their title, the content of their job, how long the reference provider knew them, and whether the individual is eligible for rehire. It is also generally acceptable to share positive information about their work, collegiality, skills and abilities, etc. It is always best practice to stick to facts, not opinion.

If however, the former employee had issues in the workplace, please refer the caller to Human Resources for a more generic response instead of providing negative information. This is very important and protects the former employee, the reference provider and the University.

Social Well-Being: The Basics - Memory Loss, Dementia, and Alzheimer's Disease

If you or someone you know struggles with memory loss, dementia, or Alzheimer's disease, join us

on Wednesday, August 2 as Diane Vance, from the Alzheimer's Association, presents specialized information on warning signs, causes, risk factors, stages of disease, treatment, and much more. For more information and to register please visit <http://hr.gmu.edu/learning/hr.php>. This session will be videoconferenced to Arlington and SciTech.

If you are currently caring for an adult loved one and are looking for support or resources, please join our monthly [Adult Caregiver Support Group](#) on campus.

Career Well-Being Calculating Work Time

As a state agency, we must comply with the state [Hours of Work policy](#). The policy is pretty explicit regarding breaks and lunchtime and is based upon long-standing federal law designed to protect employees (Fair Labor Standards Act (FLSA)). It's important to note however, that there is some latitude for supervisors. If office coverage is not compromised, employees can be allowed to extend their lunch as long as they make up that time during the work week. Additionally, it's important to note that a reasonable amount of work time can be used for personal and professional development at a Mason-sponsored class or group (e.g. HR & Payroll, ITS Training, support groups, professional/affinity groups, etc.; see [Lunchtime Possibilities](#) for a sample) as well as for such events as Faculty-Staff Enrichment Day, Outstanding Achievement Awards, the annual Victims' Rights Walk, and the Health and Fitness Expo. This list is not exhaustive and supervisors should create a system for their unit that is consistent and equitably administered.

What is reasonable? This may vary by unit and by time of year. During peak periods, such flexibility may not be possible. We encourage supervisors to take flexibility into consideration when possible. Flexibility positively impacts recruitment and retention of faculty and staff. Supervisors should give their employees the flexibility to manage their work/lives and participate in the Mason community experience in ways that are helpful to students, the faculty/staff member's own professional and personal growth, and enhancing and building community at Mason while still ensuring the needs of the office to be met.