



D² Digest

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Mason's Expansion of Telework

Supporting Employees through the Transition

The university has issued a telework mandate for all faculty and staff, except for those who need to work on campus to continue critical functions. Per a recent message from Mason's VP of Human Resources and Payroll, the goal is to keep as many employees working as productively and safely as possible. This expansion also applies to student assistants and student wage employees.

The usage of the Public Health Emergency Leave (PHEL) has been expanded to cover cases where telework or the suggested alternatives are not possible. All employees, including wage, student wage, and adjuncts, have access to a maximum of 80 hours, or a pro-rated amount based on the number of hours an employee is normally scheduled to work. The maximum amount of PHEL paid leave must not exceed the maximum number of hours an employee would normally work each week.

If an employee has exhausted this leave, they can contact benefits@gmu.edu. Mason is hoping that additional leave relief will be provided. For the latest information, please refer to the updated [PHEL Guidelines](#).

We are here to support you! As we continue to receive updates, feel free to reach out with any questions or concerns. In the meantime, here are some helpful links from Mason as well as the College of Science:

- ◆ [Mason Coronavirus Updates](#)
- ◆ [FAQs about COVID-19 and Teleworking at Mason](#)
- ◆ [Teleworking \(like a Rockstar\) Resources](#)

JOIN US!

We will hold a weekly check-in for the D2 group via WebEx every Tuesday from 11 a.m. to noon.

This is an opportunity to ask questions, share updates, and connect with colleagues.

resources >>>

Stay in the loop about HR happenings and other news:

- ◆ [Thriving Together](#): Mason's Center for the Advancement of Well-Being [Subscribe to their emails!](#)
- ◆ [DHRM Office of Workforce Engagement Magazine](#)
- ◆ [SHRM: Coronavirus & Teleworking Employees: Set Guidelines, Priorities](#)

"I'd like to give a shout out to Maria and Vanna for quickly helping me get the correct wage letter template! They got what I needed in less than 10 minutes. I could've been chasing that down for over a week."

-Sam Cooke

"Thanks to everyone who participated in our D2 check-in call this week! There were some great questions asked by Faith, Natalie, Nita, Maria D. and Sam. We're looking forward to another call on Tuesday!"

-COS HR Team

BEHIND THE SCENES: How Your HR Peers Are Managing the COVID-19 Crisis

Across the country, institutions are adapting to COVID-19 by exploring and implementing solutions for business continuity, as well as care of faculty, students and staff.

[Read more from CUPA-HR.](#)

DID YOU KNOW?

CUPA-HR is publishing several helpful articles: [activate your free membership!](#)

*Is there exciting news you want to share with the group?
Is there someone you wish to thank or recognize?
[Let us know so they can be featured in D2 Kudos!](#)*