



D² Digest

in this issue >>>

- Employee Hiring Guide & Hiring Freeze
- Presidential Immigration Proclamation
- FFCRA Leave
- Faculty Overload Deadlines
- Study Leave Deferrals
- RPT System Update and AY 20-21 Dates
- Open Enrollment on May 1
- Affiliate Letter Update
- Upcoming Events

updates & reminders >>>

- ◆ **Faculty Overload Deadline**
All overload requests for Summer Semester 2020 should be submitted 2 weeks prior to the start of the semester by COB Monday, 5/18/2020. The [Summer 2020 Calendar](#) was adjusted in response to the Coronavirus/COVID-19 pandemic. The first day of class will be June 1st. [Read more here.](#)
- ◆ **Study Leave Deferrals**
Connect with your tenured and tenure-track faculty who are either currently on, or have been already approved for a study leave. [View more details](#) on how to submit requests to extend or delay leave, and the deadlines.
- ◆ **Renewal, Promotion & Tenure (RPT)**
Mason is migrating to a new content management system for the RPT process. Interfolio will automate existing workflows to help streamline this process. View [Mason FACTS](#) for additional details.

SAVE THE DATE!

Open Enrollment is May 1 – May 15, 2020. This is your window each year to enroll in a health plan and/or a flexible reimbursement account (FSA), change your health plan, add or remove family members or waive state health coverage.

If you have any questions, please reach out to the [Benefits team](#).

- ◆ **Affiliate Letter Signature**
The new signature block for the Provost affiliate letter has been added to the sample file in the shared drive, as well as [on our website](#).
- ◆ **HR Liaison Directory**
Mason is now providing an [HR Liaison Directory](#) online! The purpose is to list members of the community associated with HR, and allow us to collaborate and communicate with the HR & Payroll office.
- ◆ **Happenings in Higher Ed**
CUPA-HR is sending out great updates on federal policies and how higher education institutions are responding. They also offer a variety of webinars and online conferences.
[Check out their site for more information!](#)
- ◆ **D2 News**
Every D2 Digest issue, as well as links to important information and resources from Mason, are posted on our [COS HR website!](#)

Missed the last D2 Digest? [Read it here!](#)

upcoming events >>>

- ◆ **Weekly D2 Group Check-In Call**
Every Tuesday 11 a.m.– 12 noon
[WebEx Meeting Link](#)
Meeting number: 615 325 797
Meeting password: COShr2020
Join by phone: 202-860-2110

Employee Hiring Guide & Hiring Freeze

New Critical Vacancy Procedures

Following Mason's response to the COVID-19 pandemic, several updates have been made regarding employee measures with respect to hiring for specific employee groups. This incorporates additional guidance from the Commonwealth on hiring and compensation freezes received from the Secretary of Education on April 20. Adjustments will continue to be made along the way and will be communicated as quickly as possible.

An [Employee Hiring Guide](#) has been developed, which describes the specific process for each employee category. A summary is [provided on our website](#) and additional details can be found in the guide. For positions requiring the submission of the newly created [Critical Vacancy Request Form](#), the workflow has been updated to include the requirement for Dean/VP approval.

Due to the hiring freeze, **all current and proposed hiring requests must be reviewed, and approved in advance, by Dean Andalibi prior to their submission to the newly-formed, university-level, Critical Vacancy Review Committee or Provost.** Wage and student wage positions have end dates and must also be reviewed by the dean.

Positions that are already posted on Mason's recruitment website must also be submitted for the dean's review. This does not include Adjuncts, Summer Teaching assignments, GRAs and GTAs that are within budget.

[Read more about operational and hiring updates.](#)

Presidential Immigration Proclamation

How this will impact the visa process

The White House recently [issued an executive order](#) to suspend travel to individuals who will seek entry into the United States using an "immigrant visa", which is a visa issued to individuals entering the US to become permanent citizens. This "proclamation" has little impact on individuals who are inside the US, as it only applies to a narrow group of individuals who are outside the country. This group would apply for entry to the US using immigrant visa stamps that they do not yet have, and in any event would not receive, because embassies are not processing any visas at the present time.

What do you need to know?

- This proclamation will apply only to people seeking green cards "outside the U.S.", last 60 days (with a possible extension), and won't affect workers entering the country on a temporary basis.
- It does not revoke or otherwise limit temporary work visas such as H-1B, TN, L-1, O-1 or other temporary visa categories including F-1 students attending school in the US or using OPT or CPT .
- It does not prevent or limit the processing of work visas such as H-1B.
- It does not revoke or otherwise limit green cards already issued to individuals inside the US.
- It does not prevent or limit the processing of green card applications by individuals inside the US. The US Department of Labor and the US CIS are still processing green card applications in all categories.

Understanding FFCRA Leave

Families First Coronavirus Response Act (FFCRA)

The federal Families First Coronavirus Response Act (FFCRA) took effect on April 1, 2020, and provides up to 80 hours of paid emergency leave at full salary and provides additional reduced paid leave.

⇒ [FFCRA Overview & FAQs](#)

⇒ [Review the Leave Guidance Chart](#)

Mason's Benefits team confirmed that COVID-19 leave types are not to be used for childcare or homeschooling when an employee is able to telework. Due to the pandemic, classified staff are able to use School Assistance Leave. After that, staff should use their own annual leave, including family and personal time, if they're unable to adjust their schedules. Employees are encouraged to communicate with their supervisors to coordinate flexible work schedules.

Virginia's Department of Human Resources (DHRM) has also [compiled resources](#) explaining the different types of leave offered to state employees, as well as numerous resources on the state's response to coronavirus.

[Mason's COVID-19 Updates](#)

Stay informed with employee resources compiled by Mason's HR and Payroll office.

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