GALLAUDET UNIVERSITY

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HRS Announcements

Gallaudet vicepresidentaf <vicepresidentaf@gallaudet.edu> Tue, Aug 21, 2018 at 3:58 PM
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GALLAUDET UNIVERSITY

ADMINISTRATION AND FINANCE
OFFICE OF THE VICE PRESIDENT

Good afternoon,

To view the vlog of this announcement, please click here. Please note that all previous announcements from HRS is now available on our website.

We hope you all have had a wonderful summer so far. We would like to share a few updates from Human Resources Services:

Return of Merit Pay Increases
In a recent announcement, President Cordano stated that the merit pay increase will average two percent. This means that merit increases by division should not exceed an average of two percent. The maximum allowable merit increase for an employee is four percent. Criteria will be set when determining the percentage. Human Resources Services will work with administrators to process staff merit pay increases and ensure fairness. The effective date of the staff merit pay increase is October 1 for staff. This will be based on performance during FY 2018 (October 1, 2017 through September 30, 2018). All evaluations are due to Human Resources Services by October 31, 2018 Please be sure to work with your supervisors and submit your self-evaluation or goals and accomplishments to them. The FAQ on the staff evaluation and merit increase processes are available here.

If paperwork is received late by Human Resources Services, the staff will receive retroactive pay dating back to October 1, 2018.

For more information on the faculty merit pay increases, please contact the Provost's Office.

Self-Service
This is a friendly reminder that there is a self-service page in Bison HR that contains your personal information. We highly encourage you to review your personal information, including your benefits and beneficiaries. You should go to bison.gallaudet.edu, then click on Human Resources, and review your personal information. If you need to update information, please send an email to hrs@gallaudet.edu for assistance. If you need to update your education level, a transcript must be submitted to hrs@gallaudet.edu. A guide on how to navigate through Self-Service can be found here.

Reminder of Carryover Limit and Floating Day
Please remember that you must use your excess annual leave (any amount over 240 hours) and your Floating Day by Sunday, September 16.

Open Season/Elimination of Delta Delta Plan
As previously communicated, the University Delta Dental Plan will be eliminated in December 31, 2018. We also reached out to employees who currently have the University Delta Dental Plan. This coming Open Season (November 12 - December 10) will be an opportunity to enroll in a dental plan under the Federal Employees Dental and Vision Insurance Program (FEDVIP). We will be hosting an Open Season Benefits Fair on November 13, 2018 in JSAC, MPR from 12:30 PM to 4:30 PM. Please save the date.

Democracy Federal Credit Union
The representative from Democracy Federal Credit Union typically comes to campus on Tuesdays to provide banking service to employees. Until further notice, the representative and the mobile RV are unable to make on-campus visits. If you need assistance, please visit their website www.democracyfcu.org for contact information.

Professional Development & Training Opportunities
Please encourage your colleagues (and yourself) to take advantages of the upcoming professional development and training opportunities by checking out our Calendar of Events. New sessions are added from time to time. Announcements of upcoming opportunities are promoted through Daily Digest.

Bison Walk
You are invited to participate in the upcoming Bison Walk welcoming our incoming new undergraduate and graduate students on Thursday, August 23, from 9:30am to 9:45am at the Benson Hall Circle. Wear your shirt and bring your Bison Pride! Be sure to check out New Student Orientation events and show your support.

Sincerely,

Human Resources Services

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