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HRS Announcements

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Good morning,

To view the vlog of this announcement, please visit this link: <https://www.youtube.com/watch?v=PacRwP2jktM&feature=youtu.be>.

I would like to share a few updates from Human Resources Services:

Changes to A&O Policies 4.05 and 4.06

Effective Monday, June 11, there will be updates to A&O policies 4.05 and 4.06.

[Policy 4.05 currently focuses on Hours of Work and Flextime](#). The updated policy will be changed to Hours of Work and Flexible Work Arrangements. This policy will provide greater flexibility with work scheduling as long as it does not cause disruptions within the departments' operations. An example of a flexible work arrangement includes compressed schedules where employees work four ten-hour days. The updated policy will also support opportunities to work from home up to three times per month. Please note that there are criteria that must be met before an employee can take advantage of the flexible work arrangements. All supervisors must undergo a brief training prior to allowing their employees to participate in a flexible work arrangement.

[Policy 4.06 focuses on overtime pay for non-exempt employees](#). Non-exempt employees who earn more than 40 hours in a workweek are eligible for overtime pay which is 1.5 times their regular hourly rate. The current policy allows pre-approved leave to count towards overtime. However, the best practice is to ensure that only actual hours worked should count towards overtime. The [Fair Labor Standards Act \(FLSA\)](#), which sets overtime pay, states that actual hours worked in excess of over 40 in one workweek must be paid at 1.5 times their regular hourly rate. This change will help reduce overtime expenses. Please send an email to hrs@gallaudet.edu if you have any questions.

Please note the updated policies will be posted on June 11, 2018 through the [A&O online manual](#).

Return of Merit Pay Increases

Recently, President Cordano announced the return of merit-based pay increases. Merit-based pay increases focus on rewarding employees with high performance. It is tied to performance evaluations. For faculty, the evaluation period as stipulated in the University Faculty Handbook is based on the calendar year and covers the period of time that has elapsed between the time of the last merit increase (2009) through calendar year 2016. For staff, the evaluation period is from October 1, 2017 through September 30, 2018. For more information on the staff performance management process, please visit [here](#). There will be an updated staff performance evaluation form which will be used for the 2018-2019 evaluation year. More

information will be forthcoming and training will be provided to supervisors, beginning in July. If you have any questions, please send an email to hrs@gallaudet.edu.

Elimination of the University Delta Dental Plan

Gallaudet University will no longer offer the private Delta Dental plan effective January 1, 2019. Employees will continue to have access to a wide variety of dental insurance plans, including Delta Dental and MetLife, through the [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#). Employees will be required to enroll in the FEDVIP during Open Season. Open Season will be held from November 12, 2018 through December 10, 2018. Human Resources Services will send frequent communication to employees who must make the switch during Open Season. If you have any questions or concerns, please send an email to benefits@gallaudet.edu.

Annual Leave Carryover and Floating Day

The maximum annual leave carryover to the new fiscal year is 240 hours. Employee must use any annual leave hours above 240 by September 16, 2018. This also applies to the floating day. If you do not use your floating day by September 16, 2018, you will lose it. If you wish to access your leave balance, please visit [here](#) for instructions. If you are unable to access your account, please send an email to payroll.office@gallaudet.edu.

Sincerely,

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Executive Director, Human Resources Services

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