EMPLOYEE APPRECIATION ISSUE

Left to Right: Jason Lifton, Executive Associate to the Senior Associate Dean for Military and Veterans Initiatives; Grace Henry, Director of Diversity, School of Medicine and Health Sciences; Carlton Jones, Master Patrol Officer, GW Police Department; and Timothy Kane, Associate Director of Inclusion Initiatives, Multicultural Student Services Center
Dear GW Faculty and Staff,

We recently honored five employees and departments for their invaluable service to the university at the 2013 Celebration of Excellence. As one of the four annual university-sponsored employee appreciation events for the year, the awards ceremony and workshops provide employees with an opportunity to recommit to the GW values and further their professional development. We proudly feature these employee accomplishments in this special issue of GW In Touch, which is dedicated to employee appreciation.

Additionally, this issue provides timely information that is of great benefit to our readers including the new paid parental leave benefit, expectations of employees and supervisors post-annual performance reviews, and tips for emergency preparedness. We also highlight the Teaching and Learning Collaborative (TLC), a space for faculty and staff to exchange educational methods and philosophies.

This issue also highlights the GW Cancer Institute (GWCI) and its efforts to close the widening socioeconomic gap in cancer treatment. Lastly, the GW In Touch Faculty Spotlight takes readers on a journey with Lenore D. Miller, Director of the University Art Galleries, as we celebrate her 40 years of service at the university.

We hope you will enjoy the highlights of the Celebration of Excellence event.

Best,

Sabrina Ellis
Vice President for University Human Resources

Looking Back

The Potomac Society Takes Alumni Weekend by Storm

GW is one of the largest employers in Washington, D.C., boasting approximately 11,000 full-time and part-time faculty and staff. Within this workforce is a special group of employees who were first introduced to GW as students and stayed long after they completed their studies while continuing to serve the GW community. Together, they represent the Potomac Society, an alumni group comprised of GW graduates who now serve in roles as university faculty and staff.

“Your whole goal during college is to get a job. GW prepared me for that and I am glad that I am working here because it is a great place to work,” said Joe Bondi (B.A. ’01, M.A. ’03), Executive Director of Development in the New York Region and a founding member of the Potomac Society. “Many members of the Potomac Society were undergraduates who then worked at GW while pursuing master’s degrees, and never left. There’s something rewarding about working for your alma mater.”

During Alumni Weekend, which started on Thursday, September 26th and lasted until Sunday, September 29th, members of the Potomac Society reconnected with former classmates and reflected on the value of their GW experience throughout the weekend.

The GW Potomac Society was founded in 2003 by a committee of GW employees including Bondi, Dr. Peter Konwerski (B.A. ‘91, M.A. ‘93, Ed.D ‘97), Vice Provost and Dean of Student Affairs, and Scott Mory, former assistant vice-president for Alumni Relations. Today, its more than 1,600 faculty and staff members continue to serve the GW community as well as take time to celebrate their dual affinity as both alumni and staff of GW.

“Our love for GW is what brought us together. There is a sense of community that people like,” said Dr. Konwerski. “As the Potomac Society membership continues to grow, we still enjoy interacting with new students each academic year who are enthusiastic about service and justice.”

To inquire about leadership opportunities or to get involved with the Potomac Society, please email Mark Forrest, Associate Director of Clubs and Groups at the Alumni House, at potsocy@gwu.edu.
ON THE COVER

Four notable university employees grace the cover of this special issue of GW In Touch. Each has served the university in various capacities and has gained as much from it as they have given. They are as follows:

Jason Lifton, GW alumnus and former Student Association president, continued his service to the university upon his graduation in 2011 as coordinator for strategic initiatives in the Division of Student Affairs and now as executive associate to the associate dean for military and veterans initiatives.

Grace Henry has worked at GW for more than 15 years, serving numerous roles in student life including multicultural counselor, assistant director of the Center for Student Engagement, then known as the Student Activities Center, director of the second year experience, and now director of diversity and inclusion in the School of Medicine & Health Sciences, all while earning a doctorate in higher education administration from the university.

Carlton Jones has patrolled university residence halls and administrative buildings since 2007. He is perhaps one of the GW Police Department’s most notable officers, often offering a helping hand and gems of knowledge to faculty, staff, and students.

As director of the Office of Community Service, Timothy Kane led the successful year-long service campaign to collect 100,000 hours of volunteer time in exchange for First Lady Michelle Obama speaking at the university’s commencement in May 2010. Today he upholds GW’s commitment to recognize, celebrate, and support diversity and inclusion regarding sexual orientation, gender identity/expression, and religious communities as associate director of inclusion initiatives at the Multicultural Student Services Center.

CORRECTION

The ‘Dr. Forsell’s LGBT Health Graduate Certificate Program,’ article (GW In Touch: Healthy Campus Issue) did not mention that the program was housed with the Professional Psychology program. This is where one of the program’s core faculty, Dr. Richard Ruth is an associate professor and where the LGBT Graduate Health Certificate Program has its official home.
Performance Reviews Are Done, Now What?

Performance reviews are just one component of your professional development. However, the performance management (PM) process is ongoing and continues to add value to your career related goals well beyond the completion of annual performance reviews. You can make this critical part of your job and career success a priority by taking advantage of effective coaching, feedback, and recognition, and performance checkpoint strategies that are part of the PM process.

Coaching

Work with your supervisor to clarify and manage expectations for how work should get done by visiting http://ode.hr.gwu.edu/coaching and downloading the Clarifying Expectations document.

Keep open lines of communication throughout the year for continuous development of your coaching relationships.

Not all of us want or need the same level of coaching, just as not all supervisors deliver it with the same frequency. If you want or need more coaching, please ask your supervisor.

Feedback and Recognition

Please use ODE’s guide for strategies on how to best give and receive feedback, which can be found at http://ode.hr.gwu.edu/giving-and-receiving-feedback. Also, use the GW Recognition Toolkit to provide formal and informal recognition. For more information about the toolkit, please visit http://hr.gwu.edu/recognition-toolkit.

Performance Checkpoints

Performance checkpoints are your formal opportunity to update your job-related goals, ensure you are on track with your professional development plan, and clarify performance expectations. Proactively schedule at least one formal performance checkpoint with your supervisor, preferably halfway through the performance period.

More information about performance checkpoints can be found at http://ode.hr.gwu.edu/performance-checkpoints.

Managing your performance throughout the year is a continuous and collaborative process. For more information about the performance management (PM) process, please visit http://ode.hr.gwu.edu/performance-management-process. Also visit http://ode.hr.gwu.edu for additional tools and resources to assist with your professional development and performance.

Repeat Performance

The Weight Watchers at Work program is available to all GW employees and community members. Two membership options provide more flexibility at a discounted rate and allow the use of an interactive website that helps track eating habits and includes a trove of over 1,500 healthy recipes—all at affordable monthly rates.

Meetings are every Tuesday from 1pm to 2pm in the Marvin Center. Rooms are subject to change. Specific information can be found on the monitors throughout the building.

For more information about the program, please visit http://hr.gwu.edu/weight-watchers-work or attend the Weight Watchers Open House on December 19th at 1pm in Marvin Center Rooms 402 and 404. Liz Anderson, a GW staff member in the Office of the Provost, is also accepting inquiries at (202) 994–3233 or carlson@gwu.edu.

GW Safety Expo

More than 2,000 students, faculty, and staff extinguished fires, built emergency preparedness kits, practiced self-defense techniques, and learned how to prepare for emergencies during the university’s ninth annual Safety Expo on the Foggy Bottom’s University Yard on Wednesday, September 18th. The event continued on September 25th at the Virginia Science & Technology Campus with more than 250 attendees.

The expo is part of National Preparedness Month, sponsored by the Federal Emergency Management Agency and its Ready Campaign. GW’s expo is the D.C. metro area’s largest collegiate-based National Preparedness Month activity, and this year’s event was the university’s largest yet.

Thirty-five local, federal, and nonprofit agencies as well as campus departments took part in the expo, presented by GW’s Office of Emergency Management (OEM). It was a record turnout for the event in terms of both attendees and community partners.

For more information about OEM, please visit http://CampusAdvisories.gwu.edu/About-Office-Emergency-Management.

The GW Emergency Response Handbook is also available at http://CampusAdvisories.gwu.edu/handbook.
Preparing for Emergencies

Emergencies can occur anywhere at any time. Prepare by making an emergency plan, building a kit with essential personal items, and know how to stay informed during incidents. Individual preparedness is the foundation in helping to protect you and your loved ones. In addition, when employees are personally prepared, the GW community can continue to promote a safe and resilient campus for all students, faculty, and staff.

First, make a plan. Your personal emergency plan addresses actions you will take during an emergency. Develop plans for locations you spend most of your time. Consider how you would proceed with the following:

1. Evacuate from an unsafe location or situation.
2. Shelter-in-place when an area around you is unsafe.
3. Communicate with family, friends, and co-workers if you happen to be in an unsafe situation.

People with access and functional needs should include family, friends, and co-workers in their plan by helping others understand their needs during an emergency.

Next, assemble kits with emergency items for work, home, automobiles, and other important locations. Kits should sustain you for at least three days and can contain the following items:

- Water (one gallon per person per day)
- Non-perishable food
- Flashlight & extra batteries
- First aid kit
- Radio & extra batteries
- Medications & items for unique needs
- Clothes & comfortable shoes
- Cash & some change
- Important documents
- Filter mask or cotton t-shirt
- Moist towelettes, garbage bags & plastic ties
- Plastic sheeting & duct tape
- Whistle
- Mobile device charger
- Batteries
- Important documents
- Filter mask or cotton t-shirt
- Moist towelettes, garbage bags & plastic ties
- Plastic sheeting & duct tape
- Whistle
- Mobile device charger

Finally, understand how to stay informed should an emergency occur. CampusAdvisories.gwu.edu is the university’s primary website used for communicating emergency preparedness and incident-related information to the GW community. In addition, individuals can call the GW Information Line at 202-994-5050, check GW’s Facebook page and Twitter account, and monitor local media, such as 103.5FM or WTOP.

Additional Tips

- Always carry your GWorld ID card.
- Keep GW Alert contact information up-to-date.
- Know your location and exits, and the placement of first aid kits, automated external defibrillators and fire extinguishers.
- Program GWPD and personal I.C.E. (in case of emergency) numbers into your mobile device.
- Report unusual/suspicious activities or items to GWPD.

Special Considerations for Designated and Essential Employees

Designated and essential employees help fulfill specific critical functions and still perform certain jobs during a university closure or emergency. In order to fulfill those responsibilities, designated and essential employees should ensure they are well prepared to work outside of normal hours and conditions. This includes having a plan at home, maintaining an emergency kit at work, and reviewing actions and expectations when emergencies occur with their supervisor.

Please visit http://CampusAdvisories.gwu.edu for safety, preparedness and emergency communications information, including the latest GW Emergency Response Handbook. For additional information, contact the Office of Emergency Management at (202) 994-GWEM (4936) or oem@gwu.edu.

Open Enrollment Updates and Reminders

The 2014 Open Enrollment season kicked off on October 1st and lasted the entire month. This year, health premiums rose by approximately 12 percent due in part to increased costs and an anticipated increase in enrollment in the university plan.

The following are updates and reminders about benefits available to benefits-eligible employees of the university.

Updates

- Paid Parental Leave Benefit – Beginning January 2014, full-time staff members with at least two consecutive years of benefits-eligible service will be able to receive six weeks paid leave following the birth or adoption of a child.
- Wellbeing Hotline – Colonial Community now offers the Wellbeing Hotline, a vital resource in addressing personal issues, planning for life events, and managing daily life. Services provided through the hotline include referral to child and elder care, moving and relocation, major purchases, college planning, pet care and home repair from qualified work-life specialists. In addition, trained masters and doctoral candidates can provide counseling at no cost and employees can speak by phone with an attorney, Certified Public Account, or Certified Financial Planner on a wide range of financial and legal issues. For more information or to register online, please visit http://hr.gwu.edu/wellbeing-hotline.

Reminders

- The university offers Health Advocate, an independent healthcare assistance service that can answer healthcare-related questions and help employees find physicians and medical institutions.
- Please note that any changes to your medical and welfare plan after the end of the enrollment period would require a Qualified Life Event (QLE) such as changes in marital status, birth, spouse’s work status, or coverage. You can enroll in or change your retirement benefits at any time.
University Art Galleries. The GW Permanent Collection contains more than 3,600 works of art, which Ms. Miller oversees with Assistant Director Olivia Kohler-Maga.

Each piece of work that Ms. Miller collected has helped her meet her goal of raising GW’s profile as a credible small-scale hub for art conservation in Washington, D.C., among the likes of the Smithsonian Gallery of Art, the Renwick Gallery, and many others.

“In the past 13 years, I have helped the Luther W. Brady Art Gallery achieve recognition and status as a true gem of arts presentation in the city,” said Ms. Miller. “I am looking forward to a new appreciation for the GW Permanent Collection within the context of future arts presentations and conversation.”

Over the course of her 40-year career at the university, Ms. Miller has curated more than 400 exhibitions and exhibited the works of internationally distinguished artists including Russian-born American painter, Jules Olitski, 19th century American watercolorist Charles Demuth, Irish contemporary artist Michael Craig-Martin, and numerous others. Her work, including the development of a graduate-level fine arts curriculum and launch of a children’s arts literacy program, has made GW a premier institution for arts education.

“I am always grateful for being part of a supportive community,” said Ms. Miller. “The many learned and vibrant colleagues, with whom I have been fortunate to work, have made my career endlessly challenging with so many interesting interactions.”

After graduating from GW’s Masters of Fine Arts program in 1973, Ms. Miller became an assistant to Donald Kline, curator of the Dimock Gallery, then housed in Lisner Auditorium. She assumed the curator position when Kline retired in 1975.
and outlined strategies for organizing exhibitions under the Department of Art and Art History. Ms. Miller has such a wealth of knowledge, insight, and artistic direction that it seems that the natural progression was to share her intrinsic understanding of creative viewpoints as an educator. Thus, she flourished throughout her initial teaching experience when she developed and taught a graduate-level course for fine arts and museum studies students, which focused on designing floor plans and models, and creating installation design for various art exhibits. It was the first of several courses that she would teach throughout her established and revered career at GW.

“Teaching was a significant component of my job when I was the curator at the Dimock Gallery because it was a part of the university’s art department,” said Ms. Miller. “I have enjoyed teaching our students about art within the realm of gallery and museum exhibition design. Being in the academic environment at GW is stimulating and working here is dear to my heart.”

One memorable experience Ms. Miller recalls during her time at GW was when President Ronald Reagan was admitted into GW Hospital in March of 1981 for wounds related to an assassination attempt and she was selected to decorate his hospital suite. President Ulysses S. Grant’s watercolor painting named, “Horse and Carriage,” extracted from the GW Permanent Collection, served as a temporary, yet pleasant looking fixture in President Reagan’s room while he recuperated.

The president made his first public appearance after the incident a couple months later when attending a performance by the Joffrey Ballet Company at Lisner Auditorium. It was there Ms. Miller met famed American artist, Andy Warhol while surveying the lower level of the auditorium. The two talked for several minutes, during which she told Warhol about the low-profile Dimock Gallery.

“I noticed that someone who looked like Andy Warhol with his distinctive white mop of hair was standing near the statue of George Washington by French sculptor Jean-Antoine Houdon, which was then displayed in the lobby,” said Ms. Miller. “I told him I was the curator of the art gallery and that GW had an art collection. He replied that he was glad to know about the university’s art collection and then signed a copy of our exhibition brochure.”

In 1991, Ms. Miller was among dozens of museum directors and curators invited to the White House for a luncheon with First Lady Barbara Bush. It was there that the First Lady called for art institutions to become more involved in childhood literacy and education. In 1998, Ms. Miller launched the America Reads: Literacy and Art Appreciation Program that connected GW with local school systems and hosted hands-on arts workshops and programs that incorporated visual literacy and art appreciation among young D.C. students.

During the construction of the Media and Public Affairs building in the early 2000s, Ms. Miller worked closely with architects to design a professional art exhibition space on the second floor. That new space would eventually be known as part of the Luther W. Brady Art Gallery. Staff from the Dimock Gallery successfully transferred into the new gallery space, and it was officially dedicated by the university in March 2002. Its first exhibit was Epic Paintings from the Luther W. Brady Collection, which included major works by Nancy Graves, Howard Hodgkin, Hans Hofmann, Jules Olitski, Sean Scully, and John Walker.

Today, Ms. Miller writes for various arts publications and presents papers at conferences for museum professional organizations such as the American Alliance of Museums and the International Council of Museums, both of which she holds membership. She is also a leader in the local art community, serving as a member of the Art Committee of the Cosmos Club, a local private social club, and organizer of one of the first charter meetings of the Association of College and University Museums and Galleries. Galeries at Georgetown University and the University of Mary Washington in Fredericksburg, Va. have consulted Ms. Miller on collection management and gallery operations.

Those activities, however, do not distract Ms. Miller from pushing the limits of what the Brady Gallery can achieve. In her role as curator and director of the University Art Galleries, she has facilitated two million dollars in endowments and patronage for the gallery, which serves a testament to Ms. Miller’s impact on the university art galleries.

As she looks back on the completion of another year at GW, Ms. Miller said that she would like to take the university’s art collection to new heights by placing more outdoor sculptures on campus.

“These kinds of works of art provide aesthetic stimulation to people and help to highlight and punctuate the campus while creating its sense of identity,” said Ms. Miller.
Dr. Bethany Cobb Kung, an assistant professor of Honors and Physics in the Physics Department, recalled the trouble she had gathering honest feedback from her students about the quality of her courses. She said that without it, enhancing the academic experience proved challenging and discouraging.

Upon entering the Peer-Reviewed Exploration in Teaching (PRET) Program, Dr. Kung developed peer-reviewed specific learning objectives and a holistic instruction plan that incorporated traditional classroom instruction with internships, field work, research, and online sessions. Peer instructors also shadowed sessions and interviewed Dr. Kung’s students.

Findings have strengthened her teaching portfolio and could potentially appear in future scholarship of teaching and learning.

“Since the PRET incorporated a live focus group with students, I was able to receive thoughtful feedback specifically about teaching exploration techniques carried out in the class,” said Dr. Kung. “PRET gave me an outside view of what was working and what wasn’t.”

PRET counts among the many initiatives offered by the Teaching and Learning Collaborative (TLC), a GW Office of Teaching and Learning-sponsored effort that supports faculty scholarship in the academic community. Faculty and staff members share educational philosophies and methods to increase student involvement in the traditional and online classrooms through a unique array of programming, services, and workshops.

Dr. Stephen Ehrmann, Vice Provost for Teaching and Learning, says that the TLC can further propel GW into national prominence with regard to academic excellence by fostering growth and visibility for undergraduate research, supporting development of well-designed online and hybrid courses, and implementing a new strategic plan that emphasizes improving teaching and learning.

“The most basic thing to superlative teaching is recognizing that learning could improve if the way that we teach changes,” said Dr. Ehrmann. “The program does this by reassessing and enhancing GW’s teaching methods.”

In addition to PRET, a consultation service and the Online Learning Initiative (OLI) both allow instructional designers and faculty collaboration in all aspects of new and online course design and development.

At the heart of the TLC’s mission is evidence-based teaching, an education model that allows faculty to use empirical data to make informed decisions about teaching practices and policies. The mission encompasses the efficient promotion and distribution of research and the improvement of the decision-making process.

“The level of involvement has been wonderful. We’re seeing a lot of faculty who participate once and come back to develop the programs,” said Dr. Rahul Simha, professor in the Department of Computer Science and TLC faculty lead. “We want to use approaches that have been subjected to some research. This means that we can be confident that if people use our approaches, they will have the same impact shown in research.”

Please visit, http://tlcprovost.gwu.edu for more information about the Teaching & Learning Collaborative.
A study conducted by the American Cancer Society in 2013 revealed that more than 1.6 million people in the United States were diagnosed with cancer in the last year and treatment costs have nearly doubled in the last 30 years. The issue is magnified in marginalized communities where residents have little access to cancer prevention tools and treatment.

Since its founding in 2003, the GW Cancer Institute (GWCI) has supported quality healthcare in collaboration with the GW Hospital and GW Medical Faculty Associates, promoted cancer prevention, and trained health care professionals in an effort to close the widening socioeconomic gap in cancer treatment and improve the care experience for patients. Thus far, more than 3,500 people in 41 countries have benefitted from GWCI’s resources free of charge.

Mandi Pratt-Chapman, associate director of GWCI, says its impact reflects staff members’ hard work and dedication.

“Our intelligent, capable, efficient, and extremely hardworking staff is focused on providing the best outcomes for the patients,” said Pratt-Chapman. “Our patient navigators work with our clinical partners to support patients who are diagnosed and treated for cancer, as well as their loved ones throughout the entire process. GWCI staff also builds education programs to train health care professionals and work on research teams to improve patient-centered care practices.”

GWCI has partnered with the Department of Exercise Science, School of Public Health & Health Services, the GW School of Business, the Katzen Cancer Research Center, and the Law School to implement the Pro Bono Legal Project and the D.C. Citywide Navigation Network, its two hallmark offerings. The former provides free legal assistance from law students under the supervision of a licensed attorney and the latter facilitates patient care at various parts of the cancer continuum. To date, the Pro Bono Legal Project has helped 35 people and the Navigation Network eased the diagnostic and treatment process for more than 7,000 people.

“The Pro Bono Legal Project and the Citywide Patient Navigation Network are two important initiatives that support patients,” said Pratt-Chapman. “Our collaborative programs allow tailoring to the patient's specific needs while improving service delivery and patient satisfaction.”

Providing these much needed services at no cost is no small endeavor. It requires that the GWCI constantly solicit funds that can help it expand its reach while maintaining the quality of services.

“Generating good ideas is one of the easier parts of the job,” declared Pratt-Chapman. “The difficult part is gaining support through grants and donors for those good ideas and then sustaining that support.”

In May, GWCI overcame that challenge when the Patient-Centered Outcomes Research awarded a $2.1 million, three-year research grant to GW to evaluate survivorship care models. This study, which is a collaborative project of the GW School of Public Health & Health Services and GWCI, will evaluate different care models and determine which effectively address services and outcomes patients say are most critical to them. Another $2.1 million cooperative agreement from the Centers for Disease Control and Prevention allows GWCI to provide free technical support for U.S. states, territories, and tribes that are part of the National Comprehensive Cancer Control Program.

“These awards are an acknowledgment of the dedication GWCI has to improving the lives of cancer patients and decreasing disparities in cancer treatment,” said Pratt-Chapman. “They show the strong impact it has had and will help us broaden the reach of our programs in the years ahead.”

In addition to these funding awards, volunteers raised more than $45,000 in October when they participated in the fourth annual Marine Corps Marathon fundraising effort. These funds are crucial in helping GWCI pursue its current projects which include patient navigation, post-treatment survivorship education, health care professional training, and research that spans the cancer continuum.

“GWCI is good at identifying what needs to happen for cancer patients and how best to achieve its goals collaboratively to make the strongest impact,” said Pratt-Chapman. “That [in addition to] a team that is focused on the best outcomes for patients, has and will continue to lead to impressive achievements in the years to come.”

Visit http://smhs.gwu.edu/gwci for more information about the GW Cancer Institute.
Coaching Conversations
The Impact of Employee Praise

For managers or supervisors who are seeking a sure fire way to maintain a good and positive work environment, the simple phrase “thank you” may be your best tool. Research conducted by performance management company Gallup shows that praise and recognition bolster a sense of self-worth among individuals and teams throughout the workplace. Dopamine, the chemical that induces reward-motivated behavior, is released in the brain upon the receipt of praise. Once an employee receives praise, the brain creates an internal record that improves the learned behavior, which initially led to the praise so that they receive more. Through association, this means that the particular work-related activity that was linked with acclaim has become more enjoyable for the employee.

Busy schedules and hectic day-to-day routines can drown the importance of giving employees sincere praise, but these circumstances make the value of praise even more essential. Praise and recognition remind employees the part they play in the mission of the organization. In giving praise, however, it is important that managers understand that personalities and levels of comfort with recognition differ from employee to employee. To prevent feelings of resentment and envy, managers can recognize individual acts in private and team acts in public meetings. If an individual is to be recognized for his or her work in front of an entire group, an objective example should follow to prevent accusations of favoritism.

No matter which way you slice it, praise and recognition play an important role in building a positive and productive work environment.

Engaging in Year-Round Employee Recognition
Recognition does not always have to be formal. Forms of informal recognition vary by frequency and often focus on performance achievements, goal accomplishments and other individual or team milestones. Managers can use the following types of recognition to reinforce and reward positive behavior and create an atmosphere of spontaneous praise.

Day-to-Day Recognition
This form of recognition incurs little to no cost and often helps peers and managers communicate expressions of appreciation. It establishes higher levels of employee motivation, engagement, and retention throughout the university. Ideas include:
- Hand-written thank you cards
- Personalized sticky notes
- Bringing in breakfast
- Pizza party
- Take an employee to lunch and invite them to bring a guest
- Keeping a recognition box in your office for all employees to recognize their co-workers for a job well done

On-the-Spot Recognition and Rewards
Managers can deliver this form of recognition at the time of achievement. It often comes in the form of candy, flowers, lunches, group events or outings, and movie tickets.

Please visit http://taxdepartment.gwu.edu/policies-and-procedures to read the GW Policy on the Taxation of Gifts, Prizes, and Awards to Employees.

Positive Vibes
Publicly thank or congratulate an employee or peer by visiting http://hr.gwu.edu/submit-positive-vibe and submitting a Positive Vibe. Recipients receive a special card in the campus mail and the vibe appears on the Colonial Community homepage at http://hr.gwu.edu/current-positive-vibes. Full name and GW email address is required to verify status as an employee. It’s recommended that the employee’s first and last name is included so the person receives notice of their vibe.

For more information about recognition and resources available to managers including recognition training and do’s and don’ts, please visit http://hr.gwu.edu/recognition-resources.
Dear UHR,

I’m not eligible for the new Paid Parental Leave benefit because I’ve been at GW less than two years. What options do I have?

Dear GW Employee,

Starting January 2014, full-time staff members with at least two consecutive years of benefits-eligible service can receive six weeks paid leave following the birth or adoption of a child as a part of the new Paid Parental Leave benefit.

If you are not eligible for the new Paid Parental Leave benefit, there is no need to worry. Full-time staff members with less than two years of service accrue between 13 and 15 days of annual time off and 12 days of sick time off per year. For time sheet purposes, one day of annual or sick leave equals eight hours.

Below are other examples of unpaid leave benefits that eligible employees may use:

Family and Medical Leave - This type of unpaid leave is available to employees who have worked at the university for at least 12 months. It provides legal job protection during your absence and is often related to personal and family health issues, the birth or adoption of a child, the military deployment of a family member, and short-term or long-term disability issues. Birth mothers with less than 12 months of service at the university may qualify for unpaid leave under the Americans with Disabilities Act (ADA).

Personal Leave - In addition to annual and sick time off, employees may request personal leave after the completion of the 180-day introductory review period. All applicable accrued paid time off must be exhausted before a request for personal leave is approved. Employees may request personal leave for situations that do not fall within the provisions of other university leave categories, such as Family and Medical Leave Act (FMLA), ADA, etc.

If possible, you should notify your supervisor 30 days before the date of your absence, especially if you will be absent for consecutive days, weeks, or months. For questions or issues about your paid leave that cannot be resolved with your direct supervisor, please contact the HR Client Partner assigned to your department or another HR representative. You may contact Payroll Services at 703-726-4277 for issues directly related to payroll. For additional inquiries, please contact the HR Faculty & Staff Services Center, located on the first floor of Rice Hall, 2121 Eye Street, NW, at 202-994-8500.

Do you have an HR-related question you have struggled to answer? E-mail askuhr@gwu.edu and your question could be featured in a future issue of GW In Touch.

IN MEMORIAM

In this issue, we remember four faculty and staff members who are no longer with us and whose memory we celebrate. We honor their contributions to the university community. They are as follows:

Kristina Anstrom
Center for Equity and Excellence in Education
9 years of service

William Fortune (Retired)
GW Medical Faculty Associates
25 years of service

Tammy Marshman
University Human Resources
28 years of service

Plamen Panchev
GW Police Department
4 years of service

Remembering Tammy Marshman

On the morning of September 30, 2013, Tammy Marshman, senior recruitment partner in the Division of University Human Resources (UHR), passed away after 28 years of service at the university.

Colleagues fondly remember Tammy as a respectful, honest, and even-keeled employee who consistently delivered high caliber work, provided great insight on institutional practices, and mentored new UHR employees.

Tammy often bridged the information gap between UHR and university employees by addressing inquiries and settling disputes. She also maintained long-term business relationships with the Washington Post and the D.C. Department of Employee Services, boosting the university’s reputation as a quality employer.

Tammy is survived by her mother, step-father, step-mother, two daughters, a son, four grandchildren, three sisters, a brother, and host of other relatives and lifelong friends.
Save the Date
HOLIDAY PARTY 2013

Join Colonial Community on the third floor of the Marvin Center on December 19th from 2pm to 4pm for the 2013 GW Holiday Party, a celebration of the past year’s accomplishments. Every year, GW faculty and staff enjoy a delicious holiday meal and listen to live music in the Grand and Continental Ballrooms. President Knapp also announces the winner of the door decorating contest.

This is your newsletter! Please forward any article suggestions, ideas, and comments to askuhr@gwu.edu.