

CONDITIONS OF EMPLOYMENT STATEMENT FOR WAGE EMPLOYEES

The following policies outline the conditions of employment for temporary wage/student employees at George Mason University.

1. Wage employment is 'at will' and is used to meet seasonal, temporary, part-time or casual staffing needs. Wage employees are limited to working 1500 hours per "work year" for an individual state agency. There is no commitment for continuation of employment. **If funding becomes unavailable, your assignment and/or end date will be adjusted accordingly.**
2. A work year is a period of 365 consecutive days, starting on the first day an employee begins work.
3. Per State policy wage/ employees are not eligible for vacation or sick leave. Wage employees are paid only for hours worked and are not eligible for holiday pay, health and life insurance, retirement programs or deferred compensation. They are, however, eligible to participate in the Tax Sheltered Annuity Programs offered by the University.
4. Under the Family and Medical Leave Act (FMLA), the University is required to provide up to twelve weeks of unpaid, job-protected leave to eligible employees. Eligibility includes; Wage employees who have been employed by their agency for: (1) at least 12 months; and (2) at least 1,250 hours during the 12 months before the start of the leave. NOTE: The required 1,250 hours do not have to be worked during consecutive months. However, the 1,250 hours of work requirement applies to the 12 months immediately preceding the start of the leave. DHRM Policy 4.20 for more detail and eligibility requirements.
5. In order to be paid on time, timesheets must be completed daily and submitted for approval by the submission deadline. Wage employees are required to sign up for Direct Deposit. Please see University Policy 2201 for additional details.
6. Copyrightable works including but not limited to software code, reports and other written works created by wage/student employees will be considered a "work for hire" and will be the property of George Mason University (GMU). If wage/student employees wish to use said works, GMU must first grant permission to do so.
7. Wage employees are eligible and encouraged to apply for classified or faculty positions for which they are qualified.
8. Wage employees are expected to meet the same standards of conduct and performance expected of all employees. See DHRM Policy 2.20 for more information regarding terms and conditions of employment.
9. Effective July 1, 1993, Section 60.2-114.1 of the Virginia Code requires the University to inquire of new employees, at the time of hire, whether they are subject to any income withholding order for child support payments. If so, the University must begin withholding immediately. Please contact the Payroll Department at 993-9687 if you are subject to any income withholding order for child support payments. The University is required by law to keep any information disclosed confidential, except as necessary to administer the child support enforcement program.

I understand that if I leave the employment of George Mason University owing any money to the university, or if I do not return property or equipment owned by the university, the amount owed, or the depreciated value of the property or equipment, will be deducted from any compensation owed to me, including final pay.

My signature below indicates that I have read this document or have had this document read to me and I understand the conditions of wage/student employment at George Mason University.

Employee Signature	Employee Name (PRINT)	Date
Supervisor Signature	Supervisor Name (PRINT)	Date