



Human Resources & Payroll

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CONDITIONS OF EMPLOYMENT STATEMENT FOR WAGE EMPLOYEES

The following policies outline the conditions of employment for non-student wage and student wage employees at George Mason University. Check with your supervisor and/or the Human Resources & Payroll Department, Commerce Building, Third Floor, (703) 993-2600, if you have additional questions.

1. Wage employment 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 a continuing or permanent job.
2. A work year is a period of 365 consecutive days, starting on the first day an employee begins work.
3. Non-student and student wage employees are not covered by the Virginia Personnel Act and are not eligible for vacation or sick leave (with the exception of unpaid leave taken under the Family and Medical Leave Act). Non-student wage and student wage employees are paid only for hours worked and are not eligible for holiday pay, health and life insurance or retirement through the Virginia Retirement System (VRS). Non-student wage employees are, however, eligible to participate in both the Tax Sheltered Annuity (TSA) and the Virginia Deferred Compensation programs offered by the University although they are not eligible for the cash match program.
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 for certain family and medical reasons. Employees who have worked for the state at least one year and at least 1250 hours over that year will be eligible for leave under the FMLA. For details about this program, contact the Human Resources & Payroll Department.
5. In order to be paid on time, timesheets must be completed daily and submitted for approval by the submission deadline. All employees are required to sign up for Direct Deposit.
6. Copyrightable works including but not limited to software code, reports and other written works created by non-student wage and student wage employees will be considered a "work for hire" and will be the property of George Mason University. If employees wish to use said works, the University 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. 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 hiring, whether they are subject to any income withholding order for child support payments. If so, the University must begin withholding immediately. Please contact Merin Mani in the Payroll Department at (703) 993-2629 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.
9. Non-student wage and student wage employees are paid on an hourly basis. In the event the employee works more than 40 hours in one week, all hours in excess of 40 will be paid at a rate of 1 ½ times the regular hourly rate.
10. If an employee separates from employment at George Mason University owing any money to the University, or if property or equipment owned by the University is not returned prior to separation or retirement, the amount owed, or the depreciated value of the property or equipment will be deducted from any monies due the employee 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 non-student wage/student wage employment at George Mason University.

Employee Signature

Date

Printed Name

Updated 6/6/07