

**Subject:** Instant HR/Payroll: HR Liaison Meeting Taped, FSED Speakers Videoconferenced to Arl. and SciTech, Flu Shot Clinic at FSED, Next Steps: Plan for Your Retirement, UNUM Open Enrollment, CVC Underway, CFA Volunteer Opportunity, Meditation Challenge & More

**Date:** Monday, November 2, 2015 at 5:47:17 PM Eastern Standard Time

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### **HR Liaison Meeting Taped**

If you weren't able to attend the HR liaison meeting on Friday, October 23, the session was taped and is available for viewing at <http://vcms2.gmu.edu/tcs/?id=F4DBDDD3-84CD-42D4-918B-318DA598B780>.

### **Enrichment Day Speakers Videoconferenced to Arlington and SciTech**

The Faculty-Staff Enrichment Day keynote speakers will be videoconferenced to the Arlington and SciTech campuses on Tuesday, November 10. Men's Basketball Coach Dave Paulsen will speak from 9:15 – 10:15 and leadership and mindfulness expert Laurie Cameron will speak from 12:45 – 1:45. To register for the videoconference sessions, please visit <http://hr.gmu.edu/learning> and click on the course calendar. To register for the full event at Fairfax, please visit <http://hr.gmu.edu/learning/fsed>.

### **Last Chance for On-Site Flu Shots for COVA and Kaiser Permanente Participants**

The Flu Shot Clinic for COVA Care, COVA HDHP, COVA HealthAware, and Kaiser Permanente participants will take place on Tuesday, November 10, from 9am -12pm in the Johnson Center Gold Room in conjunction with Faculty-Staff Enrichment Day. If you are a COVA member, you can make an appointment by calling 877.728.6655, Mon-Fri from 10:00 a.m. to 10:00 p.m. Kaiser members can visit <https://typhon.gmu.edu/HR/kaiser/> to pre-register for a flu shot. For additional details, please visit Flu Shot Information 2015 at <http://hr.gmu.edu/worklife/documents/2015FluShotInformation.pdf>. A [flu shot clinic flyer](#) is also available for posting in your department.

If you have any questions, please call Life/Work Connections at 3.2600.

### **Next Steps: Plan for Your Retirement Next Month – Friday, November 20**

Mason faculty and staff within five years of retirement are invited to attend this day-long seminar to gather resources and learn about timely and relevant topics. Presenters include the Social Security Administration, TIAA-CREF, Fidelity, VRS, and the Mason Benefits team. To register, please visit <http://hr.gmu.edu/learning> and click on the course calendar tab.

### **UNUM Long Term Disability Open Enrollment Underway**

If you are a non-VSDP employee who is not yet participating in UNUM or a current participant who wants to change the amount of your coverage, open enrollment runs November 1 - 30. Long-term disability insurance is designed to protect your income should you become medically unable to work. Additional information is available on the benefits website at <http://hr.gmu.edu/benefits>.

Please note: A targeted email about open enrollment for UNUM will go out to all eligible faculty and staff.

### **Commonwealth of Virginia Campaign**

The 2015 Commonwealth of Virginia Campaign (CVC) is under way. Contact Helga Yunker at [hyunker@gmu.edu](mailto:hyunker@gmu.edu) for pledge cards or additional information. Online giving is available for both payroll deduction as well as one-time credit card donations at <http://eDirect.virginia.gov>. A list of charities can be viewed at <http://www.cvc.virginia.gov/directorylist.html>.

### **Volunteer Opportunity from CFA: Show Your Mason Spirit! Volunteer at the Center for the Arts**

The Center for the Arts (CFA) invites you to volunteer for the performance of *Compañia Flamenca José Porcel: Flamenco Fire* on Friday, November 6. Mason Volunteers Night is a wonderful chance to meet staff from around the university and support the arts at Mason. At 5:30 p.m., join House Manager Megan DuBois for snacks, networking, and training to learn the job responsibilities of ushering. Then you will work with the staff to ensure that the CFA's patrons have a safe and enjoyable evening.

Don't miss out on this fantastic opportunity to represent staff at Mason and see a performance at the CFA. Contact Megan DuBois at [mdubois6@gmu.edu](mailto:mdubois6@gmu.edu) or 703-993-8838 to sign up.

OPRAH & DEEPAK  
21-DAY MEDITATION EXPERIENCE™

### **Mason Meditates Challenge**

Calling all Mason community members...are you up for a challenge? A serious challenge? One that has the potential to change your life?

We're thrilled to announce an exciting new opportunity for the Mason Nation to participate in a prestigious online-based 21-Day Meditation Experience (21-DME) and then be part of a special Mason on-line conversation about how it's going...the benefits, the challenges, and the unexpected outcomes. This 21-DME and challenge is part of Mason's [Well-Being University initiative](#).

The online meditation experience, beginning today, November 2<sup>nd</sup>, is co-hosted by Deepak Chopra and Oprah Winfrey, and offers individuals an easy way to explore the benefits of daily meditation. The **#MasonMeditates Challenge** is a way to share your experience and build community as we *thrive together* at Mason.

#### **About the Meditation Experience:**

Oprah & Deepak's 21-Day Meditation Experience makes meditation easy and inspiring, offering daily guided audio meditations via a free online, interactive program. The all-new Experience, "Become What You Believe," begins November 2 with Deepak and Oprah guiding the 3-week journey. Participants will meditate and journal each day as they discover how to tap into the power of their beliefs to understand who they are today and become who they wish to be. Participants can easily access the daily audio and interactive experience anytime, anywhere from their mobile phone, tablet, or computer. Visit <http://bit.ly/masonmeditates> to sign up and participate for free!

#### **About the Mason Meditates Challenge:**

To build community and make the meditation experience a shared one among Mason community members, the Center for the Advancement of Well-Being (CWB), University Life, and Human Resources & Payroll (HR & Payroll) are co-sponsoring a parallel #MasonMeditates Challenge for members of the Mason community. Each day, share something on Facebook or Twitter about your meditation experience – successes, challenges, benefits, research – and be sure to use the #MasonMeditates hashtag.

At the end of each week, we will do a random drawing of Facebook posts and Tweets using the #MasonMeditates hashtag, and the winners will receive a Mason Well-Being University water bottle or t-shirt (winners get to choose!).

Winners will need to stop by the CWB office to pick up their prizes and will be asked to **show the Tweet or Facebook post** letting them know they're the winner, **and their Mason ID** when they do.

**Benefits of Meditation:**

The [scientific benefits](#) of meditation are numerous; to read more about the many benefits of meditation please visit:

<http://www.theatlantic.com/health/archive/2013/06/how-meditation-works/277275/>

[http://www.huffingtonpost.com/2014/09/19/meditation-benefits\\_n\\_5842870.html](http://www.huffingtonpost.com/2014/09/19/meditation-benefits_n_5842870.html)

<http://www.forbes.com/sites/alicegwalton/2015/02/09/7-ways-meditation-can-actually-change-the-brain/>

<https://www.washingtonpost.com/news/inspired-life/wp/2015/05/26/harvard-neuroscientist-meditation-not-only-reduces-stress-it-literally-changes-your-brain/>

We hope you will join us for this exciting experience, and encourage others to do so, as well!

**Election Day Guidance**

It's that time of year again when Mason faculty and staff may be considering serving as an Officer of Election at the polls. Please note that the state process on this is somewhat complex. There are a couple of different ways to look at it and we wanted to be sure to include as much information as possible so faculty and staff can make a decision based upon what is best for each of them. In all cases, faculty and staff must obtain the permission of their department head or supervisor before agreeing to serve as an Officer of Election. State employees may use School Assistance and Volunteer Service leave for volunteering at State Board of Elections (SBE) or serving as Officers of Election. With supervisor permission, you are eligible to receive paid time off (Civil Leave) for up to a normal eight-hour shift worked in either capacity (Serving as an Officer of Election or as an SBE headquarters volunteer).

The Commonwealth of Virginia determines that both classified staff and administrative/professional faculty may use Civil and Work Related leave (Civil Leave) only to serve as an Officer of Election. Please note that faculty or staff who wish to volunteer in other capacities on election day - poll workers not certified as Officers of Election, political workers, etc. -- may not use Civil and Work Related Leave or School Assistance and Volunteer Service Leave, as the Commonwealth considers them to be activities that are political in nature and not community service as defined in the policy.

With supervisory approval, however, you can use annual, family & personal, compensatory or recognition leave to work in any capacity on Election Day. Your choice as to which kind of leave to use may be impacted by the following:

- \* Local counties compensate Officers of Election. Information on the process by county can be found below.
- \* Although you will be paid for your service as an Officer of Election, if you use Civil and Work Related leave, you cannot keep the Officer of Election salary as it would be considered a double payment for your work time.
- \* After receiving payment as an Officer of Election, please send the check to the Payroll Office at MS 3C3 as the Commonwealth has clarified that you cannot receive double payment for your work time. Payroll will process the check according to state guidelines.

\* Employees who are reimbursed for expenses may keep such payments.

\* If you would prefer to keep the pay you receive as an Officer of Election, you must use annual, family & personal, compensatory or recognition leave on Election Day.

Please note: If you are serving as an Officer of Election, please share the paperwork with your supervisor and send a copy to HR & Payroll at Mailstop 3C3.

Exceptions:

\* A part-time employee may keep the difference between the value of his/her hours of leave and the salary received for serving as an Officer of Election. In this case, the employee can write a check for the gross value of their leave made payable to George Mason University and sent to the Payroll office at MS3C3. For example, if an employee's hourly rate is \$20 and he or she takes 4 hours of Civil and Work Related Leave, the gross value of their leave is \$80. If he/she is compensated \$100 for serving as an Officer of Election, the \$20 difference may be kept by the employee.

\* Some counties pay for the training involved to be an Officer of Election. If the training occurs after work hours (and generally it is available on nights/weekends), the employee can keep payment for the training. Salaried faculty and staff who serve as Officers of Election shall be allowed to use Civil and Work-Related Leave to attend the required Officer of Election certification **training *only when the employee's locality does not offer the training during non-work hours.***

Local county election information:

Fairfax County <http://www.fairfaxcounty.gov/eb/working.htm>

Arlington County <http://www.arlingtonva.us/departments/VoterRegistration/VoterRegistrationMain.aspx>

Prince William <http://www.pwcgov.org/government/dept/vote/Pages/Working-at-the-Polls.aspx>

Loudoun County <http://www.loudoun.gov/index.aspx?NID=158>

Additional Resources:

State Board of Elections: <http://www.sbe.virginia.gov>

Civil and Work Related Leave: [http://web1.dhrm.virginia.gov/itech/hrpolicy/pol4\\_05.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_05.html)

Leave Options at Mason: <http://hr.gmu.edu/forms/benefits/LeaveTypes.pdf>