Employee of the Month
Do you know a superstar? Make sure that they get the recognition that they deserve and nominate them for Mason’s Employee of the Month. Nominations take three simple steps:
1. Obtain letters of support for your nomination
2. Complete the nomination form with the supervisor and department head signatures
3. Submit the completed nomination to Reward and Recognition
Additional information can be found at [http://hr.gmu.edu/awards/](http://hr.gmu.edu/awards/)

Winter Wellness Day: Tuesday, October 15
Winter Wellness Day, an all-campus wellness event with flu shots and financial information, will be held on Tuesday, October 15, 2013 in Arlington, Fairfax, and Prince William.

Flu shots are part of your wellness benefit through COVA Care, COVA HDHP, COVA HealthAware, and Kaiser Permanente. There are multiple ways to get a flu shot this season, including at on-site clinics. For details about the on-site clinics and other options, please visit [Flu Shot Information 2013](http://hr.gmu.edu/awards/).
If you have any questions, please call the work/life team at 3.2604.

October is National Work & Family Month: Family Weekend 10/18-10/20
Faculty and staff are invited to celebrate National Work and Family Month by participating in George Mason’s Family Weekend, October 18-20. There is no registration fee for faculty and staff to attend the weekend's events but registration is recommended so they can plan
accordingly. Registration and a complete schedule of events are located at masonfamily.gmu.edu. Please note, registration closes on Friday, October 11 at 5 p.m.

If you have any questions, please contact Kaitlin Oyler at koyler@gmu.edu.

Entertainment Book Discount Discontinued
We just learned that the vendor who has been providing discounted entertainment books for Mason is no longer able to so. The company has changed ownership and this opportunity is no longer available. For information on entertainment books, please visit their site at http://www.entertainment.com.

Officer of Election and Civil & Work Related Leave  It’s that time of year again when Mason faculty and staff may be considering serving as an Officer of Election at the polls in November. We are happy to share some important information to help assist faculty and staff in making the decision as to whether to fulfill this important civic role. 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 community 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.  

**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  

Loudoun County  

**Additional Resources**

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

Civil and Work Related Leave:  
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_05.html

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

**Update from Our Colleagues in Parking & Transportation Services**

Shuttle Pilot Program for Employees Traveling on I-95 – We need your help!

Good news! Mason Shuttles is starting a shuttle pilot program for employees who travel on I-95 to get to work. But we need your help to determine where to pick up passengers along the route. Please take this brief survey if you’re interested in this service:  
https://www.surveymonkey.com/s/GMUshuttle

A large portion of the I-95 freeway is under construction and traffic will only get worse. To help mitigate traffic, Fairfax County has generously offered to pay for 50% of the cost to run a shuttle for Mason employees who would normally have to drive on I-95 to get to work. If you have any questions, please contact Marina at mbudimir@gmu.edu.

Burke VRE Express Shuttle

On Monday, September 23, Mason Shuttles started a new shuttle service between Burke VRE and the Sandy Creek bus stop. The new Burke VRE Express shuttle schedule is posted online at http://shuttle.gmu.edu. Ample free parking is available at the Burke VRE stop. Faculty and
staff are encouraged to take the VRE train or drive to the Burke VRE train station and then hop onto the Burke VRE Express to get to campus!