Election Day Guidance

Schedule Flexibility
If employees are required to work during Election Day, we ask that supervisors are flexible with employee work schedules to allow time for voting.

Serving as an Officer of Election
With supervisor approval, a classified staff or administrative/professional faculty member may use up to eight (8) hours of Civil and Work-Related Leave for serving as an Officer of Election. For background information, please visit the Department of Human Resource Management’s Policy 4.05: Civil and Work-Related Leave.

Officer of Election Pay
- If an employee uses Civil and Work-Related Leave, they cannot keep the Officer of Election salary as it is considered a double payment for work time
  - Please send the Officer of Election check to Payroll at MS 3C3 and they will process it according to state guidelines
- An employee may use annual, family and personal, compensatory, recognition, or overtime leave if they wish to keep Officer of Election pay
- An employee who is reimbursed for expenses only (travel, parking, etc.) may keep such payments

Officer of Election Training
- Some counties pay for the Officer of Election training
- If the training occurs after work hours, the employee may keep payment for the training
- A salaried faculty or staff member who serves as an Officer of Election is 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
- If an employee is serving as an Officer of Election, they should share the paperwork with their supervisor and send a copy to HR & Payroll at MS 3C3

Volunteering on Election Day
A faculty or staff member who wishes 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; the Commonwealth considers these activities to be political in nature and not community service as defined in the policy. However, with supervisor approval, an employee may use annual, family and personal, compensatory, recognition, or overtime leave to volunteer in any capacity on Election Day.

Political Views and the Workplace
At Mason, we strive to create a community where everyone feels respected. As elections approach, we recognize that political conversations may enter the workplace. We ask faculty
and staff members who choose to engage in those discussions do so in a civil and respectful manner that acknowledges diverse and differing points of view. The state's policy “strictly forbids harassment of any employee, applicant for employment, vendor, contractor, or volunteer on the basis of an individual’s race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability.” The complete policy is available on the Department of Human Resource Management website.