If you have optional life insurance with Minnesota Life, you may see a premium increase for coverage because of any age band increase or salary changes that occurred in 2019. To review your benefits, please see your paystub or Benefits Summary on [Patriot Web](#).

Further information regarding the Optional Life Insurance Program can be found on the [Virginia Retirement System (VRS) website](#).

Please contact Minnesota Life to inquire about your coverage or make any changes.
Do you work with an incredible Mason administrative/professional faculty member, classified staff member, or wage employee who goes the extra mile, collaborates with their colleagues, and supports the university? Then **nominate them** for Mason’s Employee of the Month award!

Ready to nominate someone? Additional information can be found on the [HR & Payroll website](http://www.gmu.edu).

If you have questions, contact awards@gmu.edu.

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**Reporting Accidents Reminder**

We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate action to protect the community.

Please report the following situations to the university:

- Submit an [Employer’s First Report of Accident form](http://www.gmu.edu) when an employee is injured while at work
- Submit an [Incident Report form](http://www.gmu.edu) when there is an unsafe condition, illness, or injury involving a student or visitor

**Resources Regarding:**

- Workplace injuries, exposures, or illnesses: [Accident and Incident Plan](http://www.gmu.edu)
- Insurance, university property damage/theft, and automobile incidents: Contact [Office of Risk Management](http://www.gmu.edu) at 703-993-2599
- Workers’ Compensation: Contact the Benefits Team at 703-993-2600 or benefits@gmu.edu
**Details:** January 27 and 28, 8 a.m. – 5:30 p.m., Mason CDC

Need to work, but schools are closed? Join the Mason Kids Club! The theme is “Eager Entrepreneurs.” School-aged children in K-3rd grade will be creating their own boutique and pizzeria which includes an “internship” field trip to Manhattan Pizza for some pizza tasting and the Mason Bookstore to pitch some Mason gear designs.

For more details, visit the Mason CDC’s website.

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**Vehicle Use Policy**

From our colleagues at the Office of Risk Management:

“The Vehicle Use Policy 1411 applies to all George Mason University students, employees, volunteers, and contractors who operate any State-owned, leased or rented vehicle on university business. To achieve compliance with this policy, all drivers are required to submit an MVR Authorization form, which allows The Office of Risk Management to process an annual motor vehicle records check, and complete Driver Awareness Training every two years.

If you have questions please contact the Office of Risk Management at 703 993-2599 or risk@gmu.edu.

The policy and its procedures as well as required forms can be reviewed at: [http://universitypolicy.gmu.edu/policies/vehicle-use/](http://universitypolicy.gmu.edu/policies/vehicle-use/)

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*For a legend of the header icons, visit the Instant HR & Payroll legend page.*
*For previous announcements, visit the Instant HR & Payroll Archives page.*