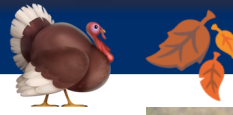


# The Occupational Programs Bi-Weekly Wrap Up

UVA Facilities Management

11.10.2023



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**This Weekend: Events & Gatherings To Honor Shooting Victims & Support Community:**  
<https://at.virginia.edu/QwDSd0>  
*Moment of Silence:*  
Nov. 13, 12:45-1:15 PM



## **Congratulations, Graduates!**

On Nov. 15, we will celebrate the Apprenticeship Class of 2023 with a ceremony at Newcomb Hall Ballroom. See the graduates & their placements on page 2 >>>



## ***Happy Thanksgiving!***

This is the last *OP Wrap Up* before the holiday! See you next on December 1.



***Don't forget:  
Reasons to Celebrate!***

### **TODAY: Be Flu-Free in 2023!**



Annual Flu Vaccine Clinic  
November 10, 7 AM-2 PM  
at Zehmer Hall Lounge. Walk-ins only.



**Questions? Contact Employee Health: (434) 924-2013**

***Let Us Know:*** You can always email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) if you have suggestions or story ideas. Now there's a new way to get in touch — ***Let us know*** by answering a few quick questions.

# APPRENTICESHIP

## Congratulations, Graduates!

Each of the graduates listed below will have completed four years of classroom and on-the-job training to achieve journey-level skill in their chosen trade in their placement areas.



**Allen Anderson,**  
Plumbing, placed in  
Utilities

**Ashley Bell,**  
HVAC, placed in  
Automation Services

**Travis Castellanos,**  
HVAC, placed in  
Newcomb Zone

**Joshua Cunningham,**  
Electrical, placed in  
North Grounds Zone

**John DeBilzan,**  
Plumbing, placed in  
West Grounds Zone



**Pedro Gonzalez,**  
HVAC, placed in  
Chiller Plants

**Garrett Hatmaker,**  
Electrical, placed in  
Automation Services

**Charles Henderson,**  
Electrical, placed in  
HSPZ Zone 1 North

**Rebecca Hord,**  
Electrical, placed in  
North Grounds Zone

**Bryce Humphreys,**  
Plumbing, placed in  
Power & Light



**Ryan McCarthy,**  
Plumbing, placed in  
Newcomb Zone

**Hunter Monroe,**  
Electrical, placed in  
HSPZ Zone 4

**Gabriel Reedy,**  
Plumbing, placed in  
HSPZ Zone 2

**Blake Shifflett,**  
Electrical, placed in  
McCormick Rd. Zone



**GRADUATION**  
**Class of 2023**  
**November 15, 1:30 PM**  
**Newcomb Hall Ballroom**



National Apprenticeship Week, is a national celebration of Registered Apprenticeship Programs (RAPs).  
Learn more: <https://www.apprenticeship.gov/national-apprenticeship-week>





## DIVERSITY, EQUITY & INCLUSION

### Welcome Ruth Schulman to the OP Team!

Ruth Schulman joined the Occupational Programs team in October 2023. She will be supporting the outreach efforts of OP, with a focus on connecting with the local communities so that they can gain exposure to careers in the trades and FM. Ruth is a Charlottesville native who has spent a number of years living in Northern Virginia. She has experience in health and wellness promotion, as well as retail and marketing. She is looking forward to further integrating FM programs within our communities!



Ruth Schulman,  
FM OP Community  
Outreach Coordinator  
She/her/hers  
[res6j@virginia.edu](mailto:res6j@virginia.edu)  
Ph: 434-320-8280

*Say “hi” when you see her on Grounds!*

## **Inclusion at the End of the Year**

This time of year can bring up different experiences, emotions, celebrations and concerns for many of the people we work with and live around. A good practice, ahead of identifying what others around you may need at this time, is to first ask yourself:

- **What do these last few months of the year mean to me?** It could be excitement, sadness, stress, loss, financial worries, anticipation or fear—these are some of the things that could come up for you and are meaningful to reflect on.
- **As I identify my own feelings about this time, how am I showing up for my team or supporting others while I also carry my own sentiments?**
- **Now knowing my own feelings about this time, how do I best check in with my colleagues and team to provide a moment for them to reflect as well?**
- **How do I best support my team at this time, offer resources and calming spaces to process?**
  - **FEAP** is an excellent resource for any employee and offers services such as Crisis Care for individuals and/or for managers and supervisors, Counseling Services, Employee Assistance Fund, and resource assistance for legal, financial, housing and other concerns.
  - Contact FEAP by booking an appointment online by [clicking here](#), or by calling their office at 434-243-2643

To translate [click here](#) – Para traducir haga [clic aquí](#) — Pour traduire [cliquez ici](#)



**Host International Students for Thanksgiving:** A division of UVA’s International Studies Office, the Lorna Sundberg International Center organizes a Thanksgiving Meal Match to match a local family with UVA’s international students, scholars, and their families for a Thanksgiving meal. This unique opportunity allows local families to showcase American hospitality and share Thanksgiving traditions while learning about their guest’s culture.

If you are interested in hosting, please fill the online form by Sunday, November 12:  
<https://bit.ly/IC-2023HostThanksgiving>. Questions can be sent to [intlctr@virginia.edu](mailto:intlctr@virginia.edu).

Questions or comments about DEI updates? [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu)



# OCCUPATIONAL TRAINING

# NEW EMPLOYEE ONBOARDING

## EDUCATION BENEFITS

**DEADLINE TO REQUEST: DEC. 15**

*Are you leaving money on the table?*

Up to **\$5,250** for eligible employees:

- **Professional Development:** Up to \$2,000, leaving up to \$3,250 to be used toward the Tuition Benefit
- **Tuition:** The full \$5,250 may be used for tuition toward a degree-seeking program

Learn more: <https://hr.virginia.edu/career-development/education-benefits-1>



## Upcoming FM Training Topics

### Goal Setting for Success

- ★ Nov. 14, 10:30 AM-Noon, HSPP 'O' Conf. Rm
- ★ Nov. 16, 1-2:30 PM, Skipwith Rm. 110

Register: <https://at.virginia.edu/FMGoals1123>

### Building Effective Habits

- ★ Dec. 12, 10:30 AM-Noon, HSPP 'O' Conf. Rm.
- ★ Dec. 13, 1-2:30 PM, Skipwith 110

Register: <https://at.virginia.edu/FMEffecHab1223>

*If you have questions or would like to request a team training, email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).*

## Add Your Licenses & Certifications to

### Workday by Dec. 15!

Starting January 24, trades licenses and certifications will be managed via Workday. FM OT is holding the following drop-in workshops to help employees complete this task:

- Thurs, Nov. 16, 7-9 AM, HSPP 'O' Level Conf. Rm.
- Thurs, Nov. 28, 7-9 AM, Skipwith 112
- Thurs, Nov. 28, 7-9 AM, Skipwith 112

Download the quick guide: <https://at.virginia.edu/ZLLvTg>

*If you have questions about this, please email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).*

### Joining FM as of November 6:

(listed from left to right):

#### Back Row:

- **Wes Herring**, Systems Control Operator
- **Tony Alt**, Senior Welder For Utility Systems, E&U
- **Corey Woodward**, Plumber, Automation Services
- **Cole Castellanos**, General Services, C&RS

#### Middle Row:

- **Cody Fulford**, Landscape & Grounds
- **Chris Gray**, Senior Carpenter, HSPP Renovations
- **Aaron Moody**, Plumber, C&RS

#### Front Row:

- **Eddie Green**, Senior Trades Utility Worker, Housing Maintenance
- **Magna Oliva**, Custodial Services, South Lawn
- **Sarada Chhetri**, Custodial Services, North Grounds

#### Not pictured:

- **Todd Southard**, Fire Safety Inspector, HSPP
- **Jack Boyle**, Sustainability Outreach & Engagement Specialist - Green Labs
- **Ruth Schulman**, Outreach Coordinator, Occupational Programs





# OCCUPATIONAL HEALTH AND SAFETY Winter Safety Prep

Winter is around the corner. Make sure you and your department are ready by utilizing these tips for winter safety preparation!

## Plan Ahead:

- Review the [Temperature Extreme Program](#) located on the OHS website.
- Review and complete winter boot & [clothing orders](#). Keep a stash of extras if possible.
- Check inventory for First Aid and BBP kits.
- Inspect winter equipment & check to be sure is operating properly. This includes checking that guards and seatbelts are functional.
- Evaluate tasks for winter exposure and make a plan for known problem areas.
- Choose snow shovels with heavy duty, wide heads that are labeled specifically for snow.
- Stay up to date on [weather forecasts](#).
- Post the [Working In Cold Weather Checklist](#) on your department's communication board.



## Tools for Your Toolbox: Managing Stress

*We all experience stress. But what if we could recognize our stressors before the stress level becomes unbearable? [Here are 50 different signs and symptoms](#) of stress that can help alert you or others of high stress levels.*

Be mindful that we are most vulnerable to stress when we're not getting enough sleep, not eating well, or experiencing a major life change such as moving or starting a new job. Once we recognize our stressors and signs of stress, it becomes much easier to prevent and manage.



Check out FEAP for additional free resources:

<https://uvafeap.com/> | [feap@uvahealth.org](mailto:feap@uvahealth.org) | 434.243.2643



## SEASONAL REMINDERS

### SAFETY SHOES & WINTER BOOTS REMINDERS

FM does not use shoe issue date to determine eligibility. FM has found that the shoe life varies among FM trades and departments. To best serve those that need shoes more often or less frequently, employees & supervisors must request replacement shoes via the [online request form](#) no later than 7 days before the scheduled shoe truck visit. **It is the supervisor's responsibility to approve requests and to keep their employees in compliance with their safety shoes, winter boots, other PPE, and replacement insoles.** Eligible employees will use their UVA ID badge and Red Wing voucher to pick up shoes at the truck.

#### Safety Shoes & One Login

FM IT is currently working to convert IT systems to use [one login](#). For now, your login to the FM Shoe Request Form will remain behind your old FM password. This is expected to update by the end of the year. **Here's how to access the shoe request and other FM forms:**

1. **Open the shoe form** <https://at.virginia.edu/FMShoeRequest>
2. **Your login will be:**
  - ★ Username is **FM\your computing ID (ex: FM\mst3k)**  
(Tip: The \ key is above the enter key on a computer keyboard.)
  - ★ **Password is your OLD FM computer login password, not the one you just set.** If you can't remember your old password, contact the FM IT Help Desk at (434) 982-5579 or [fmhdticket@virginia.edu](mailto:fmhdticket@virginia.edu) to have it reset.

#### Winter Boots

If needed, winter boots are available to designated UVA employees that must work snow/cold weather duty. **To request a voucher:**

1. **Be sure the employee is designated. Supervisors can update if needed.**  
Learn more: <https://hr.virginia.edu/time/emergency-event-status>
2. **The employee or their supervisor can submit a request via the safety shoe request form:**  
<https://at.virginia.edu/FMShoeRequest> – *Employee requests go to your supervisor for review.*

*If you have a new employee starting and you would like them to pick up winter boots during onboarding, please email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) prior to their start date.*

#### REMINDERS:

- **The Shoe Truck** is at UVA FM on Tuesdays that coincide with New Employee Safety Training. 7:00-8:00 AM is reserved for new employees to pick up shoes.
- **Employees needing safety shoes should submit a request via the online portal:**  
<https://at.virginia.edu/FMShoeRequest>
- **Vouchers will be released weekly via email and text (if available).**
- **Winter boots are expected to last employees for several years, as our winters have been mild.**

A decorative banner of colorful triangular flags in shades of orange, pink, teal, yellow, and purple, strung across the top of the page.

# let's celebrate!

*Reasons to celebrate are all around us!*

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

**November 18: Apple Cider Day**

**November 19: Better Conversation  
Week**

**November 20: Odd Socks Day**

**November 21: National Stuffing Day**

**November 22: Cranberry Relish Day**

**November 23: Fibonacci Day**

**November 24: National Day of  
Listening**



# OCCUPATIONAL PROGRAMS



## View & Apply for UVA FM Jobs

Current UVA Employees Search for and apply to jobs using your existing [Workday account](#):

See UVA HR's How to Apply: for Internal Candidates: <https://at.virginia.edu/jgLuzS>

External Applicants (not currently employed by UVA) will be prompted to create a profile in Workday when applying: <https://uva.wd1.myworkdayjobs.com/UVAJobs>

*Not all listings are available to external applicants.*

Questions on job listings should be directed to [AskHR@virginia.edu](mailto:AskHR@virginia.edu)

## FM JOB LISTINGS\*

- R0054449 Landscape & Grounds Worker
- R0046368 HVAC Mechanic or HVAC Senior Assistant
- R0054322 Mechanical Engineering Student Worker (Student Wage)
- R0051133 Electrician
- R0053761 Facilities Services Representative
- R0051985 Electrical Engineer/Engineering Associate
- R0051031 Geospatial Space Analyst
- R0053078 Senior Trades Utility Worker
- R0042657 Carpenter - Construction & Renovation Services
- R0049741 Sign Shop Worker
- R0053729 Senior Trades Utility Worker
- R0053881 Painter
- R0054244 Engineering Team Leader – Mechanical / Plumbing / Electrical Design
- R0052510 HVAC Mechanic
- R0045925 Custodial Services Supervisor, Evening Shift (Sign-On Bonus!)
- R0054060 Carpenter or Senior Carpenter, Newcomb Zone
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0054554 Building Automation System (BAS) Service Supervisor
- R0047417 Mason - CC&R
- R0044377 Senior Electrician
- R0044371 Electrician
- R0054347 Instrumentation & Controls Technician
- R0046919 Geospatial Space Technician
- R0053783 Heat Plant Operator
- R0048313 Senior HVAC Mechanic, Evening Shift, 3:00pm - 11:30pm
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)
- R0051420 Project & Construction Management Supervisory Team Leader
- R0054351 Operator/Pipe Layer
- R0046590 Utility Locator/Damage Prevention Technician
- R0052744 Plumber
- R0054044 Elevator Assistant Mechanic
- R0049244 Welder
- R0053786 Heat Plant Supervisor
- R0052326 Senior Electrician
- R0052184 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0051116 Recycling Worker
- R0049672 Fire Suppression Systems Technician
- R0052325 Electrician
- R0053076 Custodial Services Worker - Evening Shift
- R0053753 Custodial Services Worker - Multiple shifts available!
- R0054183 Director of Residence Life
- R0049950 Plumber Senior Assistant
- R0050407 Utilities Supervisor
- R0053226 HVAC Mechanic or HVAC Senior Assistant

\* As of 11/8/2023