UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT:	Employee Council Meeting	
DATE:	**June 28, 2017**	
ATTENDANCE:	Molly Shifflett, Chair	Kevin Lawrence, Vice-Chair
	Jennifer Watson	Mira Macakanja
	Norman Werlitz *(absent)*	Joe Gitz
	Duane Taylor *(absent)*	Jess Wenger
	Robert Bishop	JR Richardson *(absent)*
	AJ Young *(absent)*	Todd Stroupe
MANAGEMENT REPRESENTATIVE:	Mark Stanis, Director, Project Services	
GUEST:	*Sarah McComb*, Employee Relations & Training Manager (HR&T)	
SAFETY REPS:	Sarita Herman (FP&C) and David Dillon (Co-Chair/Safety)	
DATE PREPARED:	6/**28/17**	

The meeting convened shortly after 12:00 Noon. Ms. Shifflett called the meeting to order.

April 2017 minutes stand as being approved.

OLD BUSINESS:

- **Soda Pop Top Drive** – if you need a container for your soda pop tops, please see Molly. This is an ongoing drive.
- **Staff/Senate** – Molly reminded everyone Staff/Senate meetings are open & welcome for anyone to attend. Feel free to sit in at a meeting. Only senators can vote.
- **Shift Differential Pay Rate UPDATE: (**Per Sarah McComb 6/29/17) shift is awarded to employees who work evening, night and/or weekend hours, based on their regular work schedule & the start time of their shift. For example, an employee whose regular work schedule is Monday – Friday (7:00am – 3:30pm) will not receive shift if they work until 6pm one night and/or work on Saturday. Instead, that's overtime for non-exempt staff.
- **Ice Cream Social** – held June 22 and enjoyed by all.

NEW BUSINESS:

1. **Human Resources (Ms. McComb)**:
    - **Service Awards** – ceremonies were held early June from Colette Sheehy's areas for 10, 15 & 20-year recipients at Alumni Hall…well attended.
    - **Apprenticeship Program:** Hiring process is underway.
    - **HoosWell Program:** Employees who participated in the program from 1/17 – 4/17 will be rewarded in their July paycheck for completion in the program. Another Fall 2017 fitness challenge will occur in August 2017.
    - **UFirst Update:** The first wave of applications for HR is going on now. There is a second wave of job postings and interviews that will take place. The goal is to have all current HR staff know their status within the new job structure around November 1st. Some of us @ FM could get new roles that start in November while other roles will begin at a later date.

      The FM – HR department will no longer exist once UFirst is implemented
    - **Salary Raises:** Effective July 10, 2017, Classified employees will receive a 3% across-the-board salary increase. Employees need to have a '2' or better performance score to receive the raise. Additionally, University Staff and A&P Faculty are eligible for a merit adjustment based on a 3% pool of salaries. This will apply to employees who have a 'satisfactory' score and were hired on or before 12/31/16. Merit adjustments are effective 7/10/17 for U-Staff and 7/25/17 for A&P Faculty.