



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: **October 25, 2018**
ATTENDANCE: Molly Shifflett, Chair (*absent*) Kevin Lawrence, Vice-Chair (*absent*)
Jennifer Watson Mira Macakanja
Keona Loving (*absent*) Joe Gitz
Robert Bishop JR Richardson
AJ Young Todd Stroupe
Christine Alencar Paige Herndon (*absent*)
MANAGEMENT **Richard H. Rice, Jr., P.E.**
REPRESENTATIVE: Deputy CFO
GUESTS: Elsa Sherrill, HR Business Partner
SAFETY REP:
DATE PREPARED: **10/25/18**

The meeting convened shortly after 12:00 Noon.

August 2018 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.
- **Zehmer Hall Entrance:** *Elsa Sherrill reported the area has been cleared/cleaned up.* The crosswalk (plant island) has a bad blind spot with traffic on Alderman Road.
- **Iron Rail between O’Neil & the Beta Bridge-** JR asked about the sidewalk gate and they were not able to cut the grass due to the rail – *Mark Stanis suggested he schedule a meeting with Rich Hopkins to discuss this issue.*

NEW BUSINESS:

1. Human Resources (Ms. Sherrill):

- **WorkDay** supervisor training (for time & attendance) will begin in November. Groups of employees will be trained in November-December. Supervisors will work with their non-exempt employees on time & attendance training in Workday. Guidance can also be sought by online videos, desktops, kiosks, cellular phone, etc. to enter time. This will be a change for everyone. It will be mandatory each employee will enter their own time; supervisors can assist specific employees. WorkDay App is the application which can be used to access HR information & processes. The Integrated System will still be used for other processes. For instance, if an employee has ‘shopper’ responsibilities, you still need to go thru Integrated Systems to place any orders in the Marketplace. New employees hired after October 1st will not complete goals in Lead@. They will use the Workday system in January. Current employee evaluations will migrate over into Workday. Elsa discussed the Workday entries of 7 – 12 and then 12:30 – 3:30 – you can copy a previous week’s entry. Workday prepopulates your shift time and overtime. In the future, AiM will still be tracking WOs; Workday pays the employee’s salary. Employees can log into Workday off Grounds – you just have to log into NetBadge and (Dual Authentication). **Performance evaluations** will be performed in WorkDay. .
- Effective January 1, 2019 UVa will extend paid **parental leave** (eight weeks) to all UVa employees in the Academic Division, the College @ Wise, and the Health System who are eligible for benefits. Anyone with questions may contact askhr@virginia.edu.
- **Inclement Weather & Schedule Modifications:** Employees need to know their designated emergency status first. If you are ‘designated,’ listen to local radio & TV announcements, or call the phone hotline (either 434.243.7669 or 434.924.7669) for further guidance. Managers must change the emergency status for their employees in “Manager Self Service.” *To make a change to an employee’s status you must hit the SUBMIT button.*
- **It is highly recommended an employee switch a day with someone else if he/she plans to take leave during the timeframe of Workday training. Contact Occupational Training for more details.**

2. **Project Services: (Mr. Stanis): No news to report**

3. AJ Young reported the **parking lot lines** are hard to see in the FM yard when employees report to work early in the morning. *Mark Stanis has been contacted about this issue.*
4. JR Richardson reported there is a non-UVa lady that takes it upon herself to pick up trash/recyclable items from the yards of the nearby fraternities/sororities. He was asking if there are any resources to assist since she pays for this herself. Mr. Rice suggested contacting the Dean of Students and/or the parenting committee (CIO) and the Greek council. *Hal Turner (Director for Fraternity/Sorority Life) has been contacted for possible suggestions.*
5. Mira Macakanja suggested steps be installed between **NRAO and FM shortcut**. There are bushes, etc. in the path. Joe Gitz will follow-up with Mark Stanis on this issue as well as JR Richardson will talk to the supervisor in charge of that area. *Details to follow.*
6. Jennifer Watson reported the **ReUse Store** will conduct public sales weekly. Currently they are scheduled for Thursdays but that day could change; picture frames are free.
7. Joe Gitz will get with JR Richardson after today's meeting to go over the **salt spreader shed** issue. The permit will be issued by mid-November.

Our next regularly-scheduled meeting will be held Wednesday, December 5, 2018 in the upper level conference room @ 12:00 Noon. **Meetings occur bimonthly.**

Chairperson Joey Chewing (in) (Date) 10/31/18 (Scribe) Joey
(EC October 25 2018)
Molly
Stifflett's
absence)

