



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: **December 5, 2018**
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair (*absent*)
Jennifer Watson Mira Macakanja
Keona Loving Joe Gitz
Robert Bishop (*absent*) JR Richardson
AJ Young Todd Stroupe (*absent*)
Christine Alencar Paige Herndon

MANAGEMENT Mark Stanis, Director
REPRESENTATIVE: Project Services
GUESTS: Elsa Sherrill, HR Business Partner
Bree Knick, Associate Director, Project Services
DATE PREPARED: 12/5/18

The meeting convened shortly after 12:00 Noon.

October 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.

NEW BUSINESS:

1. Human Resources (Ms. Sherrill):

- **Workday** training sessions have begun; we are conducting up to five sessions per day. Supervisors are working with their non-exempt employees on time & attendance training in Workday. It will be mandatory each employee enter their own time. At the present time, be on the lookout for Workday emails and by accessing the WorkDay App - the application which can be used to access HR information & processes. SSTL users should utilize online training on the Workday website. Workday pays the employee's salary. Employees can log into Workday off Grounds – you just have to log into NetBadge and DUO (Dual Authentication). In the Workday system, your supervisor will not be entering your time. An Agency Closing will become PAY ONLY – no compensation time given. Holiday Pay will have options for employees – comp time – or pay – or a combination. In Sarah McComb's email dated 12/3/18 for the pay period ending January 6, 2019 (the last pay period in the current systems) all time MUST be submitted & approved by **3:30 pm on January 4th**, if you normally work the weekend, put down your scheduled hours. If the hours listed change, we will make the corrections in the Workday system once it goes live. A Workday Command Center will be available for those who need assistance with the Workday application. At this point, please visit the Workday website (workday.hr.virginia.edu) and review the training available. No one can do anything in Lead@ now. Over the holidays, Sarah/Elsa will be checking their emails/voicemails frequently and therefore relay any information to FM employees on updates in a timely fashion. As this holiday season results in multiple days of University closure, our HR Business Partners, Sarah McComb and Elsa Sherrill, will be checking email & voicemails over the break if there is an emergency. Employees can also contact the HR Solution Center at 434.243.3344.

2. Project Services: (Mr. Stanis):

- a. **Salt Spreader Shed** – work has started; broke ground today. A request for a **new path** (with stairs behind the Landscape Shop toward the shed (up the hill from NRAO) was over budget; looking into another option in order to make it easier to fill the diesel tank. JR Richardson asked about the Wash Location – by the two dumpsters. There will not be a roof at the location but we've engineered the drain to allow for sanitary drainage – a vacuum will be included.
- b. **Stripping in the FM lower level continues** – the remaining yardwork is scheduled to be completed in Spring 2019.