



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT: Employee Council Meeting
DATE: February 28, 2018
ATTENDANCE: Molly Shifflett, Chair; Kevin Lawrence, Vice-Chair; Jennifer Watson; Mira Macakanja; Keona Loving; Joe Gitz; Robert Bishop; JR Richardson; AJ Young; Todd Stroupe; Christine Alencar; Paige Herndon
MANAGEMENT REPRESENTATIVE: Mark Stanis, Director
PROJECT SERVICES: Project Services
GUESTS: Elsa Sherrill, HR Business Partner; Mike Payne, Associate Director, Maintenance; Rona Rose, Safety Representative
DATE PREPARED: 02/28/19

The meeting convened shortly after 12:00 Noon.
December 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 has been launched - as of 3/1/19 we have been using it for two months. 2018 Self Evaluations: Elsa reminded everyone to complete their self-evaluations, then send to your supervisor and then manager... we will then have a calibration meeting in mid-March. JR Richardson asked if the HoosWell gift card could be taken at Cavalier Computers and/or the Bookstore...Elsa will check into this. Elsa reminded everyone you can sign up for the March – May Spring Challenge. Keep your eyes out for the Fall Challenge... a Fitbit is not mandatory to have. If you have a Health Assessment performed HoosWell will give you \$100; if you see a doctor for your annual wellness check, you will receive \$200. No confirmed statements on salary increases have been issued. There are approximately 20% Classified employees @ UVa versus University Staff. For Workday purposes, JR Richardson asked what the difference is when it comes to spouses who work on the Medical Center side – Elsa explained Medical Center employees do not use Workday but Kronos for time tracking. Career Path – this is still ‘on the table’ – looking to revamp the program. If a non-exempt, designated employee works on an Agency Closing the employee will get paid for time worked & the Agency Closing. Employee Comments on Workday: ‘I like being able to schedule time off in advance.’ It was discussed how to change your Workday photo. At this time, you cannot make that change. Mike Payne asked about the different icons for Time and Absence and the difference of how it shows up on a phone versus a desktop... Cheat sheets would be helpful. We cannot change the titles of the applications at this time. Keona Loving reported it was confusing entering data when she used a Volunteer Day but used only specific hours of that day... When taking any time off, you can change the quantity of hours by choosing ‘Edit Quantity per Day’ on the request absence page before submitting to your supervisor. ‘Why so many emails?’ Please click on your Picture from your homepage, choose My Account – Change Preferences. You will find the email notification changes at the bottom of the page. Educational Benefits – this category can be found on the Request icon. Accrued Time – can still be viewed by changing the Available Balance to whichever day you would like to see... it shows how much time you are earning.