



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: August 28, 2019
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
John Quinn Mira Macakanja (*absent*)
Keona Loving Joe Gitz
Jon Tolbert JR Richardson
AJ Young (*absent*) David Morgan (*absent*)
Christine Alencar Paige Herndon

MANAGEMENT Mark Stanis, Director
REPRESENTATIVE: Project Services & FP&C
GUESTS: Sarah McComb,
Senior HR Business Partner
Elizabeth Campbell,
Training & Development Senior Specialist

DATE PREPARED: 8/28/19

The meeting convened shortly after 12:00 Noon. June 2019 minutes stand as being approved. **Introduction of members present.**

OLD BUSINESS:

- **Soda Pop Top Drive** – if you need a container for your soda pop tops, please see Molly. This is an ongoing drive.
- **Advocacy Committee Tuition Update from June 2019 Minutes:** Education Benefits will cover the cost of tuition (this does not include the cost of books)...see further explanation of Education Benefits below.

The program offers two options - Tuition Benefit or Professional Development Benefit, described below. A maximum of \$4,360 is available for use between the two benefits per calendar year (January – December).

TUITION BENEFIT: The Tuition Benefit is applied to for-credit coursework toward a degree or academic certificate program. Coursework must be completed at an accredited educational provider (see Forms section below for list of accredited schools). Tuition is calculated using in-state tuition rates (where applicable), regardless of your residency status, and is based on the current tuition rate at the time of your request. Up to the full \$4,360 may be used for tuition toward a degree seeking program.

PROFESSIONAL DEVELOPMENT BENEFIT: The Professional Development Benefit is available for use on job or career-growth related offerings relevant to your current job. The offerings must be provided or sponsored by a recognized provider of professional development experiences. 1) Up to \$2,000 may be used for professional development, including classes, certification training, and conferences. This leaves \$2,360 to be used toward the Tuition Benefit if you also choose to pursue a degree or certificate program. 2) Departments may choose to offer additional educational benefits through departmental funding. With approval, you would submit the School/Unit/Department funding request and provide both the PTAO of the School/Unit/Department and your supervisor's computing ID.

'Continuous Improvement Taskforce' Update: Elizabeth Campbell updated the Committee on the Taskforce. Based on nominations rec'd from Mini Town Hall meetings earlier this year, a group of approximately 50 Change Champions have been identified. On August 20 the Change Champions met @ Morven to discuss employee feedback from the mini town hall meetings & their themes – Consistency, Collaboration, Messaging, Mission, Integrity, Advancement, Development & Determination. Each change champion was assigned to one theme or 'team' & the teams were given a packet which included all employees' comments. Once the data was broken down, the question of 'where can we impact change' was discussed among each team. All teams are continuing to meet & submit proposed projects to the Steering Committee. Examples of these teams @ work include: A Messaging Committee was established who are following up on when FM ALL emails are sent. The Mentoring Program is also expanding beyond in the Apprenticeship Program in September.

NEW BUSINESS:

1. Human Resources (Ms. McComb):

- **Open Enrollment** – for FM employees - will be having presentations on **September 24** (2-3pm) and **October 8** (8-9am) in the **FM Lunchroom**. **September 26 @ 7am & 2:30pm** is scheduled for HSPP employees to attend in McKim Hall / Sandridge Auditorium.
 - **We encourage employees to give special thought to their health care needs** – it's an investment opportunity; Health Savings Accounts were discussed and encouraged.
- **Hoos Well** – information on the Fall Fitness Challenge will be forthcoming in the near future...the HR website is currently being updated.
- **Stand-by Pay:** Per Sarah, we periodically review premium pay types & it appears UVa is compatible with the market's figures.
- **On-Call:** Kevin asked if an employee can claim On-Call Pay while talking on the phone to address emergencies if they can troubleshoot w/o coming in. Sarah stated that based on the business need being addressed, if the non-exempt employee is actively engaged in work while on the phone the employee's time should be considered for hours worked. Employees who are receiving on-call (stand-by) pay may occasionally answer a brief call of a few minutes & then more lengthy calls should be accounted for in 15-minute increments of time worked. Managers & employees may consult w/HR to ensure compliance with FLSA.
- **Immunization Changes Coming** – Kevin asked about the update. **The Employee & Manager will be responsible to comply with the policy...Compliance and Enforcement. Per Sarah, employees have time to ensure compliance, and afterward, an employee may be subject to disciplinary action for not following the policy...medical & religious exemptions may be requested as appropriate. The following was stated in the June 2019 minutes from Elsa Sherrill:** Ms. Sherrill stated some FM employees (identified by FM leadership based on work locations) will be receiving an email by mid-July concerning **Immunize UVA**. Impacted employees have to be compliant by June 2020. **Immunize UVA** will be checking State records – not health records only immunization records. Employees are responsible for obtaining their records if they are not available to be verified through state records. If you are not in compliance, you will be contacted. If you go thru WorkMed you will not be charged for the services; if you go thru your doctor, you will have to pay the copay. This applies to Medical Center employees now. FM employees who work in the Hospital areas will need to be compliant - Open Clinics will be made available in order to get immunized.

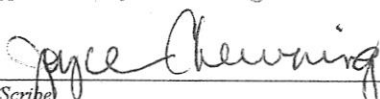
2. Project & Construction Updates: (Mr. Stanis)

- The **Bond House** project (on Brandon Avenue) was able to open on time due to over 100 FM employees' dedication. *Mark said he wanted to personally thank those employees who worked on the project to make its opening possible...* FM is very fortunate to have the talent to be able to accomplish what we did!
 - **FM Lower Level Yard: Phase 2** is complete. We are enforcing parking – a hangtag or dashboard pass are required to park in the lower parking lot area now. We will have 3-4 more parking spaces available when the telephone poles are relocated. **Phase 3** will take place at the Landscape and Drain area; will start work September 9th. Work on the **Wash Booth** area will start after the drain work is complete.
 - We are getting pricing to do the **pedestrian walkway to Alderman Road**.
 - **E-1 Parking:** Paving will be done August 30 – September 1. Due to this work, this will add 7-9 spaces since the spaces will be angled versus parallel.
 - **Upcoming Construction Projects:** Musculoskeletal, Ivy Corridor, Brandon Avenue, Upper Class Housing/Phase II, Campbell Hall Renovations, and the Hotel/Data Science School (where the Cavalier Inn was); As of February 2020, the Ivy Corridor will include a 'Daylight the Stream' concept but no pond – typically this will be a runoff to include plants. The Ruppel Drive is being re-designed. Cobb Hall (back side) will be renovated.
 - **Picnic Tables in front of the FM Maintenance Shop:** Paige asked if the 3 tables could be relocated or removed due to smoking-related issues at the location. Mark stated we can add new signage. Discussion was held that we have a policy and the rule needs to be enforced.
 - **Shorts:** JR asked if there was an update on the recent Town Hall meeting about wearing shorts. The Uniform Committee (Bree Knick/June Bates) is looking into this issue; **Mark will touch base with them**. He stated no decision will be made this year; it will take input from OH&S, etc.
3. **Employee Council Attendees:** Christine asked if anyone other than the selected representatives can attend Employee Council meetings. It was stated the Committee is comprised of elected officials annually and that if any elected member is not able to attend a meeting they can send an alternate within his/her divisions they represent. The FM website has information on the Employee Council as well for suggestions, comments, etc.
4. **Election of New Chair / Co-Chair** – Elections were held – **New Chair is JR Richardson** and new **Vice-Chair is Kevin Lawrence**. Congratulations to you both!

Our next regularly-scheduled meeting will be held **Thursday, October 31, 2019** in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.


Chairperson
(EC August 28 2019)

9/3/19
(Date)


(Scribe)