



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT  
EMPLOYEE COUNCIL  
MINUTES

SUBJECT: Employee Council Meeting  
DATE: **December 6, 2019**  
ATTENDANCE: J.R. Richardson, Chair Kevin Lawrence, Vice-Chair (*absent*)  
John Quinn Mira Macakanja (*absent*)  
Keona Loving (*absent*) Joe Gitz  
Jon Tolbert (*absent*) Molly Shifflett  
AJ Young David Morgan (*absent*)  
Christine Alencar (*absent*) Paige Herndon (*absent*)  
MANAGEMENT Mark Stanis, Director  
REPRESENTATIVE: Facilities Planning & Construction and Project Services  
GUESTS: Elsa Burnette,  
HR Business Partner

The meeting convened shortly after 12:00 Noon. October 2019 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 (Mrs. Burnette):**

(TIME SENSITIVE)  
**Payroll Deadlines for Holidays**

**Payroll Deadlines:**

- Biweekly Pay Cycle 12/9-12/22 must be entered/submitted by employees and approved by managers by **Thursday 12/19**.
- Monthly, December Pay Cycle has an entry and approval deadline of **Wednesday 12/18**.

**Base/Living Wage – Community Resource Office Hours:**

UVA's Base/Living Wage initiative will be implemented in January, affecting benefits-eligible University and Classified staff earning up to \$16.25. To support impacted employees, particularly around the financial implications and navigating supplemental resources, we have coordinated office hours on site with Stuart Munson, Community Resource Specialist, as follows:

- **Thursday, 12/12**, 8:00 am – 12:30 pm – Skipwith, Lower Level Small, Room 014
- **Wednesday, 12/18**, 1:00 pm – 5:00 pm – Skipwith, Lower Level Small, Room 014

- 2. Immunization UVa UPDATE** – it has been reported that 100 (of 300 employees) are being asked to get their flu shots as soon as possible. If you are a Medical Center employee, it is mandatory you receive the flu shot – or – either get exemption status for medical or religious reasons. Employees who are impacted must be compliant by June 2020. If you were born in Virginia, and you are missing an immunization, you will be notified of such. FM employees who work in the Hospital areas will need to be compliant.
- 3. School/Volunteer Leave (16 hours/year)** – This is a ‘rolling’ benefit – not a payout. You can ‘use it’ or ‘lose it’ and you will receive time back on your books by 12/23/19. Discussed the issue of an employee wanting to take an exam during the workday – Mrs. Burnette stated there are options – for instance, you can adjust your work schedule to accommodate for the exam period with supervisor approval.

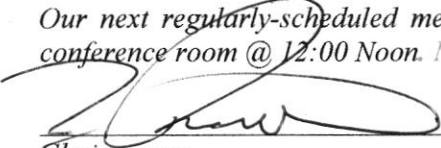
4. **Monday, December 23, 2019** – you can ‘date track’ to see your Use or Lose balances for 2019.
5. **Family Medical Leave Act (FMLA)** – *FMLA is unpaid time off* - Employees need to be on approved FMLA leave in order to receive leave sharing donations.
6. **Alcohol:** If you ever suspect an employee is intoxicated, notify his/her supervisor (or HR) immediately.
7. **Driver’s Permit:** If an employee does not have a Driver’s Permit, he/she cannot operate a State vehicle!

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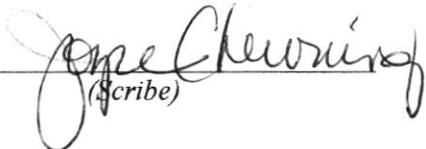
**1. Project & Construction Updates: (Mr. Stanis)**

2. **FM Lower Level Yard - Final Phase** - Complete except for stripping.
3. The **pedestrian walkway to Alderman Road** - GIF Committee has met & toured the site – FM is hopeful for a final approval.
4. **FM Lower Level – Cold Air @ Doorway:** When the lower double doors are opened there is very cold air coming in – looking into a solution.
5. **Upcoming Construction Projects:** Alderman Library starting up work in January 2020.
6. **Seven Society “Thank You”:** The Seven Society would like to say ‘thank you’ to FM – an email is forthcoming highlighting details for Wednesday, December 18<sup>th</sup>.
7. **Crosswalk Solution @ Monroe Hall** – The GIF Committee (if approved) will install ‘smart gates’ from the Chapel to Clark Hall areas. Raised crosswalks will be installed – new one at Poe Alley. A three-way stop will be going in at Garrett Alleyway, plus a raised crosswalk.
8. **Friday, December 13, 2019 – FM Deck the Halls (Decoration Competition).**
9. **Thursday, December 19, 2019** – Shop Luncheon – we will have Fried Chicken & Smoked Ham as our main entrees. Approximately 160 employees came to the luncheon last year. This year, the lunch will be served in the lunchroom area. OPEN TO ALL TO EITHER PAY OR DONATE \$\$\$...see Brenda Buttner or Teresa Dillard.

*Our next regularly-scheduled meeting will be held **Thursday, February 27, 2020** in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.*

  
 Chairperson  
 (EC December 6, 2019)

12/12/19  
 Date)

  
 (Scribe)