



Facilities Management

UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT: Employee Council Meeting
DATE: February 27, 2020
ATTENDANCE: J.R. Richardson, Chair (absent) Kevin Lawrence, Vice-Chair
John Quinn Mira Macakanja
Keona Loving Joe Gitz
Jon Tolbert Molly Shifflett (absent)
AJ Young David Morgan (absent)
Christine Alencar Paige Hemdon
MANAGEMENT Mark Stanis, Director
REPRESENTATIVE: Capital Construction & Renovations
GUESTS: Elsa Burnette, HR Business Partner Jennifer Watson, User Experience & Engagement Manager

The meeting convened shortly after 12:00 Noon. December 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:

Human Resources (Mrs. Burnette):

- 1. Performance Management Evaluations – evaluations should be with your managers at this time. On Monday, March 2, an email will be distributed on goal setting for 2020 with complete instructions. Presentations can be arranged.
2. Hoos' Well Challenges: An email will be distributed explaining this program...starts March 2, 2020 (Spring Physical Activity Challenge Start) https://hr.virginia.edu/new-ways-earn-rewards-hoos-well-2020. The table below lists healthy activities currently planned for 2020 and associated rewards.

Table with 3 columns: Healthy Activity, What You Need To Do, Reward. Rows include Health Assessment (\$100), Annual Well Check (\$200), Physical Activity Challenges (\$50), RedBrick Journeys@ (\$50 each), Mindfulness Challenge (\$25), Emotional wellbeing seminars (\$25 each), Financial well-being webinars (\$25 each), Flu Shot (\$25).

- 3. If you cashed out your Hoos' Rewards for a gift card – please remember to use them – they have an expiration date.
4. Apprenticeship Program – online applications are being accepted until March 13th. Interviews will start by the end of March.
5. Pay Structure: Joe Gitz inquired about possible pay gaps as far as restructuring is concerned. A 'construction title' gap is probably what was discussed earlier – Job Titles and Structures (in general) are being looked at by HR. The Board of Visitors (BOV) will have decided on possible salary raises this spring. Elsa stated (concerning merit increases) if there are no such increases given, the next cycle would be for the following calendar year. FM's timeline is from the calendar year January – December. Calibrations will be discussed in mid-March.

Project & Construction Updates: (Mr. Stanis)

- 1. COVID-19 (Coronavirus) Update: Please Wash your Hands! Please review J.J. Davis's email dated 2/27/20 about the latest concerns if traveling during Spring Break. If an employee starts to feel bad, (especially if you are running a fever) please do not come to work – go see your doctor – if you cannot be seen at the WorkMed location on Arlington Blvd., employees can go to another branch location called Riverside Urgent Care – Route 29 North.
2. FM Lower Level Yard - Final Phase - The lower parking lot area is complete except for the Truck Wash area. Pavers between Skipwith and the Maintenance Shop buildings were removed & replaced with concrete. FM's lower parking spaces for visitors is being enforced. Visitors must come inside the building to see one of the Service Desk reps to get a hangtag

for their vehicle during their stay... this feature keeps the traffic under control especially when FM vehicles are coming/going to and from the building.

3. **The pedestrian walkway to Alderman Road along the Astronomy building** – the walkway will be stripped.
4. **Name Change:** Facilities Planning & Construction and Project Services are now one consolidated department - Capital Construction & Renovations (CC&R). Any construction concerns need to be addressed to either Teresa/Glenda. Our website is also being changed to reflect our new name change.
5. **Upcoming Construction Projects:** Emmet/Ivy area will be having more action in the Spring/early Summer 2020. McCormick Road area will see more activity this summer as well as pedestrian safety measures implemented.

NEW BUSINESS:

HR Performance – it was questioned if the entire HR performance structure is being looked into. John asked why the Goal area's information isn't archived. Elsa explained Workday includes itself in the evaluation process... three minimum and three maximum goals are required. Discussed the "complete" and "in progress" concept. You can go into your performance tab (after you have met with your supervisor) and choose whatever goals you want to archive. If your goals are similar each year, add a comment to the section to look at Year 2018 (for example) for further clarification. All goals need to add up to 100. It was suggested more specific instructions need to be added to certain categories... i.e. 'waiting' goal... managers have the right to change your 'waiting' category. *Next year, the waiting goal option will show up at the beginning of the evaluation.*

\$15/Hour Minimum Wage: The University of Virginia raised its base wage for employees (sometimes called a living wage), effective January 1, 2020. This includes full-time & part-time benefits eligible employees in the Academic Division, Medical Center and UPG. *This also includes contractors (i.e. Aramark) but excludes temps/wage/students.* Most employees are already at the \$15/hour rate.

Shoes: If the Red Wing shoe truck does not have a specific shoe can an employee go to the Red Wing store on Pantops?
UPDATE: Shoe vouchers (obtained from the OH&S office) will work at the Pantops store, which is very convenient for shift workers who are unable to be at FM/HSPP when the truck is on site. Employees can go on personal time to the store, but also the truck can bring any styles available from <https://www.redwingsafety.com/safety-boots> with enough notice.

ReUse Store – Some employees appear to be abusing time spent at the store as opposed to their 15-minute break and 30-minute lunch. If employees are spending time there on their personal time, it's a management issue.

Personal Cell Phones: Discussion was held concerning employees using their personal cell phones for work-related issues. Possible other communication options were discussed. If anyone has specific issues they feel they need to discuss in depth, please contact Elsa at ek19j@virginia.edu. Touch-down spaces were discussed. *Elsa will discuss this issue further with management officials.*

Service Awards: It appears some employees have never received a service award/certificate since they've been here. If you know of any employee in this situation, please contact Elsa with the employee's name and she will look into it further.

Crosswalk on Alderman Road across from the Catholic Church: The crosswalk appears to be a problem for some employees crossing in that area. **UPDATE:** *OH&S will check with the City as well as the Bicycle Pedestrian Advisory Council on what can be done.*

Our next regularly-scheduled meeting will be held **Thursday, April 30, 2020** in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.



Chairperson
(EC February 27, 2020)

(Date)



(Scribe)