



# Facilities Management

## UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT EMPLOYEE COUNCIL MINUTES

SUBJECT: Employee Council Meeting (*Zoom Meeting*)  
 DATE: **October 5, 2020**  
 ATTENDANCE: J.R. Richardson, Chair Kevin Lawrence, Vice-Chair (*absent*)  
 John Quinn Mira Macakanja (*Retired 9/1/20*)  
 Keona Loving (*absent*) Joe Gitz  
 Jon Tolbert (*absent*) Molly Shifflett  
 AJ Young (*absent*) David Morgan (*absent*)  
 Christine Alencar (*absent*) Paige Herndon (*absent*)  
 MANAGEMENT **Mark Stanis**, Director  
 REPRESENTATIVE: Capital Construction & Renovations  
 GUESTS: **Elsa Burnette**,  
 HR Business Partner

The meeting convened shortly after 12:00 Noon. August 2020 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:**

Open Enrollment for 2021 –	<a href="https://hr.virginia.edu/benefits/oe2021">https://hr.virginia.edu/benefits/oe2021</a>
<u>OCTOBER 5<sup>th</sup> – OCTOBER 16<sup>th</sup></u>	<b><u>NO CHANGE IN MONTHLY COST or DEDUCTIBLE</u></b>

**Even if you do not want to make any changes to your health, dental, or vision plans, you still need to re-elect the FSA and HSA programs for 2021 during Open Enrollment. 2020 elections for FSAs and HSAs will NOT automatically carry over to 2021.**

**If you would like to change your benefits, navigate to the Open Enrollment pages on the right sidebar of the link above for additional details. When you're ready, make your changes in Workday October 5 – 16<sup>th</sup>.**

### ***Below are things to review and/or change during Open Enrollment:***

Modify medical, dental, vision benefits, (if desired)

Add or drop dependents, (if applicable)

Adding a spouse or dependent requires documentation confirming their relationship to you, to be submitted in order for your Open Enrollment change request to be approved

Adding a spouse also requires spousal affidavit to be completed before finalizing your benefits elections

Confirm home address, phone number, & social security numbers for dependents in Workday Elect/waive Health Savings Account and Flexible Spending Account –

**2020 elections for FSAs and HSAs will NOT carryover to 2021. You must re-elect the FSA and HSA programs for 2021 during Open Enrollment.**

Confirm or change beneficiaries for life insurance

Print elections once submitted in Workday, or save as PDF

### **Changes and Benefits:**

UVA offers a variety of benefits options, enabling you to customize your benefits to meet your unique needs. *The benefits you choose in Open Enrollment will take effect on January 1, 2021.*

Benefits are a part of the Total Rewards package UVA offers that not only addresses your health and wellness needs, but also supports you holistically and values you as a unique individual.

### **Prescription Drug Program Changes:**

Aetna will replace OptumRx as the prescription benefit manager. This means you have one customer service phone number to contact for questions or support; *one ID card to show when receiving health services and getting prescriptions filled; and one personal health record on Aetna's website to find all your medical and prescription drug expenses when evaluating your future health care needs. (ONE CARD FOR BOTH PRESCRIPTION and MEDICAL)*

Visit the [Prescription Drug Program 2021](#) webpage for additional information and changes

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**Staff/Senate** - No plans for an early buyout.

**Return to Grounds:** <https://news.virginia.edu/content/uva-outlines-return-grounds-plan-fall-academic-semester#:~:text=UVA%20also%20launched%20a%20%E2%80%9CReturn%20to%20Grounds%E2%80%9D%20website.site%20will%20be%20an%20evolving%20hub%20of%20information>. Students will leave for Thanksgiving holiday and will return to Grounds 2021. Most of the Residence Halls will remain open until the Winter break.

**Hiring Freeze: (No changes)** Departments with critical business needs may work with their management team and HRBP to determine if a posting exception will be made.

**Replacing Gas Line in the lower FM parking lot area** – this line feeds the entire mountain areas above FM. There are no plans to dig up the existing concrete. We are looking for an alternative route.

**McCormick Road** – new 4-way ‘Stop’ sign to be installed at Garrett Hall intersection.

**Bollards** – employees ‘out and about’ please remember to be alert and replace ones that are missing.

**On-Grounds Status** – employees are considered ‘On Grounds’ walking to and from work from their vehicle – therefore, face masks should be worn while On Grounds.

**Carr’s Hill Field** – we are waiting on leadership approval.

**Use or Lose: REMINDER** – for University Staff ONLY – "The carry-forward limits for UStaff Leave are increasing by 80 hours for 2020. This one-time change was announced earlier in the year.

University Staff who have use-or-lose leave over their 2020 carry forward limit with the additional 80 hours, will receive a pay-out of 50% of their remaining use-or-lose balance on the January 8, 2021 paycheck. To be eligible for the pay-out, employees must have used a minimum of 10 days of leave during the 2020 leave year, which ends on December 20."

**NEXT MEETING:** November 18, 2020 (11am) Zoom Meeting.

JR Richardson /jc  
Chairperson (Date)  
10/13/20

Joze Cheuring 10/13/20  
Scribe (Date)