



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT: Employee Council Meeting (*Zoom Meeting*)
DATE: **December 4, 2020**
ATTENDANCE: J.R. Richardson, Chair (*absent*) 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 Paige Herndon (*absent*)
MANAGEMENT **Mark Stanis**, Director
REPRESENTATIVE: Capital Construction & Renovations
GUESTS: **Elsa Burnette**,
HR Business Partner

The meeting convened shortly after 2:30 pm. October 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:

Health Plan Pharmacy Benefit:

Starting January 1, 2021, UVA's Health Plan Pharmacy Benefit is switching to Aetna. This will bring enhanced services, aligning both the Health and Pharmacy benefits under a single administrator.

With just weeks before it is effective, please take time to review the Prescription Drug Program 2021 website to understand upcoming changes to:

- Covered drugs from 2020
- Seasonal and preventive vaccination coverage
- Maintenance drugs for chronic conditions - 30- vs. 90-day supplies
- Where to fill your prescriptions - UVA, CVS, or other pharmacies

Employees on the health plan, and especially anyone taking regular/maintenance medication(s), should review the action items listed online that you may need to take before January 1 to ensure there are no delays when it's time to refill.

Finally, take advantage of the **Pharmacy Benefit Town Hall scheduled on December 14 from 12:00 – 1:00pm**. To participate, please register here.

For questions regarding pharmacy and other benefits, please contact the HR Solution Center at askhr@virginia.edu or call 434.243.3344.

EMAIL FROM J.J. WAGNER DAVIS:

FROM: Jennifer (J.J.) Wagner Davis
Executive Vice President and Chief Operating Officer

Dear Colleagues,

In partnership with the Staff Senate, I am pleased to invite you to participate in a Town Hall session for Academic Division staff to discuss how things went this fall and seek feedback as we plan for the spring. President Jim Ryan will join us, along with Senior Vice President for Operations Colette Sheehy, COVID-19 Response Chief Medical Advisor Mitch Rosner, M.D., Assistant Vice President Pace Lochte, Interim Chief Human Resources Officer for Operations John Kosky, Executive Director of the Equity Center Ben Allen, and Staff Senate Co-Chair Kristie Smeltzer. The program is scheduled for **Monday, December 7 from 1- 2 p.m.** and will include time for Q&A.

The event is limited to 3,000 participants; you will receive a unique webinar link upon registration. The session will be recorded and made available for on-demand viewing.

Please use your primary UVA email address to register using the link below. You may submit questions through the registration form and during the live event.

[Register for Staff Town Hall, Monday, December 7, 2020 from 1-2 p.m.](#)

I am deeply grateful for your hard work and dedication throughout this challenging time and year-round.

FM - COVID-19 Asymptomatic Prevalence Testing Kits: Mark Stanis reported hundreds of test kits have been distributed to FM employees. Within the last three weeks, 260 test kits have been distributed – if you need a kit, please contact Teresa Dillard at 434.243-0366 or 987.8247 or by email at tw5g@virginia.edu. We have a limited number of test kits, but as long as supplies last FM employees are eligible to get a test kit every week through the end of the year. Kits will not be delivered.

EMAIL FROM COLETTE SHEEHY (email dated December 3, 2020):

Building Access and Temperature Setbacks from Dec. 12 - Jan. 31:

Between the conclusion of exams and the end of January (December 12 - January 31), buildings will be accessible only with authorized identification card or key. Additionally, temperature controls will be adjusted for reduced building use. Staff will make appropriate modifications to these plans to accommodate programs that begin earlier than February 1.

Building Access

Current UVA ID cards have an embossed Rotunda and text printed beneath the magnetic stripe. If you have an older ID card or your card has been damaged and is no longer working in contactless readers, schedule an appointment with the University ID Card Office to get a replacement. If you need access to an interior door that is operable via a smartcard reader, please contact your facilities coordinator. They will work with Access Controls staff to address your needs for interior access. Deliveries and special circumstances should be arranged with the facilities coordinator.

Temperature Setbacks

Facilities Management will work with facilities coordinators and managers to implement temperature setbacks during the extended winter break. This strategy was very successful last spring and we would like to take advantage of the reduced population on Grounds during this period to conserve energy, support our sustainability goals, and save money.

If you have questions or concerns about building access or temperature setback actions, please contact the Facilities Management Service Desk at 434-924-1777.

Vacuuming FM Lower Lot – (Early January 2021) – we have plans to vacuum the lower permeable concrete area – this will be routine maintenance.

Project Workload for 2021: Mark reported workloads are somewhat down now and going into December/January. However, we are optimistic that going into the new year we will see a desire from departments for projects to start up.

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.

Self-Evaluations: Ms. Burnette reported self-evaluations have been launched. Employees will need to have their evaluations completed by *January 15, 2021* – when entering data on the evaluations, employees should write in narrative style. More detailed information to follow.

Pharmacy Changes for 2021: See the following link for detailed information about changes for 2021. https://hr.virginia.edu/benefits/prescription-drugs/rxprogram2021?j=881950&sfmc_sub=7201951&l=10036_HTML&u=14350471&mid=100014523&jb=0

For employees with prescriptions with a 90-day supply (long term drugs), they will need to go to either UVA Pharmacy or CVS. You have the choice to OPT OUT of that choice if you prefer.

For questions regarding pharmacy and other benefits, please contact the HR Solution Center at askhr@virginia.edu or call 434.243.3344.

Payroll Processing Deadlines: For paychecks to be paid on 12/24/20, Elsa reported biweekly time must be entered no later than **12/16/20**. *Even if you plan to work beyond 12/16, you must enter that time if you plan to work from 12/16 thru 12/20.* However, if that changes after your entry, adjustments can be made. **Workday** also has a place on your dashboard for such an entry.

- **DECEMBER:** Monthly payroll for pay date 12/31/2020: Data entry deadline is December 17.
- Bi-Weekly payroll for pay date 12/24/2020: Time entry for December 17 – December 20 should be estimated and entered by December 16 at 5pm
- For more information, visit the **UVA Payroll website**

NEXT MEETING: February 4, 2021 (Zoom Meeting).

 12/11/20
Chairperson (Date)

 12/11/20
Scribe (Date)