

FM Employee Council Meeting Minutes: April 15, 2021

Attendance:

Elsa Burnette (HR), Mark Stanis (FM Leadership), Christine Alencar, JR Richardson, Jess Wenger, AJ Young, Molly Shifflett, Joe Gitz

Agenda:

1. First 30 minutes: Updates from and questions for leadership (via Mark Stanis) and HR (via Elsa Burnette).
2. Additions to bylaws
3. Elections
4. DEI Facilitator database: sign up!

Stanis updates:

- CC&R requiring weekly COVID testing to keep infection rates down
- Parking day passes available for the E-lot. Breakeven is 2.5 days. If you need more parking than 2.5 days a week, consider getting an annual parking pass.
- Vaccination card is considered private health information. If requested for verification by manager, you can show in person or over zoom. Do not send a photo via text or email.
- Will defer to General Council and HR as to whether vaccines will be mandatory. Hampton University (private) requiring vaccines as of 5/31. UVA Health makes policy for their building (traditional flu shot is required), so can require Academic staff to comply. If there are requirements it might be based around their requirements. Hoping for more clarity over the summer.
- Facilities is "well-seen" around grounds. No matter your personal beliefs, be mindful that people see FM employees who are not compliant with COVID work guidelines (masks, 6 feet distance, etc.). Please remind your divisions to adhere to best practices
- Maxine's last day is tomorrow. Has been with FM for 33 years and with UVA for 42 years.

Burnette updates:

- Do not send photos of CDC vaccination cards
- Performance management for 2021 starting soon.
- Agency closings are not holidays and are therefore not eligible for comp time
- Question – if you have a dependent that gets married, are they able to stay on your insurance until 26? The dependent can stay on your insurance plan until they turn 26, even if married. However, the new spouse cannot be covered on your insurance.
- Merit Increases, we expect to hear more soon. Still no final word.
- Hiring freeze status: depending on the need, managers can gain internal approval which then goes into Qualtrics form for the EVP to approve. Expected to improve in the new fiscal year starting July 2021.
- Has discipline been given to individuals who have not been complaint with COVID work policies? Failure to follow policy may result in disciplinary action. This is true all policies outlined for employees, standard work policies or health related policies.
- Is COVID relief pay still in effect? 2021 – each employee has 80 hours of PHEL. Can be used to go get a vaccine; to take sick leave for reactions to vaccines; to care for a loved one with COVID; or for you to recover from COVID). PTO would be used after the 80 hours runs out.
- End of 2020 showed many employees not using leave; University increased the carry-over limit for the 2020 leave year, into the 2021 leave year (80 hours). If you rolled over 80 hours, this rollover is not planned to be extended to this year. The 2021 leave year ends Dec. 19th.

- Currently, COVID vaccine not required for employees, but strongly recommended for all individuals.
- UVA Health Policy is that employees working in Health System must have flu vaccine; possible that COVID vaccines could follow this pattern
- Currently expecting students to be back for fall 2021

Discussion of new procedures:

- On the call, no suggested changes to proposed new procedures
- Council members in attendance agree to schedule another meeting in one week hoping for increased attendance
- Next meeting will discuss proposed new procedures after which members will vote in favor of or against each procedure put forth.

Facilities Management Employee Council newly proposed procedures, put forth by:

Christine Alencar
John Marshall Richardson
Jess Wenger

on March 25, 2021

New Procedure #1:

Members will serve on the Council for a period of three years, at the end of which members can run once more for a single consecutive term of an additional three years. Members cannot serve for more than two consecutive terms, or a total of six consecutive years. Members who have served two consecutive terms can rerun for a Council seat after a minimum of a one-year absence from Council. If a council member resigns their seat before their term ends, their division will identify an eligible replacement.

New Procedure #2:

Ex-officio (non-voting) contributors to the Council including representatives from Facilities upper management, Human Resources, and other advisory groups, are invited to join the Council for the first 30 minutes of each meeting (or whensoever this business is concluded), after which the Council and Recorder will proceed with business exclusive to voting members of the Council.

New Procedure #3:

One administrator will support Employee Council as the Council Recorder by maintaining current membership data, calling for and receiving nominations each spring, tracking term limits, aiding in elections procedures, keeping meeting minutes at each session, and organizing the Council's annual meeting with the Chief Facilities Officer.