

FM-Employee Council Meeting Minutes
Thursday June 10, 2021

Attendance: Christine Alencar, Elsa Burnette, AJ Young, Joe Gitz, John Quinn, Jane Centofante, Molly Shifflett, Larry Carroll, Randy Campbell, Jess Wenger

Agenda:

1. New Council members, New Staff Senators, New Council co-chairs
2. HR updates
3. Leadership updates
4. New Employee Council members
5. Senate

New Employee Council Co-Chairs:

Christine Alencar (Sustainability, GES, Environmental Resources, Automation)
Randy Campbell (McCormick Road Zone / Central Grounds / Newcomb / North Grounds)

New Employee Council Representatives:

Randy Campbell (representing McCormick Road Zone / Central Grounds / Newcomb / North Grounds)
Larry Carroll (Landscaping / Recycling)
Jon Bruneau (CC&R)

New Staff Senators:

John Quinn (Technology and Innovation)
Keona Loving (Custodial Services)
Larry Carroll (Landscaping / Recycling)

HR Discussion:

- Members of the University are being asked to follow the guidance provided by the University around mask wearing. Vaccinated community members do not need to wear a mask on Grounds, except in certain required areas, such as the Health System, Student Health and Wellness, in saliva testing centers, public transportation, and others. Please review the policy here: <https://uvapolicy.virginia.edu/policy/SEC-045>
- Please be respectful of others and their decisions around vaccination.
- Merit increases are effective July 5th for University Staff (June 10th – Classified Staff). Employees will be able to view their new salaries in Workday starting on July 20th. University Staff employees will be able to see the difference in their pay checks on July 23rd.
- All classified staff receive 5% increase. University Staff receive raises from a 5% pool.
- What is the future of goal setting for employees? Narrative format to continue? Scoring to come back? – Hope to provide more information soon.
- Can we assist individuals who speak English as a second language in setting their narrative goals? Managers should reach out to the UVA translating services found here: <https://uvahealth.com/services/interpretation-translation>. HR can be called on for additional assistance.
- Restrictions have been lifted on Rewards and Recognition program. Program is reinstated but not retroactive. Effective date of R&R relaunch is July 1, 2021.
- Has University considered doing something to recognize essential workers after their commitment during the pandemic? Elsa: not aware of special recognition for front line employees. Elsa and Sarah to take this suggestion / question to leadership. AJ: these are the lowest paid employees. We should

recognize them for their contributions during the pandemic. Vibha Buckingham did a photo feature of frontline employees in fall of 2020

- Return to Work: The University is committed to providing an in-person learning and residential experience this fall for our students. This means that as areas are looking at bringing folks back on grounds, we ask for managers to be thoughtful and consistent in their decisions.

Vaccination Policy: found at <https://uvapolicy.virginia.edu/policy/SEC-045>

Temporary policy modification (effective May 28):

The University is committed to providing a safe environment in which to teach, perform research, work, learn, and study. Because COVID-19 can spread quickly and cause widespread illness and death, in order to protect faculty, staff, students, and contractors (vendors who have a contractual relationship with the University) from potential exposure to this disease, the University encourages individuals to obtain a COVID-19 vaccination and to follow Centers for Disease Control and Prevention (CDC) guidelines and federal, state, and local directives.

Face Coverings: All unvaccinated students, faculty, staff, contractors, and visitors must wear masks at all times when they are inside, except when they are alone and in their own private space (e.g., in an individual office or in a private bedroom or bathroom) or a private space shared with a roommate (e.g., a double bedroom room in a residence hall). Unvaccinated students, faculty, staff, contractors, and visitors must wear masks in shared common spaces indoors. When they are outside, unvaccinated students, faculty, staff, contractors, and visitors must wear a mask *even when they can maintain* a physical distance of at least six feet.

Masks are required by both vaccinated and unvaccinated students, faculty, staff, contractors, and visitors under the following circumstances:

- When in specified areas of the UVA Health Medical Center, clinics, and academic/administrative areas, as indicated in UVA Health guidance (faculty, staff, and contractors should follow the guidance at <https://emergency.healthsystem.virginia.edu/safety-ppe-infection-control/ppe-policy-universal-masking/>; visitors should follow guidance at <https://uvahealth.com/patients-visitors/visiting-patient>)
- When in the Student Health and Wellness Center
- When in saliva testing facilities
- When engaged in any activities involving K-12 students
- When using public transportation (University Transit System)

Everyone should sanitize hands before removing their mask or returning it to their face.

Physical Distancing: Students, faculty, staff, and contractors do not need to maintain six feet or more from others.

Events and Gatherings: To reduce the risk of the potential spread of COVID-19, gatherings and events should be conducted virtually whenever possible. In-person events should be held outdoors if possible, and individuals should follow [CDC guidelines for safe in-person gatherings and events](#).

Visitors to the University: Visitors are allowed on Grounds and must comply with the face coverings requirements listed above.

(Exceptions to face coverings and events and gatherings remain in effect as outlined in the original policy statement below.)

We will continue to monitor 1) public health conditions; 2) federal, state, local directives; and, 3) CDC and VDH guidelines closely and will adjust this policy as circumstances warrant in order to mitigate the spread of COVID-19. Restrictions around gathering in large groups will be reconsidered before the Fall 2021 Semester.

From <<https://uvapolicy.virginia.edu/policy/SEC-045>>

- Return to work: no central guidance. Areas coming up with their own plans. Future of Work committee publishing plan on June 15th or 16th. Asking managers to be thoughtful and consistent with an eye on performance.

NO LEADERSHIP UPDATES-- Mark Stanis unavailable to meet.

Next steps:

- Call Joyce to record her institutional knowledge of Council and what she has assisted with in past years
- Email previous meeting notes to Jane Centofante
- Digitize all Council data / documents / procedures
- Update website ASAP
- Christine to create Qualtrics survey following CC&R election
- Christine to schedule next meeting
- Molly and Joe to onboard new CC&R representative
- Future meetings to have ZOOM link and reserved conference rooms for flexibility. Support for Jess Wenger?

Other updates:

Three new Council procedures were voted on and adopted on Friday, April 23rd, 2021. They are:

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.