# Facilities Management Employee Council Meeting Minutes

Thursday, April 21, 2022

## Attendance

Council members: Christine Alencar, Randy Campbell, AJ Young, John Quinn, Joe Gitz and John Bruneau. Guests: Elsa Burnette, Mark Stanis and Jane Centofante.

## Agenda:

1. Leadership/HR updates
2. Retreat
3. Survey

## 1. Leadership/HR updates

### Mark Stanis, CC&R

* When walking around Grounds, FM staff is encouraged to report anything that looks out of place on a project site related to accessibility, cleanliness, safety, etc. Notify Teresa Bryant or Glenda Walton of issues.
* We want to ensure Grounds look its best leading up to Final Exercises.
* In response to feedback received through Report a Barrier, FM staff needs to avoid parking on sidewalks and/or removing bollards unless absolutely necessary. This is important to keep sidewalks clear for those with mobility issues as well as support prospective student tours.
* If anyone sees an FM Fleet vehicle blocking a sidewalk, Mike Duffy and/or the Service Desk can help identify the owner of the car to notify them to move it.

### Randy Campbell

* Final Exercises will return to its normal schedule over three days – May 20, 21 and 22.
* FM will be supporting the ceremonies on the Lawn (22,000 chairs on the Lawn) as well as all remote sites as well.

### *Question about McCormick Road gates returning to operation (AJ Young)*

### Mark Stanis

* The current gates are obsolete and will no longer be in operation but will be replaced, most likely in slightly different locations (possibly closer to Alderman Road and closer to the Emmet St. ramp).
* UTS stopped going down McCormick Road in 2020 and will no longer use that road. The Free Trolley will continue to use McCormick Rd.
* Grounds Improvement Fund (GIF) program includes some planned improvements to McCormick Rd. including larger sidewalks, raised crosswalks and narrowing of road with the use of planters between the Emmet St. ramp to Alderman Rd.
* Other possible GIF projects include reconfiguring the triangle near UVA Chapel, improving ADA access from Central Grounds Garage to the Lawn and Newcomb Road pedestrian improvements.

### *Question about the return of the FM Shuttle (AJ Young)*

### Elsa Burnette, UVA HR

* The Fleet team had a part-time position open for the shuttle driver, but it has been open many months with few candidates.

### Randy Campbell

* There always has been and continues to be a need for the shuttle, we’ve had staff who use it to get to a jobsite with their tools.

### John Bruneau

* It’s also an accessibility issue, for some people it’s not easy to walk to a location if a vehicle is not available.

### John Quinn

* Even if you reserve a vehicle, there is very limited parking at the Health System.
* Could there be a budget for Uber, car allowance?

### Elsa Burnette

* The HR team can connect with the Fleet team about investigating some options. Reposting the position or possibly changing it to part-time so the shuttle can operate during certain hours could be an option.

### *Question for HR – FM Compensation Analysis email (John Quinn)*

### Elsa Burnette

* There were two messages sent out; one sent to all FM staff to make sure everyone was aware of the compensation increase and one sent to those who received a compensation increase.
* FM in partnership with HR is reviewing market data on salaries within FM.
* FM is committed to continuing to review compensation to ensure we attract and maintain good talent.

### John Bruneau

* Were certain departments/teams identified as way off market?

### Elsa Burnette

* Some groups identified as under market and some over market.
* Due to the departure of many of our hourly trades employees, there was an ask to investigate the market ranges to see if there was a way to retain individuals. Outside companies have been offering sign-on bonuses and that may have contributed to it.
* FM leadership made a call to introduce a flat dollar raise across the board for these trades positions.

### John Bruneau

* Who’s next for raises?

### Elsa Burnette

* Not sure who is “next.” FM continues to review market pay and how that impacts our employees.
* Around 600 folks were impacted with this adjustment, which is about half of FM.
* Adjustment also made for starting rate for apprentices and those within the program.
* Apprentices now starting at $16.50/hr.
* One of the goals is to support retention and reduce turnover.

### *Question for HR – work from home*

### John Bruneau

* Any update on continued work from home? Our department is now 1 day a week work from home, but there is a desire for more flexibility with that.

### AJ Young

* There is a Staff Senate group working on this called the Future of Work. The group is looking at why are we compelled to work in person now if working from home was successful the last two years.
* It’s a very complicated issue.

### Elsa Burnette

* When employees were sent home in 2020 it was out of a necessity to save lives.
* Some roles are not tailored for work from home. Also, for some people it is easier to get in touch with staff members by dropping by their desk versus communicating by phone, email or Teams chat.
* There is a policy in place about working from home, [HRM-012: Workplace Flexibility](https://uvapolicy.virginia.edu/policy/HRM-012).
* We have encouraged managers to think about the reasons why they are requesting someone to work in person. Maybe there is a separate issue to be addressed with the individual.
* Working remotely does have a potential impact on engagement, collaboration, and availability.
* In the end it is management’s decision about how they want to run their team, although there is ability to request an accommodation.

### John Quinn

* Decisions ultimately made at supervisor level.
* I could see a change happening at UVA if it is made at hiring level when applicants are requesting to work from home.

### Elsa Burnette

* Across the workforce, companies are beginning to see people who are resigning if they can no longer work from home.
* Will look out for updates from the Future of Work committee.
* There are some positions within FM that will continue to be defined as hybrid.

### Joe Gitz

* There is a desire for more flexibility of the number of days/times working from home.

### Christine Alencar

* Working from home also brings up issues with equity in workplace, people trying to juggle childcare or if they must keep a child home from school.
* There is research/data to support the benefits of in-person collaboration.
* Suggest giving support to assist supervisors/managers with evaluating employees’ remote work needs and flexibility.

### Elsa Burnette

* The HR policy outlines a review process for remote work situations. The level of leadership involvement depends on department.
* Salaried employees can flex their work hours and schedule, but federal laws regarding nonexempt hourly workers restrict the ability for those positions to adjust their schedules without shift pay or overtime implications.

### John Quinn

* I like the idea of offering incentives to those who work on Grounds such as free access to cafeteria or gyms.

## 2. Retreat

### Christine Alencar

* Employee Council retreat is set for Thursday, May 198:30 a.m.-1 p.m. in Skipwith upper-level large conference room.
* Opportunity for council members to discuss what has been done over the past year and what would like to do in the next year.
* Organizational discussions surrounding terms ending and upcoming elections to take place in June.
* The council will review reports created by John Quinn to evaluate current council representation numbers and grouping of departments to be represented under each council member.
* Delegation of all tasks to prepare for elections and other council support.

## 3. Survey

### Christine Alencar

* Instead of creating content for a survey, the council will just offer ourselves up as facilitators to support any new survey to come out of the Continuous Improvement Task Force.

### Randy Campbell

* We are offering help to deploy the survey so we can meet with our people.
* The Continuous Improvement Task Force recently met with Christina Morell, UVA associate provost for institutional research & analytics.

### John Quinn

* Consider the equity of the survey and the existence of survey burnout from too many surveys.
* Importance of consistency. If there is an annual survey it should include the same questions every year.

### Randy Campbell

* There were a lot of good takeaways from the previous Continuous Improvement Task Force survey that were not communicated to the front-line staff.
* The team wants to ask employees if they feel the changes that were made from those surveys.

### John Quinn

* The Continuous Improvement effort was discontinued due to the impact of COVID.
* A lot of valuable data from the Continuous Improvement survey and projects in process that could be revisited.