# Facilities Management Employee Council Minutes

Thursday, September 8, 2022

## Attendance

**Council members**: Christine Alencar, Jon Bruneau, Randy Campbell, Eric Cline, Les Givens, Michael Minor, Corey Poole, Chelsea Reynolds, J.R. Richardson (*nominated to serve as the representative from Landscape & Recycling*), Ashley Scruggs and AJ Young.

**Absent:** Bonita White.

**Guests:** Elsa Burnette, Jane Centofante, Jill Simpson and Rollie Zumbrunn.

## Agenda:

1. Updates from HR
2. Updates from Leadership with special guest, Rollie Zumbrunn
3. Council and Staff Senate work
   1. Appreciation lunch
   2. Council T-shirts
   3. Senate meeting upcoming
   4. Shuttle to HSPP for next Council meeting
   5. Booking space for spring Council retreat

## 1. Updates from HR – Elsa Burnette

**Open Enrollment/Benefits**

* UVA HR and leadership is currently working on some items that were brought up at the last meeting by council member Les Givens.
* Open Enrollment is coming up from Oct. 3-14. All of your benefits choices will roll over except your elections regarding the dollar amounts contributed to FSA and HSA accounts. For the first time in three years, premiums will increase for all plans, but deductibles will not.
* Everyone should go into Workday and review your benefits elections, even if you do not plan to change anything.
  + [Open Enrollment website](https://hr.virginia.edu/benefits/oe2023)
  + [Open Enrollment presentation slides](https://hr.virginia.edu/sites/default/files/IMPACT%20COE/Annual%20Enrollment/UVA%20Open%20Enrollment%20PPT%20for%20Plan%20Year%202023-FINAL.pdf) (PDF)
  + [Open Enrollment Academic Division Brochure](https://hr.virginia.edu/sites/default/files/IMPACT%20COE/Annual%20Enrollment/UVA%20Open%20Enrollment%20ACD%20Brochure%202023-FINAL.pdf) (PDF)
  + Open Enrollment Benefits Fairs are set for:
    - Oct. 4, 7 a.m.-3 p.m., Education Resource Center
    - Oct. 5, 8:30 a.m.-2 p.m., Newcomb Hall third floor ballroom
  + Open Enrollment Benefits Info Session for FM employees:
    - 7:30 a.m., Tuesday, Oct. 11 in the FM Lunchroom (Leake complex)
  + Benefits counselors will be on site in Medical Center dining conference room 3, from 7 a.m.-5 p.m. on Wednesday, Oct. 12.
  + Additional virtual [Open Enrollment presentations](https://hr.virginia.edu/benefits/oe2023/presentations2023) are scheduled throughout September and early October.
* Question about HSA adjustment throughout the year (Young): Yes, the amount that you contribute to an HSA account can be adjusted at any time throughout the year. You do have to keep in mind that there are HSA maximum contribution limits for the entire year (which will increase in 2023).
* Question about adding spouses to benefits plans (Cline): UVA HR has an [affordability calculator on its website](https://hr.virginia.edu/benefits/oe2023/affordabilitycalculator2023) to determine if a spouse is eligible to be on the UVA health benefits plan. The UVA ombudsman will be meeting with Aetna this spring to discuss potentially adjusting the calculation for determining if spouses are eligible.
* Question about new vision benefit (Young): All UVA employees have a vision discount when purchasing glasses, even if they have not elected Davis vision insurance.
* Question about extending the Open Enrollment period past two weeks (Givens): The different plans are available for review now. Even though the period of making the elections is only two weeks, the information about the rate changes and the plans is available beforehand. If people want more time to review, they should do it ahead of the enrollment period. The timeline could possibly be changed in the future, but it will not be changing this year.

**Fleet safety**

**Eric Cline**

* I received a question from an employee over in the Health System area who almost got into an accident with a moped who was driving dangerously. Should FM drivers pursue something like that with law enforcement?

**Chelsea Reynolds**

* For our employees safety, I think we should have cameras installed in all FM vehicles, so we know it won’t be a “he said/she said” situation if we were to get into an accident. Also, there could be potential to get an insurance discount if we installed these dash cams.

**Elsa Burnette**

* In our roles, we must be extra careful as possible when driving around Grounds. We can’t get rid of the mopeds or the scooters, so the best we can do is be as careful as we can. If there is an accident, then yes you can pursue with law enforcement and UVA Hospital security. I would suggest having a conversation with Mike Duffy and leadership about the potential for installing dash cams.

**JR Richardson**

* We did have an incident where a student hit one of our gators, and we were able to pull the street cameras which indicated our employee was not at fault.

**AJ Young**

* There are over 3,000 cameras on Grounds so that footage should be able to be used in the event of an accident.

**Michael Minor**

* We have got to look out for the students. Many times, they are not paying attention, they are looking at their phones, so we have to look out for them.

**Four-day workweek**

**Les Givens**

* I just want to provide an update to the four-day work week discussion from the last meeting. Bree Knick will be meeting Construction & Renovation Services supervisors in September to see if moving to a four-day work week is feasible for this group.

**AJ Young**

* I received a question from a North Grounds Zone staff person about why they can’t work a four-day week schedule.

**Rollie Zumbrunn**

* We have a variety of schedules and teams. Sometimes, when we have a team that is working on a self-contained project that doesn’t affect as many people there are benefits to working a four-day work week.
* Other times it is a lot more complicated such as when we need to ensure there is always coverage, or we have a group performing reactive work or smaller teams that can’t easily flex their schedules.
* We have to look at the point of the shop and the resources and see how possible it is. The point of the shop can sometimes be easier to accomplish when we flex our schedules. And just because we have always done something a certain way, it does not necessarily mean it’s best for every group.
* This topic has come up before and it is usually when gas prices are up, but we really can’t do it just because of that reason.

**Elsa Burnette**

* Also, there are some complications with holidays. Holidays only get paid for eight hours, so will need to flex schedules or use leave time to receive a full paycheck during weeks with holidays for those working four-day work weeks.
* Leadership is reviewing four-day workweeks at a higher level.

**Les Givens**

* Supporting a healthy work/life balance is also worth considering on this topic. At our safety meeting today, it was mentioned that the suicide rate and fatalities are higher for trades groups, and this is something to consider.

**Elsa Burnette**

* It is my understanding that trades folks do use their leave, but we do want to hear about it if a supervisor is not allowing an employee to use their leave without a valid reason.

**Rollie Zumbrunn**

* Also, the way we take our leave matters -- you have to actually unplug. We also need to use our other benefits -- education benefit, FEAP, our communities. There are lots of other things that contribute to those statistics Les mentioned -- job security, pay and health challenges. But the more we are aware of our teammates and check in on them it goes a long way to address those issues.

**Miscellaneous questions**

* Question about years of service transferring when transferring jobs within UVA (Givens): UVA Health and UVA Academic Division are different agencies, so years of service starts new with each agency however leave accrual years of service typically do transfer across all state agencies, but your UVA-specific years of service may not. There are specific exceptions. University Physicians Group (UPG) is not a state agency so state service and leave accrual service will not transfer from that agency. There is a buy back time program but it’s complicated. For more information, visit [the VRS webpage about the program](https://www.varetire.org/benefits-and-programs/programs/pps).
* Question about jury duty leave (Richardson): Jury duty leave will cover as long as is required; it is not just two days of leave. You have to provide documentation for using that leave.

## 2. Leadership Updates – Rollie Zumbrunn

* I’m the Director of Operations – which includes custodial, Grounds, academic maintenance and various support shops.
* It’s cool to know this employee outlet is here to discuss topics.
* When thinking about the topics such as four-day work week, schedules, vehicles, uniforms, etc. it really does come down to: does it make sense; can we really do it and what’s the best way to meet the needs of UVA. We don’t have to have one size fits all policies for these items.
* We had an incredible and productive summer. Tons of construction projects going on. Students are back and I’m less excited for vehicle and traffic accidents.
* We continued to have a number of incidents in vehicles. That’s going to continue to be a focus this fall. Please continue to be careful and use spotters.
* In terms of leadership, our organizational structure changed with Programs & Informatics, Technology & Innovation and Finance all reporting to Blake Watson who is now the Director of Business Services. That doesn’t really change life for our folks, it’s just a new reporting structure.
* Recently there has been some discussion around uniforms and which groups and activities really require wearing high-vis colors. The same logic may have not been applied consistently across groups.
* We also now have more options for different body types to hopefully increase usefulness and fit.
* All of our leaders are open to conversations on these topics, so employees can always reach out. Don Sundgren has always had an open-door policy.

**Chelsea Reynolds**

* Can FM look into increasing the number of shirts and pants employees receive each year? The current limit is five per year, which seems low. I also had a recent situation where I was hired into a new position with a change in uniform and was denied my request for additional pants.

**Rollie Zumbrunn**

* I can see how that first year of work could be tough receiving just five outfits as you have just enough for a full week of work. Over the years, there is an accumulation of shirts and pants so that becomes less of an issue.
* As for the new uniform for a new position, I would think there’s flexibility there. Your supervisor should be able to assist getting that approved.
* The rules generally support what we are here to do, but sometimes they don’t, and in that case, we need to question them and have a commonsense answer.

**J.R. Richardson**

* Why are parking passes issued to contractors allowing them to park where service vehicles are supposed to park? Also, why have there been lots of contractor vehicles in the E1 lot even though UVA employees are still on the waiting list for that lot?

**Rollie Zumbrunn**

* We need to effectively share the service spots with our contractors because as employees we are more familiar with Grounds and other areas to park so we have more options than they do, and they do need to park somewhere to get their work done. However, I have seen that there is some abuse with use of these spots.
* As for E1, I am not sure why contractors would be allowed to park there if there is a waiting list.

**John Bruneau**

* It is possible contractors are using the ParkMobile app and paying to park by the hour.

**Christine Alencar**

* I have had questions from my team members who are primarily working remotely and want to know the best way to park temporarily.
* Parking & Transportation has said that they are looking at expanding the use of ParkMobile and temporary parking passes.
* The council will bring these Parking & Transportation issues to Staff Senate to consider.

**Michael Minor**

* Is there any flexibility with where to park FM vehicles during football games? I received a call that I had to move my work vehicle on a weekend, but it was parked in a service vehicle parking space.

**Rollie Zumbrunn**

* We do have some game-day passes for our on-call staff who are working the days of football games. But otherwise, FM vehicles do have to be moved.

**Randy Campbell**

* All FM vehicles must move to the FM lot on game days, because all of the parking spots, even service vehicle spots, are sold parking spaces by UVA Athletics on game days. You will be towed if the vehicle is not moved.

**Ashely Scruggs**

* June Bates shared that there is an FM Apparel Committee being set up and asked that a few council members attend the meetings starting in September. The council determined that Ashely Scruggs, Michael Minor and Chelsea Reynolds will attend these meetings.

## 3. Council and Staff Senate work

**Christine Alencar**

* Staff Senate meeting is Thursday, Sept. 15 in-person and via Zoom.
* Council members on the Staff Senate will update the council at the next meeting about what was discussed.
* Next council meeting is Thursday, Oct. 13 from noon-1:30 p.m. in the HSPP West Complex conference room, there will be a shuttle from Leake.
* We would like to host our spring retreat at Morven next year. The retreat is when we prepare for elections and reflect on the work done the previous year.
* Council chose T-shirts to order to wear during the Employee Appreciation Lunch so staff members can easily identify council members.