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# Facilities Management Employee Council Minutes

Thursday, December 8, 2022

## Attendance:

**Council members:** Christine Alencar, Jon Bruneau, Randy Campbell, Eric Cline, Les Givens, Corey Poole, Chelsea Reynolds and Ashley Scruggs.

**Absent**: Michael Minor, J.R. Richardson, Bonita White and AJ Young.

**Guest:** Jane Centofante, Sarah McComb and Andrea Trimble.

## Agenda:

1. Updates from HR – Sarah McComb
2. Updates from Leadership – Andrea Trimble
	1. Electric vehicle (EV) charging stations
	2. FM Sustainability Plan
3. Council and Senate work
	1. Staff Senate updates – Career Journeys
	2. Questions for Jim Ryan and J.J. Davis for January Staff Senate meeting
	3. Uniform Committee updates
	4. Dana Schroeder will be guest at January 2023 meeting

## 1. Updates from HR – Sarah McComb

* Question from Christine Alencar about end-of-year bonuses: Back in the summer, the state announced all employees who are Classified would be eligible for a year-end bonus, UVA leadership decided they would also have University Staff eligible for this bonus, but it does require effective performance and a certain hire date.
* Question from Christine Alencar about extra holiday days: This was a fast-moving announcement; I have no other background to provide. Individual teams will determine coverage around the holidays.
* Question from Jon Bruneau about the inclement weather message from J.J. Davis regarding remote work employees expected to work and that there are no more “snow days” for these employees: COVID really thrust us into taking advantage of remote technology. So, your interpretation is correct – managers will determine who must be on site versus who can effectively work remotely. That is a shift from years past when there was more of a conception of the “agency closing.” We have shifted away from that and more to “modified operations.” If we can work remotely there is an interest to keep some of us home so the teams who have to respond on site can better deal with snow response such as clearing the sidewalks and parking lots.
* Question from Jon Bruneau as to whether an employee who typically can work remotely but cannot in a certain scenario (such as an unexpected closing and employee left their computer at work), is required to use leave time: Most of the time we will have some preparation, for the more infrequent cases when an employee can’t work but typically their job function would allow them to work remote, this will be a case by case determination with the employee’s manager and we can help work through the specifics and variables of the situation.
* Question from Randy Campbell about whether “agency closing” pay goes away, comment that the extra “agency closing” pay was a nice bonus for employees who come in during inclement weather and are away from their families: I am not aware that FM is changing their time keeping activities for those required by their manager to report onsite.
* Question from Les Givens about comp time: There are actually multiple scenarios for comp time. There was a time when employees who worked during an “agency closing” could earn leave/comp time or pay – the option to earn leave went away. When working on a holiday, an employee can still choose to receive holiday pay or earn leave time instead.
* Question from Christine Alencar about writing next year’s goals at the same time as performance evaluations: Yes, it is best practice to sum up one year and then plan for the future. Even though we’ve done a narrative review for the last couple years, there’s still been a traditional practice to set goals even though the annual evaluation template doesn’t draw in specific goals to assess. While there will not be a separate task, there will be a space in the 2022 year-end evaluation to enter in 2023 goals.
* Question from Ashley Scruggs about Benefit Savings Accounts (HSA/FSA) changing from Chard Snyder to Fidelity and if any action is needed if the account has no balance: Because monies can carry over from year to year in an HSA that requires an employee to [electronically sign an acknowledge and affidavit](https://virginiahsd.co1.qualtrics.com/jfe/form/SV_9ZbkXo6c3OYlWzY) to transfer those funds from Chard Snyder to Fidelity. FSAs are different and have use or lose balances. If you elected an FSA during Open Enrollment, it will be set up as a new account with Fidelity. Everyone will be getting new cards. Employees should visit the [HSA/FSA transition website](https://hr.virginia.edu/benefits/benefit-savings-accounts/benefit-savings-account-transition) to learn more.

## 2. Updates from Leadership – Andrea Trimble, Office for Sustainability

**Electric vehicle (EV) charging stations**

**Christine Alencar**

* I recently received an email from a constituent about electric vehicle (EV) charging stations on Grounds. With the growing need for EV chargers, the person was interested to see if there was a consolidated effort to get EV stations on Grounds by a specific group.

**Andrea Trimble**

* There are two publicly available charging stations – one in the Central Grounds Garage and 1 or 2 at Darden that are permit-based and have a monthly surcharge.
* Becca White, director of Parking and Transportation, has said that they were looking into where they may put in more EV charging stations and how exactly they would charge for them. Possible locations include Culbreth Garage, Scott Stadium parking lot and the UVA Health garages.
* The FM Employee Council could pursue getting one here and figure out the number of stations to establish. Parking & Transportation is still figuring out the charging model, if its permit based it could be an additional $10 per month, but if its publicly available may require reservations.
* The more Parking & Transportation hears that there is a demand, the more likely they are to respond.

**Christine Alencar**

* The Committee on Sustainability’s Environmental Stewardship Sub-committee may be a good group to discuss this.

**FM Sustainability Plan**

**Andrea Trimble**

* A draft of the new FM Sustainability Plan was shared with the FM Employee Council. FM Directors are scheduled to review the draft plan in early January.
* UVA has big goals for Sustainability that apply UVA-wide and UVA leadership has asked every team and unit to create their own sustainability plan to support those goals.
* Don Sundgren formed a task force about a year ago to work on this.
* The draft document was created by this task force and has sections that focus on actions that can be taken in specific areas to support sustainability. Sections include training and development; education and community; fleet; materials and solid waste, and more.
* The document looks at how we ensure FM is being held accountable on these goals.
* A lot of things in the document make sense and save money and build upon things we already do.
* Some other things are more targeted, such as making sure project managers are clued into Green Building Standards.
* For materials and waste – this is a big one for FM; we’re really thinking about how we can reduce waste to landfills – whether it’s construction waste or otherwise.
* For Procurement, there’s been a discussion of reducing the amount of packaging that is used by our vendors.
* We want to ensure we are doing everything here that are asking others to do across the University.
* Question from Les Givens about what is the biggest challenge for the University in terms of sustainability: Waste and materials. There are so many things we can do on the energy side on a large scale, but waste is so behavior-based and there’s such de-centralized decision making on that. We can make sure there are appropriate bins for compost and recycling, but we are relying on people to use them. UVA is not tracking very well on the waste minimization or the diversion right now, so we have a lot to do.

**Randy Campbell**

* I would suggest that some Office for Sustainability staff review project demolition waste diversion, possibly include specifics in a contract that outlines how waste will be recycled.

**Andrea Trimble:**

* Technically it is in our standards that they have to divert 70% of the waste but there’s not a lot of accountability. We may need more accountability. We pay a lot of attention on the design-side of the project, but there is not a lot of oversight after that.

**Christine Alencar**

* We should review the Employee Council procedures and guidelines to ensure they align with the FM Sustainability Plan, such as supporting zero waste policies.

## 3. Council and Senate work

**Staff Senate updates – Career Journeys**

**Christine Alencar**

* At the Staff Senate meeting, it was announced that HR will be launching Career Journeys, a career mapping tool.
* The idea is that HR will take every single job at UVA and map potential career pathways for the purpose of employee retention and growth. It will mention the steps you may have to take to further your career to get to certain stages.
* This feels important for FM employees. FM is one of the more unique groups at UVA because we have people with such diverse backgrounds.
* This will launch in 2023 and will be in Workday.

**Jon Bruneau**

* Also, the idea is that each position has skills that are transferrable to other positions at UVA, such as a trades worker at FM having the skills to work in a project management role in another department.
* The goal is to have employees develop and grow but not have to leave UVA.

**Questions for Jim Ryan and JJ Davis for January Staff Senate meeting**

**Christine Alencar**

* The deadline has passed, but there was an opportunity for employees to submit questions for President Jim Ryan and EVP-COO J.J. Davis to answer at the January Staff Senate meeting.
* They will answer 5-6 submitted questions at the meeting.

**Les Givens**

* The question I submitted was that some colleges offer a dependent tuition assistant plan for employees, and I am wondering if UVA has a plan to offer something like that.

**Jon Bruneau**

* There is a scholarship open to UVA employees’ kids.

**Christine Alencar**

* The Staff Senate Advocacy Committee has previously discussed the idea to offer UVA employees the option to transfer unused education benefits to their kids.
* I will bring it back up to the committee again.

**Uniform committee**

**Chelsea Reynolds**

* No updates except that I have had some requests for a vest or a dry-fit pullover.
* I also want to clarify that the Uniform Committee does not oversee safety shoes, that is handled by Occupational Health & Safety.

***Next Facilities Management Employee Council meeting is scheduled for Thursday, Jan. 12, 2023 from 11:30 a.m.-1 p.m. in the Leake Building, upper-level large conference room. The guest will be Education and Outreach Manager for Sustainability Dana Schroeder to discuss the FM Sustainability Plan.***