

Facilities Management Employee Council Minutes

Thursday, Sept. 12, 2024

Attendance:

Council members: Bert Watson, Christine Alencar, Corey Poole, JR Richardson, Tabitha Ford, Les Givens, JR Richardson, Hugh McGhee, Tyler Kraft, Ashley Grooms and Chelsea Reynolds, Jon Bruneau

Absent: Eric Cline (absent known)

Guests: Sarah McComb

Agenda:

1. HR questions for Elsa Burnette
2. Ashley Grooms and Chelsea Reynolds co-chairs, reviewing Staff Senate seats
3. Council work planning
 - Meeting schedule | frequency
 - projects & sub committee members
 - leadership guests | topics for discussion
 - Blood drive: January 23, 2025
4. Staff senate update
5. Employee appreciation lunch 10.16.2024

Reviewing Membership

Co-Chairs:

- Council went over term dates for Council Members as well as Staff Senate Appointments. UVA Staff Senators for Employee Council are: Les Givens, Jon Bruneau, Tabitha Ford, Hugh McGhee, Tyler Kraft, & JR Richardson

HR information with Sarah McComb

- [Open Enrollment](#) for benefits is here. Employees should review their options now in preparation for when they can make changes, between October 7th – October 18th
- New this year, HSA accounts from 2024 will roll over to 2025 with the same employee contribution if no action is taken. Reenrollment is required for FSA account holders.
- Virtual open enrollment town hall scheduled for October 2nd.
- Benefits and Wellness expos scheduled for October 9th (daytime) in Newcomb and also for night shift employees on October 15th from 10:30pm to 1:00am in the Health System cafeteria
- Question from Sarah to group: Did we see the FAQ survey for FM employees sent on Sept. 4th, about common questions the HR solutions center receives?
- Mid-year qualifying events (adding/deleting someone from your insurance) need to be completed and supporting documentation submitted within 60 days of the qualifying event.
- Les: question about bereavement leave. Do we get three days per event? Yes

- For employees with student debt, are there any resources for help? There are no formal programs for this situation, but FEAP may have resources that could help.
- Les: What happens to extra time off that gets paid out at only 50%? The University does not retain an “overage”. The payout is similar to a bonus. If you have a leave payout, you can schedule the funds to go into your 403b, pretax. If it is paid out as a bonus, it is taxed.
- JR Richardson: Mental health coverage by insurance, any news for in-patient care coverage? Sarah: No information at this time about any changes.

Council Discussion

- What is the appropriate frequency for meeting? Every month? Every other month? Guidelines and Procedures state meetings every other month throughout the year with added meetings as needed. Over recent years, Council has met every month from September to June, patterned after Staff Senate. Co-chairs want to ensure there is enough to work on as a Council and solicited ideas from Council members
- Recommendations for upcoming topics / guests
 - Bring Scott Silsdorf back to update on P&T progress and changes
 - Bring Mark Stanis, June Bates, and/ or Jennifer Watson to an upcoming meeting to discuss signage to be included in FM vehicles that clearly shows recommendations and guidelines for using service parking spaces across grounds. Should we include someone from GES to create map images on the sheet?
 - Emily Douglas could join to discuss Mental Health First Aider
- Need to update onboarding procedures with Laura Duckworth’s group to make onboarding training procedures clear to incoming staff. Some communications are conflicting (ex. including zoom links on training sessions that are now required to be in person).
- JR: raised a concern about people leaving UVA for better pay and cited a news article about increased housing costs in the Charlottesville area. Landscaping, for example, is not considered a skilled trade which affects pay, even though UVA is nationally recognized as a top example for landscape management. Low pay for this group could cause loss of employees. Their team is losing landscapers to city, county, and contractors who can pay more. Benefits are not as valuable as pay.
<https://www.29news.com/2024/04/29/29investigates-how-housing-costs-charlottesville-compares-its-wages/>
- **Questions for HR** : Are we tracking why people are leaving UVA? Is it because of salary? What are the expectations in terms of exit interviews? Exit interviews are not even included on the offboarding checklist. The reason for separation is entered in Workday by the manager based on the individual sharing those details at the time of resignation. Salary consideration/concern is an option, though not used frequently as a primary reason for leaving UVA. Exit interviews are available through HR upon request - individuals can reach out to the Solution Center or HRBP if an exit interview is of interest.
- Christine volunteered to work with Laura Duckworth and office to address onboarding confusion / make corrections to onboarding training invitations and add exit interview language to offboarding checklist (HR and / or FM offboarding checklist). “Consider setting up exit interview,” could be included to remind managers that this is an opportunity to learn from employees who are leaving. Also talk to Laura about boot vouchers and whether the voucher amount could be increased since shoe / boot vouchers have gone up.
- Jon Bruneau volunteered to follow up with M. Stanis et. al. regarding service vehicle tip sheet progress.
- Announcement to sign up for appreciation lunch and wear t-shirts. Oct. 16th
- Co-chairs to send fall bbq signups to Council email list. Please sign up so we can welcome our colleagues to our annual BBQ.