

FAST FACTS

DECEMBER 2017



Ufirst continues progress to reorganize HR staff

Through the Ufirst project, Human Resources at the University of Virginia is undergoing a significant reorganization. Human Resources services across UVA are merging into one HR organization, which includes Academic, Medical Center and University Physicians Group. To support revised processes and further enhance the overall customer experience, a new technology solution, Workday, will be launched in July 2018 and replace the software systems currently used by employees, managers and HR professionals.

HR professionals will be shifting into new roles within the University's overall HR organization over the

HR Solution Center

982-0123

askhr@virginia.edu

Contact the HR Solution Center for assistance on routine HR matters.

next few months. Though schools and units, including Facilities Management, will no longer have HR staff reporting into their organization, designated HR business partners will be a key resource for departments to navigate HR processes, programs and policies.

Facilities Management is pleased to share that Elsa Sherrill will soon assume the role of business partner

and Sarah McComb of senior business partner for the department. As FM Human Resources & Training staff prepare to leave FM and begin their new roles, more information will be shared on specific dates and points of contact to maintain continuity of service.

As part of this process, an improved HR Solution Center has already been launched, serving as a one-stop shop for benefits, payroll and other HR-related inquiries. Employees and managers are encouraged to contact the Solution Center for assistance on routine matters, see contact info above. Learn more about Ufirst project here: ufirst.virginia.edu.

Winter weather driving tips and important reminders

The FM Transportation Operations and Fleet Team shares the following tips from AAA for driving in snow.

Drive slowly. Everything takes longer on snow-covered roads. Accelerating, stopping, turning — nothing happens as quickly as on dry pavement. Applying the gas slowly to accelerate is the best method and take time to slow down for a stoplight.

Increase your normal following distance to eight to 10 seconds. This increased margin of safety will provide the longer distance needed if you have to stop.

Know your brakes. Whether you have antilock brakes or not, the best way to stop is threshold breaking. Keep the heel of your foot on the floor and use the ball of your foot to apply firm, steady pressure on the brake pedal.

Don't stop if you can avoid it. There's a big difference in the amount of inertia it takes to get moving from a full stop versus when you're still rolling. If you can slow down enough to keep rolling until a traffic light changes, do it.

Don't power up hills. Applying extra gas on snow-covered roads just starts your wheels spinning. Try to get a little inertia going before you reach the hill and let that inertia carry you to the top without stopping. As you reach

the crest, reduce your speed and proceed downhill slowly.

Turn on headlights. Be sure to use headlights for improved visibility and turn signals to alert surrounding drivers and pedestrians.

If possible, stay home or in the office during snowstorms. If you really don't have to go out, don't. Even if you can drive well in the snow, not everyone else can.

Designated staff info line 243-0647

For FM staff who are:

- Designated
- Expected to work during weather events
- Not affiliated with HSPP

HSPP staff have separate procedures; talk to your supervisor for information.

Non-designated staff info line 243-7669

uvaemergency.virginia.edu

For FM staff who are:

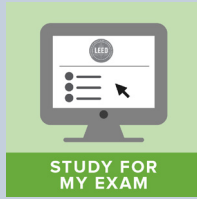
- Non-designated
- Not expected to work during weather events

During inclement weather, call the above information phone lines for a recorded message regarding reporting times for designated and non-designated staff. Confirm your designation status with your supervisor.

Grow your green building knowledge with free training

In support of the UVA Sustainability Plan's commitment to increase professional development opportunities, the U.S. Green Building Council's unlimited education platform is now free for all staff, faculty and students.

Through Sustainability Plan funding, subscription access to the council's online course catalog Education @USGBC features more than 600 hours of green building



and sustainability education at no cost to those affiliated with the University.

This library highlights best-in-class courses and resources to establish a foundational knowledge of green building and

sustainability concepts, as well as resources to support those looking to attain and maintain LEED professional credentials.

A step-by-step guide to help those interested sign up for their free subscription is available on the UVA Sustainability website here: sustainability.virginia.edu/news/training.html.

Email questions to sustainability@virginia.edu.

Sign up for access to EAB articles

Facilities Management subscribes to the Education Advisory Board (EAB), a company that offers best practice research and practical advice to higher education.



All FM employees are eligible to sign up to access EAB articles and research published on www.eab.com. In addition, users can sign up to receive the EAB Daily Briefing, a daily email highlighting a mix of the best and most interesting stories across education and as well as EAB research and expert commentary on the key stories of the day. Sign up for the Daily Briefing and to access EAB research here: www.eab.com/members/register.

FM Operations Sr. Administrative Assistant Suzanne Fox has also launched the FM EAB weekly e-newsletter, which includes links to the top stories from that week's Daily Briefings. To sign up for this weekly email, send a message to Suzanne at stf5z@virginia.edu.

Follow FM on Twitter



Check out the following social media pages for Facilities Management updates:

@UVAFM features project and employee highlights, events and UVA news: twitter.com/uvafrm

@BernietheBee features important updates and reminders from Occupational Health & Safety, tips and toolbox talk ideas: twitter.com/BernietheBee

@UVAApprentice features Apprenticeship Program news and photos as well as Dept. of Labor & Industry updates: twitter.com/UVAApprentice

Have social media suggestions? Send them to janecentofante@virginia.edu.

Performance management deadlines

Lead@UVA employee self-assessments must be completed as soon as possible regarding work performance between Jan. 1-Dec. 31, 2017. The deadline for supervisors to write evaluations for their employees is Jan. 21, 2018.

During the 2017 annual evaluation meeting in February, supervisors should assist staff in developing three goals, three competencies and one development activity for their 2018 performance plan. Enter these items into Lead@UVA between Feb. 9-March 2, 2018.

Contact the FM Help Desk at 982-5579 for NetBadge User ID or password issues. Other questions can be directed to HR&T at 243-1720 or to the HR Solution Center at 982-0123.

Save the Dates

Dec. 25-28: Christmas Holiday

Dec. 29: New Year's Eve Holiday

Jan. 1: New Year's Day Holiday

Jan. 10: Monthly WorkMed nurse visit, 2-3:30 p.m., FM Lunchroom

Jan. 15-Jan. 28: [Community MLK Celebrations](#)

Jan. 15: Martin Luther King Jr. Day Holiday

Jan. 16: [Hoo's Well](#) Spring Fitness Challenge kick-off

Jan. 17: [Great American Smokeout](#), 11 a.m.-1 p.m., FM Lunchroom

Jan. 17 & 18: [FEAP seminars](#): Relocating Your Elders to Virginia, Jan. 17; The Healing Wheel: Cumulative Stress Care, Jan. 18

Mid-January: Apprentice recruitment 2018 dates and information released

Fast Facts flyer is published by UVA Facilities Management for Facilities Management employees. Fast Facts is also available on the [Facilities Management website](#).