Momentum Action Teams and Core Initiatives

As we reported in February’s Fast Facts, when Facilities Management employees completed UVa President Sullivan’s March 2011 staff survey, they said they wanted positive changes in four key areas: Diversity, Communication, Training & Development, and Technology. Our Momentum Action Teams (MAT) have created events designed to begin to create those changes. See below:

Diversity MAT goal: Employees will be treated with fairness and respect.

The Diversity Implementation Team’s April 25 presentation of their action plans to the University Diversity Council was well received. One of the projects you will see in coming months is Facilities Management’s own 2014 Diversity calendar. The Team designed the calendar to acknowledge the national holidays of many of the countries represented in Facilities Management’s workforce and to raise awareness of the diversity within our organization, team member Nina Morris said.

Training & Development MAT goal: Employees will be made aware of training opportunities and allowed to use those opportunities appropriately.

Are you looking for training opportunities that will fit your busy work and family schedule? Review the free on-line SkillSoft training. (Questions? Contact Elsa Sherrill 982-6789.)

Communication MAT goal: Employees will be made aware of their job expectations, changes that affect their jobs as well as other important changes.

Town Hall meetings for Facilities Management employees will be held on Wednesday, June 12 from 11 a.m.-noon and 6-7 p.m. in the Chemistry Auditorium Room 402 on McCormick Road. Please try to attend one of the meetings. Chief Facilities Officer Don Sundgren will discuss current FM information and address questions from employees. If you have questions you would like for Mr. Sundgren to address, submit questions no later than Friday, June 7, by one of the following:

- Drop off box at the Alderman Road and HSPP service desks.
- Email Brenda Buttner bdb9s@virginia.edu or Vinnie Vawter vmv2s@virginia.edu
- Submit your questions/suggestions on the FM Employee Council webpage at http://sp.fm.virginia.edu/employecouncil/SitePages/Home.aspx

Technology MAT goal: Employees will have time and access for computer use.

New privacy screens have been installed on computers in the Landscape office, Alderman lunch room, HVAC and Project Services shops. This improvement was in direct response to the President’s Staff Survey, and put into action by the Technology MAT. The screens allow employees more privacy when viewing their personal information on Facilities Management computers in public areas and multi-user offices.

Notable Quotes

“I have been learning for 42 years. But a frog should know its own pond. My pond is UVa.”

--Fred Averill of Landscape, commenting on continuing his professional development to advance in Career Paths.
Respect@ UVa: Creating a Caring Community

When President Teresa Sullivan announced the University Commitment to a Caring Community of Dignity and Respect, she emphasized the importance of commitment from everyone working at all levels of the University. The Respect@UVa website offers a range of resources and information. Respectful Workplace Guidelines site reminds us that all employees are responsible for behaving respectfully.

All employees, regardless of their role or status, are responsible for:

• recognizing when they or others are being subjected to disrespectful behavior;
• addressing the behavior directly with the person engaging in the disrespectful or abusive conduct;
• bringing the situation to the attention of a supervisor or next in the chain of command (if the supervisor is the issue) for prompt resolution;
• making a complaint if the issue is not resolved.

For Your Calendar

UVa Ceremony Recognizing 10, 15 & 20-Year Employees- Wednesday, May 15
Memorial Day Holiday- Monday, May 27
Years of Service Photos for 25-60 Year Employees- Wednesday, May 29
UVa Ceremony Recognizing 25+ Year Employees- Tuesday, June 4
Facilities Management Town Hall Meeting- Wednesday, June 12 11 a.m.-12 noon & 6-7 p.m.
Ice Cream Social/Vehicle Show- Thursday, June 20
Independence Day Holiday- Thursday, July 4
Apprentice & Education Recognition Ceremony- Wednesday, July 17

Examples of behavior that will not be tolerated in our workplace may include but are not limited to:
• Jokes, emails and references of a crude and/or sexual nature.
• Yelling or speaking in a demeaning, insulting manner.

Respectful Workplace Guidelines site also includes examples of respectful and disrespectful behavior and definitions of unacceptable treatment such as bullying and retaliation. The website lists recommendations on what to do regardless of which side of the disrespectful behavior you are on.

To access this important information, click the links above or go on-line to http://www.hr.virginia.edu/other-hr-services/respectatuva/

“We will take seriously and address complaints of disrespectful behavior, and we will not tolerate retaliation against an employee who reports an incident,” the President’s message says.

Hoo’s Well@

Choose one class free as part of Hoo’s Well (UVa Health Plan enrollment).
Go to http://www.hr.virginia.edu/other-hr-services/hooowell/ or call 924-3791 to learn about these and other classes, programs and services.

Fast Facts is published by UVa Facilities Management Human Resources & Training Office for Facilities Management employees. Fast Facts is also available on the Facilities Management website.

Employee Council: A Valuable Resource

Facilities Management’s Employee Council will hold elections in June.

Nominations for six new Employee Council representatives include one for Energy & Utilities (E&U) and for Operations & Maintenance (O&M) Landscape- one, Maintenance Services- two; Housing- one and Housekeeping- two.

Deputy Chief Facilities Officer Rick Rice has asked applicable Directors (Cheryl Gomez and Jay Klingel) to arrange for the elections and give him the replacement nominees’ names by June 14. All personnel meeting the qualifications in the represented areas are eligible to be elected to the Council. Those current members whose terms are expiring June 2013 are eligible to be reelected. If you are in either E&U or O&M and have recommendations for nominations, please discuss those with your director.

Employee Council works for Facilities Management employees.

• In the past several months, Council has implemented a new uniform policy which includes UVa branded caps and collared shirts.
• A Council subcommittee is reviewing the Reward and Recognition Program originally established in 2001 and outlining proposals for consideration.
• Employee Council minutes, suggestions from employees and related items are available on-line by using this link or talk to your Council representative.
• Information sessions have been presented to Council by the University’s Hoo’s Well Program, Parking & Transportation, and UVa Benefits.

See names and contact information of current Council representatives on-line on the Council webpage or contact Chair Molly Shifflett 982-4997 or Vice Chair Nina Morris 982-5592.