Second Annual FM Town Hall Meeting

On August 18, about 350 Facilities Management employees attended the department’s second annual Town Hall meeting, a gathering that was first started in 2013 by the suggestion of the Communication Momentum Action Team. Chief Facilities Officer Don Sundgren kicked off the meeting with an overview of the organization’s current finances and organizational structure, announcing some upcoming changes.

In addition to the separation of Project Services, Safety and Work Management from Operations & Maintenance, the Energy & Utilities and Operations & Maintenance departments will be combined and continue under the leadership of Director Cheryl Gomez. A name for the new combined department will be announced soon.

Mr. Sundgren also highlighted some of the year’s biggest projects and noted that our use of in-house staff to complete projects will grow, not decline. “Nobody can provide a higher quality, nobody can provide a more competitive price and nobody cares more about the work than our in-house people,” he said.

Mr. Sundgren closed out the main part of the presentation with a look at our core values:

- Sustainability
- Respectful Workplace
- Diversity
- Safety

All new hires will meet with the CFO and their director to discuss these values and our work to emphasize their importance. Some recent initiatives include the creation of the Diversity Team and the Sustainability Council, upcoming training for all staff (see Respect@UVa below) and the hiring of Safety Director Laura Duckworth, who was introduced at the meeting. The CFO closed out the event by answering questions that were submitted in advance, as well as those from the audience.

Open Enrollment for 2015 Benefits

Open Enrollment for 2015 health insurance benefits will take place from October 6-31.

For more information, visit the University Human Resources website.

As an employee enrolled in the UVa Health Plan, you can earn rewards — see the Hoo’s Well item on the back page for more details.
University Human Resources' Center for Leadership Excellence supports you in your leadership journey. From individual career planning, to leadership development, to organization development for managers and their teams, the CLE offers the resources you need to succeed in your career.

The CLE's fall class schedule is on-line and posted on the Training & Development board outside of the HR&T office (Room 124) in the Leake Building.

Sign-up on-line or call 982-0123 for assistance.

Hoo’s earning $40 a month in 2015?

Complete a biometric screening first and then an Aetna online health assessment by October 31 and receive $40 a month. Visit www.hooswell.com to register for your biometric screening. Visit www.aetna.com to take your health assessment. You must complete both items every year to qualify for your reward. Call 982-0123 for assistance.

Performance Calendar Change

The university recently changed the annual performance evaluation cycle to a calendar year cycle (January 1–December 31), getting all employees across Grounds on a consistent time line and better accommodating its intent to support regular merit adjustments for staff. As a result of the change, employees will complete their self-assessments from November 10, 2014 to January 4, 2015 regarding their work from October 1, 2013 to December 31, 2014.

Standards of Conduct Training Coming up for Supervisors

HR&T has developed training to assist supervisory staff in understanding and utilizing the Standards of Conduct (SOC). In an effort to demonstrate the progressive discipline process, the training provides a specific focus on and practical application for addressing unacceptable attendance. The next training is set for 9-11 a.m. Tuesday, September 30 in the Upper Level Conference Room in the Leake building. If you are a supervisor or manager and are interested in participating in this training, please e-mail Sarah McComb at ser7u@virginia.edu.

Classes for those looking to develop skills for “Leading as an Individual” include:

- Go Put Your Strengths to Work! on Oct. 29: Explore your core talents to identify opportunities and strategies for creating a stronger and more satisfying career.

Classes for those looking to develop skills for “Leading as a Manager” include:

- Rewarding & Recognizing Employees on Nov. 11: Learn key reasons why employees leave and why they stay, and learn how to personalize recognition and how to take action.

Trades Recertification Class Schedule

Tradesman Continuing Education Course Registration, otherwise known as the Code update classes, will be held October 6-15. If you are invited and scheduled to attend the training, you will receive an e-mail with more information during the week of September 8. For information, contact Adettra Thomas at 243-0573.

- October 6: Electrical
- October 13: HVAC
- October 15: Plumbing

Save the Dates

Aug. 1-Oct. 31: Complete Aetna’s online health assessment

Aug. 18-Oct. 11: Schedule a UVA-WorkMed Biometric Screening

Sept. 10-11: GED/ESL Placement Exams

Sept. 17: Day of Caring

Oct. 6-31: Open Enrollment for 2015 Benefits

Oct. 7-8: Leadership Forum

Oct. 9: FM Employee Appreciation BBQ

Oct. 16: FM Blood Drive

Oct. 16: Gravesite Commemoration at African-American Cemetery

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