Upcoming organizational changes within Facilities Maintenance will achieve two of its long-term goals: providing more comprehensive stewardship by assigning all U.Va. facilities to zones; and serving the maintenance needs of the University’s academic community through dedicated zone teams.

The following changes will become effective in mid-February:

- The creation of the West Grounds Zone, led by Zone Manager Richard Critzer.
- The expansion of the Housing Zone to incorporate a variety of other auxiliary customers, principally athletics and dining, and the creation of an assistant director position to lead this new Auxiliary Zone.
- The assignment of some Central Shops trades to the existing and newly created zones.

These changes will enable Maintenance employees to be located in closer proximity to their primary customers, increasing access so jobs are completed with greater speed and efficiency.

Facilities Maintenance Reorganizes

Changes to Zones
Below are some of the facilities that will be added to the newly created and existing zones.

**West Grounds Zone** will include:
- Leake Building area
- Observatory Hill buildings
- Old Ivy Road buildings

**Auxiliary Zone** will include:
- All current Housing Zone
- John Paul Jones Arena
- O’Hill and Runk Dining Halls
- Athletics and IM Rec facilities

**North Grounds Zone** will include:
- Parking & Transportation
- Carruthers & Michie Buildings

**Central Grounds Zone** will include:
- University Chapel
- Montebello

Diversity Team 2015 Calendar
The FM Diversity Team’s 2015 calendar is being posted throughout work centers, offices and shops.

The calendar lists official national holidays of different countries that are representative of our diverse employee population. The purpose of the calendar is to help FM staff appreciate both the days throughout the year that are important to them, and those that are important to others as well. This year’s calendar also features photos of FM employees at work.

Calendars can also be picked up at both Service Desks, the Lunchroom or by contacting June Bates at jmj7b@virginia.edu.

HR&T Office Hours at HSPP
FM Human Resources & Training is now offering office hours at Health System Physical Plant in order to provide employees a convenient opportunity for confidential, face-to-face access.

Office hours take place on the first Tuesday of each month from 11 a.m.-12 p.m. in G032 on the ground floor of the Multistory Building (also known as the West Complex) across from the Service Desk.

Questions and discussions are confidential. Walk-ins are welcome. To make an appointment, call ahead to the room’s phone number 243-6578.
Creating SMART Performance Goals

During the performance evaluation process, employees are expected to work with their supervisor to develop 2015 performance goals, competencies, and a development activity. Employees must enter these items into Lead@UVa and send forward for approval by February 27. Supervisors should review and finalize plans by March 13.

Having trouble developing goals? Performance goals should be S.M.A.R.T.:
   • Specific: Goals should be written simply and clearly define what you are going to do.
   • Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal.
   • Achievable: Goals should stretch you slightly so you feel challenged, but you must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.
   • Results-focused: Goals should measure outcomes, not activities.
   • Time-bound: Goals should be linked to a time frame that creates a practical sense of urgency.

Do you have a goal you would like to share? Submit it to the S.M.A.R.T. goal repository which includes goal examples organized by job family and keywords.

Questions? Contact UHR by calling 982-0123 or e-mailing AskHR@virginia.edu. For questions about FM’s timeline and process, contact Crystal Smith by calling 982-5898 or e-mailing cgs8d@virginia.edu.

FM Snow/Ice Event Phone Line

Facilities Management employees (excluding HSPP staff) that are designated and expected to report to work during snow and ice weather events, should call 243-0647 during a weather event to check on required reporting times.

You can see your emergency event status – either designated or non-designated – by going online to Self Service Time and Leave and clicking My Information. However, designation status can change based on the emergency.

Save the Dates

February 26: FM Blood Drive.

March 10: Staff Appreciation Pancake Breakfast from 7-9 a.m. at Newcomb Hall.

March 13: Spring Break Holiday.

April: Apprentice Recruitment.

May 7: Photos for 25, 30, 35, 40 and 45 Years of Service Employees at The Colonnade Club (Pavilion VII).

Need Help With Your Taxes?

UHR is again offering free income tax return preparation services for eligible employees by Internal Revenue Service-trained student volunteers.

All U.Va. employees (including wage and part-time and Medical Center employees) who earn $53,000 or less annually, who do not have rental income, are U.S. citizens or permanent residents and only need to file a state return in Virginia, are eligible for this service. The $53,000 income limit includes your spouse’s income if you are filing a “married filing jointly” return.

New this year during Saturday shifts, volunteers will offer a Free Application for Federal Student Aid (FAFSA) filing program. Employees can have their taxes prepared and filed and complete a FAFSA on the same day with the help of trained volunteers.

Tax preparation services are available by appointment now through April 15 at the following locations:

   • University Human Resources, 918 Emmet Street, Monday-Thursday: 5:30-7:30 p.m. and Saturday: 10:30 a.m.-12:30 p.m.
   • University Medical Center, 999 Grove Street, Monday-Thursday: 5:30-7:30 p.m.

No appointments are offered between March 7-15 during U.Va. Spring Break, or after April 15, the filing deadline for federal income tax returns. Visit www.vitavirginia.org/appointments to schedule an appointment and for a full list of required documentation. Questions may be directed to the UHR Service Center at 982-0123 or by email to AskHR@virginia.edu.

Creating SMART Performance Goals

FM Snow/Ice Event Phone Line