Learn more about 2017 retirement changes on Dec. 7 (TIAA) & Jan. 24 (Fidelity)

Upcoming changes to some of the University’s Retirement and Savings Plans will affect the Optional Retirement Plan, 403(b) Plan and Cash Match Plan, which are offered through vendors TIAA and Fidelity. (These changes do not affect the Virginia Retirement System or the Commonwealth of Virginia 457 Deferred Compensation Plan.)

In order to create simplified and consistent investment options, many existing mutual funds will be eliminated on February 1, 2017. Info sessions about these changes have been scheduled for FM employees at the following times:

- **TIAA**: 7:30-9 a.m. Dec. 7, FM Lunchroom
- **Fidelity**: 7:30-9 a.m. Jan. 24, 2017, FM Lunchroom

See the full list of meetings scheduled around Grounds on the [UHR website](https://uhr.virginia.edu/).

The new three-tier investment system offers a range of options depending on the desired level of involvement. Actions you can take regarding your retirement accounts before January 31, 2017 include:

- Do nothing and allow your investments to transfer automatically to the new investment structure — funds will either be moved into funds with similar investment objectives and risks, or else into the basic (Tier 1) target-date fund.
- Log in to your TIAA or Fidelity online account to view and select new investments in the UVA Retirement and Savings Plans.

Please note that the plans’ rules are not changing — eligibility, vesting and employer contributions will all remain the same. More info is available on the [UHR website](https://uhr.virginia.edu/).

Inclement Weather Event Info

**Designated Staff Info Line: 434-243-0647**

Facilities Management employees (excluding HSPP staff) that are designated and expected to report to work during snow/ice weather events, should call **434-243-0647** by 5 p.m. during weather events for required reporting times for the following day.

You can see your emergency event status — either designated or non-designated — by going on-line to [Self Service Time and Leave](https://sselfservice.hr.virginia.edu/epm6) and clicking My Information. However, designation status can change based on the emergency so confirm your status with your supervisor. Event status FAQ can be viewed on the [UHR website](https://uhr.virginia.edu/).

Non-designated employees can find information regarding reporting times during weather events on the [Academic Division Operations Status Board website](https://adops.virginia.edu/) or by calling 434-924-7669.

Be sure to prepare your home and family for winter weather events by following these [winter preparedness tips](https://www.va.gov/med.va.gov/facts/winter-preparedness-tips.asp).

Upcoming Holidays & Leave Time

With the upcoming holidays, many employees will be using leave time to cover extra days off. Make sure to check your available leave time online through [Self Service Time and Leave](https://sselfservice.hr.virginia.edu/epm6).

Remember, you must work a full day before and after a holiday to get paid for that holiday if you do not have adequate leave time.

The start of the new leave year for 2017 falls on **December 26, 2016**. Leave allotments for 2017 will be available for use starting on this date.
Save the Dates

Dec. 7: TIAA Retirement Info Session, 7:30-9 a.m., FM Lunchroom.

Dec. 16: Deadline to donate to Commonwealth of Virginia Campaign

Dec. 22-23 & 26: Christmas Holiday

Dec. 30 & Jan. 2: New Year’s Holiday

Jan. 16: Martin Luther King Jr. Day Holiday

Jan. 24: Fidelity Retirement Info Session, 7:30-9 a.m., FM Lunchroom.

It’s Time to Review Your Performance

Employees must complete their online Lead@UVA self-assessments by Jan. 3, 2017 regarding their work from Jan. 1-Dec. 31, 2016.

The annual evaluation begins with Step 5 (employee’s self-evaluation), any 2016 evaluations that are still in Steps 1-4 should be addressed promptly, completing those steps and sending the form forward. Supervisors will write evaluations for their employees between Jan. 4-22, 2017.

During the 2016 annual evaluation meeting following calibration in early-February, supervisors should assist staff in developing three goals, three competencies and one development activity for their 2017 performance plan. These items should be entered into Lead@UVA between Feb. 10–28, 2017.

Chainsaw Safety Guidelines

The fall season is a good time to review chainsaw safety tips. Pinnacle Safety Solutions recently presented a chainsaw safety session to the Landscape team with FM co-instructors Landscape Supervisor Senior Kevin Beal and Arborists Don Goebel and Jerry Brown. The training included hands-on demonstrations of different styles and cutting situations, covering what hazards to look out for, as well as what hazards can arise during chainsaw usage.

Tips to remember include:
- Always wear necessary PPE (eye/face protection, chaps, ear plugs, hardhat, etc.)
- Regular maintenance of chainsaws is crucial for safe operations. Keep chainsaws well lubricated, air intakes clean of dirt and debris, and keep chains sharp to prevent binding and overheating.
- Always be aware of overhead branches or cuttings, as well as what objects may fall once a cut is made.
- Ensure there is enough room for the cuttings to fall avoiding surrounding objects, structures, equipment or people.
- Plan out what adjacent branches/trees will cause cut trees to hang up.
- Always clear your escape path before beginning a cut, and stand uphill when cutting on banks. Do not cut directly overhead.
- Be prepared for kickback and brace or position yourself accordingly.

Education Benefits Update

As part of an ongoing review of the University’s Education Benefits program, UVA will launch a one-year pilot program in 2017 that provides an increased amount in tuition reimbursement for academic and related coursework with updated rules regarding which courses will be approved.

The program will cover the cost equivalent of four 3-credit undergraduate UVA courses, which is $4,360 in 2017. Eligibility for this benefit includes:
- Employee must be enrolled in for-credit courses working towards Associate’s, Bachelor’s, Master’s, Doctoral degree or for-credit Certificate Program.
- Courses must be taken at nationally-recognized accredited colleges, universities and technical schools.
- Employees must obtain a grade of C or better.

The program will continue to cover up to $2,000 for professional development classes, training and conferences. Courses covered by the program must fall into one of the following categories:
- Job related.
- Career-growth related.
- Supports the employee’s developmental plan.

The maximum amount each employee is eligible to receive in 2017 is $4,360. The funds cannot be used to pay for books, travel or equipment related to the class. If you plan to use the benefit, please submit your request for approval in advance of paying for the course and send questions about eligibility to askhr@virginia.edu for review.

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.