A first at Graduation 2009 were new aluminum steps that replaced the old wooden ones used at the first tier closest to Old Cabell. Designed primarily by Steve Clark (above), Building Trades Supervisor Senior in Renovations, the steps were built by Industrial Fabricators of Fishersville. Steve has worked graduation for 25 years. When he saw his design become reality and put into place, Steve said “I felt like I had truly added something to Graduation.”

Graduation 2009

Landscaper John Fields, like many landscapers, spent hours mowing, mowing, mowing!

Chris Herndon, Jayson Woods, Stephanie Helterbran, and Greg Rogers posed with TJ for a minute before more chairs arrived.

Daniel Stratton removed dead branches and twigs because aesthetics are important.

Locksmiths Troy Miller, Gene Bellomy, Scott Johnson and Sonny Dudley cordoned off the first tier.

This was Carrie Seningen’s first UVa graduation.

Thank you for all of your efforts in making this year’s graduation a complete success. Graduation is a team effort with Facilities Management being one of the major players. This year, I thought the Lawn and the area around the Rotunda never looked better. Setting up thousands of chairs for Finals and the various diploma ceremonies is a thankless task – Facilities Management makes it look effortless regardless of the weather conditions. You take great pride in making sure the set-up is absolutely perfect – you want the University to look its best.

Thank you all – especially Jay Klingel, Joe Lane and Rich Hopkins – for making the weekend one which will be remembered by graduates and their families for many years to come. I would like to add a special thank you to Steve Clark for designing and obtaining the new steps for the Lawn – they worked extremely well.

University of Virginia Facilities Management
Computers are just a fad.

Were you hoping?

Much of what you are used to doing on paper will shift to the Internet over the next year. This includes:

- timesheets
- annual reviews
- benefit selection

...to name a few! We want to help you prepare.

Come learn computer basics, from “What is a mouse?” to “How do I get on the Internet?”

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Wednesday, June 24</td>
<td>1:00 - 4:00 p.m., Michie North, Room 220</td>
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<tr>
<td>Wednesday, July 1</td>
<td>8:30 - 11:30 a.m., Michie North, Room 220</td>
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<td>Wednesday, July 8</td>
<td>1:00 - 4:00 p.m., Michie North, Room 220</td>
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<td>Wednesday, July 15</td>
<td>8:30 - 11:30 a.m., Michie North, Room 219</td>
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<td>Wednesday, August 5</td>
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<td>Wednesday, August 12</td>
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<td>Wednesday, August 19</td>
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<td>Wednesday, September 2</td>
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<td>Wednesday, September 9</td>
<td>1:00 - 4:00 p.m., Michie North, Room 219</td>
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All classes are the same. Just pick one. You can also go to as many as you like.

Call and register today to make sure you’re ready for tomorrow.

TO REGISTER, CALL 243-4847
Effective communication is an essential function within our organization. Using employee input from all of our departments, we have developed and defined a Communication Culture. By fostering an environment which supports and actively assumes the principles below, we aim to make communication a primary focus of our daily interactions with co-workers, customers, and the University community.

**Active Listening**
Gives full attention; eliminates distractions; does not interrupt and allows all of information to be provided before giving input; restates information to ensure accuracy of message

**Approachability**
Friendly; responsive; accessible; easy to talk to

**Clarity in Message and Expectations**
Simplicity; directness; knowledge of what information is needed to move forward; avoids overstating

**Honesty**
Truthfulness; sincerity; fairness; uprightness

**Mutual Respect & Trust**
Treating all persons with the same entitlements; courtesy; equality; belief in each others good intentions

**Open-mindedness**
Receptive to new ideas; unprejudiced; impartial; willing to learn from others

**Two-way Communication**
Each party giving equal opportunity for the other to express their ideas; discussion
More News About and For Hoos to Use  Spring-Summer 2009

Highlights from Directive 792F:
General Dress Guidelines and
Issuing and Wearing of Uniforms

1. Employees who are required to wear a uniform may also be issued t-shirts, sweatshirts, polo and other shirts as appropriate. Recognizing the wear and tear on these non-rental apparel items, they will be replaced on approximately a two year cycle, and they do not have to be turned in upon termination of employment.

2. If the uniform is issued, it shall be worn. Clothing must be neat and clean in appearance, particularly at the beginning of the workday. To present neat and clean appearance shirts, other than smocks, should normally be buttoned and tucked in, realizing that some work situations require otherwise. Any questions in this regard should be directed to the employee’s supervisor.

3. Employees shall wear shoes at all times while on the job. Safety shoes, protective eyewear and other personal protective items shall be worn in accordance with the applicable safety rules. On occasions when wearing a uniform is clearly inappropriate, common sense should prevail. On days when casual dress is authorized, trades personnel will be allowed to wear casual dress pants along with their uniform shirts. Jeans are not permitted in Health System facilities.

The complete Directive 792F and all other directives are available to Facilities Management employees via their University accounts on the Facilities Management website at http://www.fm.virginia.edu/FMDirectives.aspx

No Texting While Driving

Recently, Governor Tim Kaine signed into law a ban on text messaging while driving in Virginia. “Experts have pointed to activities such as text messaging behind the wheel as being a top distracter,” he said.

Getting Healthier is Easier for You Now:

Interested in joining Weight Watchers at a special rate?

How about exercise and fitness programs?

Do you want to quit smoking?

Your UVa benefits package includes all that and more. Check it out http://www.hrs.virginia.edu/worklife.html