

# The Occupational Programs Weekly Wrap Up

UVA Facilities Management

07.22.2022

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### **APPRENTICESHIP**

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- Onboarding begins August 1!



***Don't forget:  
Reasons to Celebrate!***

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- View & Apply for FM Jobs
- HOW TO: Download your learning transcripts from Workday



Answer a quick survey & make your voice heard!  
*Open until August 1.*

### **The Lifeline & 998**

**The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline**



The new three-digit dialing code 988 has been designated to route callers to the National Suicide Prevention Lifeline. This dialing code is available to everyone across the United States. For more information, visit <https://988lifeline.org/>

### **COVID-19 RESOURCES**

- Helpful Links
- Reminders
- Testing at Employee Health
- What to do: Positive At-Home Test

***Let Us Know:*** You can always email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) if you have suggestions or story ideas. Now there's a new way to get in touch — **Let us know** by answering a few quick questions.

## APPRENTICESHIP

### Tom Castellanos Joins the Apprenticeship Team

Tom Castellanos has obtained NCCER Master Trainer Certification and officially joined the UVA FM Apprenticeship Program Team as a lead instructor. He will be working with the UVA FM Occupational Programs Team to implement the new 2+2 Program and create a regenerative pipeline of skilled trades workers through on the job training and classroom instruction. Tom was previously in UVA FM C&RS as a plumbing supervisor.



**Tom Castellanos**  
Apprenticeship Instructor  
[tmc8n@virginia.edu](mailto:tmc8n@virginia.edu)  
P 434-987-4203

Meet the Apprenticeship team and read Tom's bio:

<https://apprenticeship.fm.virginia.edu/meettheteam.html>

Tom will be leading a team of on the job trainers and skilled trades classroom instructors.

*If you are interested in volunteering at work to instruct apprentices, email [FM-Apprenticeship@virginia.edu](mailto:FM-Apprenticeship@virginia.edu) with a quick note on what skills you are willing to share and why you're passionate about skilled trades education.*

### Apprenticeship Onboarding Begins August 1!

UVA FM expects to onboard seven apprentices this year. Their first day will be August 1, with 8 days of intensive onboarding with the Occupational Programs team, UVA HR, and other subject matter experts to best prepare them for their careers at UVA.

Topics covered during onboarding will include **Grounds for Success**, **"All Things Apprenticeship"**, **program expectations**, **workplace safety**, **mentoring**, and **Workday training**. They will also be getting uniforms, safety shoes, and essential tools before being released to the zones to begin work.



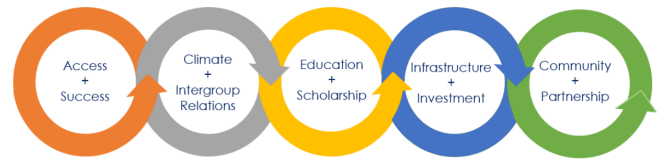
**On Tuesday, August 2, the shoe truck will be reserved from 7:30 AM to 10:00 AM to fit apprentices.** Current employees can get shoes behind Skipwith Hall from 10:00 AM to Noon and at the HSPP Multistory Loading Dock from 1:00 to 3:00 PM.

This is the second year of the 2+2 Program, in which apprentices begin in a general trades assistant track and later specialize in HVAC, electrical, plumbing, masonry, or carpentry as they progress through the program. This will give apprentices a broad trades background with the knowledge to help out in a variety of areas.

**Thank you to trainers, supervisors, managers, and everyone offering onboarding support and helping prepare the next generation of skilled tradespeople!**

# DIVERSITY, EQUITY & INCLUSION

## Inclusive Excellence Update:



- **Access + Success Team** will build a working group from across the SVPO area to build a ‘Promotion Toolkit’ to assist in the understanding and implementation of the promotion process at FM, and across the SVPO area.
- **Climate + Intergroup Relations Team** is continuing to plan with the FM Event Team for a fall appreciation event. In addition, deliveries of coffee and pastries to FM in appreciation of all your amazing efforts has been *approved!* Details will be sent to your area’s Point of Contact and shared with you. Questions? Email [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu)
- **Infrastructure + Investment Team** met with Rachel Parsley from UHR to learn more about ‘Grounds for Success’ the UVA Orientation that is optional for all new employees. The team will meet to define next steps in understanding the FM Onboarding process. Learn more about ‘Grounds for Success’ [here](#).

## DEI Events & Resources:

### MENTAL HEALTH TODAY

- Impact of pandemic, social and personal stressors
- Link between mental health and work



**+ 50%**  
Experienced  
mental illness

**11 million**  
Think seriously  
about **suicide**



**1 in 5**  
Have mental  
illness

### → **FEAP can help with Mental Health, Wellness & Awareness—**

- FEAP is a **FREE** service for you as a UVA Employee. Services also extend to direct family members who are 18 years of age and older.
- You can access FEAP at anytime and their services cover a broad range of topics including— Financial Concerns, Legal Services, Depression, Addiction, Couples, and connections to community resources.
- To learn more about FEAP and how they can help, please call (434) 243-2643 or fill out their [online form here](#).

## OHS TRAINING REMINDERS

### EMPLOYEES

- Try to arrive 5 minutes early to class.
- Late arrivals will be turned away.
- Come prepared with needed PPE, equipment, etc.
- Bring any snacks, drinks, and food you may need during your training.
- Sign-in and sign-out to receive credit for attending,
- Dress appropriately for outdoor sessions (warm clothes, breathable clothes, sunscreen, hydration).
- You will receive a calendar invitation for your assigned class. You must respond with your availability within 3 business days.
- Work with others in your group to arrange for transportation, if needed.



### SUPERVISORS

- Be familiar with the [Safety Training Tableau](#) and look for your shop's and team's training records: Does everyone have what they need? Is everyone up to date?
- Look for email notifications with training assignments for your employees. Supervisors are always copied. Be on the lookout for training assignments in Workday Learning.
- Know what training is required for your employee's job responsibilities and know OHS is able to provide training at any time. Email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) to request training.
- Know that OHS is available to review and assess your training needs, answer questions, and provide guidance. Email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) with any questions or requests.
- Supervisors are responsible for their team's training responsibilities and commitment to training assignments. Please allow your employees time to complete the trainings at work.
- Supervisors should be familiar with [Zoom](#) and [Workday Learning](#) access and should assist employees who may not be familiar with the technology, access, and navigation on these platforms.
- Supervisors should always provide access and adequate time, space, and equipment so employees are able to participate in their assigned training sessions.
- Make sure you or your employees are communicating their attendance well ahead of an in-person class by responding to the calendar invite; and make sure employees are attending their assigned sessions.
- Make sure your team is completing digital assignments in Workday by the deadline noted.

Learn more about OHS training: <https://www.fm.virginia.edu/depts/ohs/training.html>

## OCCUPATIONAL HEALTH & SAFETY SAFETY SHOE UPDATES & REMINDERS

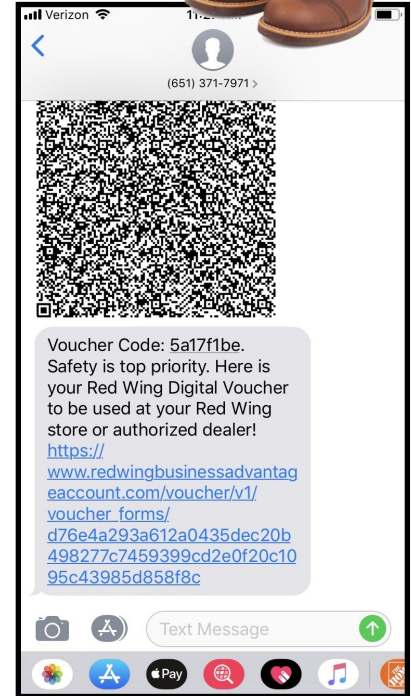


Updates for the Shoe Truck on Tuesday, August 2:

- **UPDATE:** Open to New Employees & Apprentices **ONLY** from 7:00 AM to 10:00 AM on August 2.
- Current employees can get shoes behind **Skipwith Hall** from **10:00 AM to Noon** and at the **HSPP Multistory Loading Dock** from **1:00 PM to 3:00 PM**.

### Routine Reminders:

- **Employees needing safety shoes** need to submit a request via the online portal: <https://at.virginia.edu/FMShoeRequest>
- **Vouchers** will be released weekly via email and text (if available).
- If you find that your shoes are taking more than **2 weeks** from your order date to arrive, please fill out our [safety shoe comment form](#).



View the shoe program & truck schedule:

<https://at.virginia.edu/UVAFMPPE>

## NOMINATE A SAFETY CHAMPION OR A SAFETY STAR

Each month, UVA FM recognizes a Safety Champion that contributes to the FM Culture of Safety. Any UVA FM employee can be an FM Safety Champion, from entry-level to management. Although all of our Safety Champions have contributed something different to UVA FM or UVA as a whole, **Safety Champions in general lead by example, speak up for safety and start conversations about safety, and are willing to learn and promote new ideas to keep themselves and their colleagues safe.**

Safety Stars also contribute to the culture of safety, but in smaller ways that may not affect the whole organization.

Nominate a Safety Champion or Safety Star: <https://at.virginia.edu/myRbaj>

## DID YOU KNOW? FM PROVIDES PRESCRIPTION SAFETY GLASSES!

Protect your vision! The steps for requesting prescription safety glasses:

1. Make sure your eyeglasses prescription is **less than 1 year old**.
2. **Have your supervisor or department purchaser email your prescription, cost center, and purchasing info to Jessie McGann in Procurement at [jfm9n@virginia.edu](mailto:jfm9n@virginia.edu)**
3. **Jessie will respond with a voucher for Visionworks in Barrack's Road Shopping Center.**
4. **Redeem your voucher! Keep your eyes safe.**



## OCCUPATIONAL TRAINING

### Leadership Connection: Attitude of Gratitude

You may have heard the famous quote by famous motivational speaker Zig Ziglar, “It is your attitude, more than your aptitude, that will determine your altitude.” These words are profoundly true and are becoming more and more evident as we learn the importance of skills like emotional intelligence and relationship building in leadership. A positive and empathetic attitude is vital to a thriving team culture and engaged employees. **Consider an attitude of gratitude as another take on this concept. Over the past several years we have all faced hardships and struggles, as well as growth and renewal.** Sharing the attitude of gratefulness and thanks with our teams regularly will pay dividends and after-effects that spread like ripples in a pond.



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Read more: <https://www.kornferry.com/insights/special-edition/our-attitude-of-gratitude>

### View or Apply for UVA FM Job Postings

Current UVA Employees Search for and apply to jobs using your existing [Workday account](#):

See UVA HR's How to Apply: for Internal Candidates: <https://at.virginia.edu/jgLuzS>

External Applicants (not currently employed by UVA) will be prompted to create a profile in Workday when applying: <https://uva.wd1.myworkdayjobs.com/UVAJobs>  
*Not all listings are available to external applicants.*

FM Job Listings as of 7/21/2022: Questions on job listings should be directed to [AskHR@virginia.edu](mailto:AskHR@virginia.edu)

- R0038423 Senior Administrative Coordinator, Facilities Management
- R0038332 Custodial Services Worker for Monday-Friday 3:00pm - 11:30pm shift
- R0038330 Custodial Services Worker - Monday - Friday, 6am-2:30pm shift
- R0038263 Computer Help Desk Tech (Student Wage)
- R0035200 Quality Control Inspector
- R0035267 Senior Trades Utility Worker
- R0034425 Trades Utility Senior Worker
- R0034384 Plumber
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0038243 Director of Business Services
- R0038102 Senior Trades Utility Worker
- R0038050 Maintenance Electrician
- R0037973 Occupational Health and Safety Technician or Safety Specialist
- R0037791 Custodial Services Worker for Monday-Friday 3:00pm - 11:30pm shift
- R0038049 Custodial Services Worker for Monday-Friday 5:00am - 1:30pm shift
- R0037792 Custodial Services Worker - 6am-2:30pm shift
- R0038001 Special Projects Team Supervisor
- R0037877 Landscape & Grounds Worker
- R0038011 Assistant Multimedia Designer (Student Wage)
- R0038031 Plumbing Supervisor

**See more UVA FM Job Listings >>>**

## **OCCUPATIONAL TRAINING**

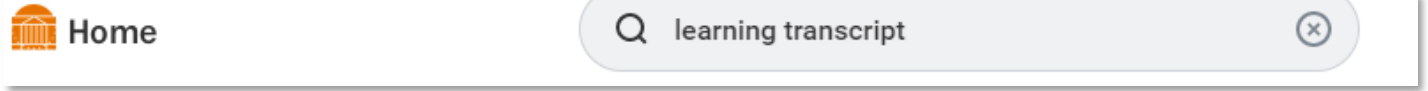
### **UVA FM Job Postings, Continued from previous page**

- R0038015 Assistant Web Developer (Student Wage)
- R0038013 Communications Assistant (Student Wage)
- R0037356 HVAC Mechanic or Senior Mechanic
- R0036433 Zone Maintenance Coordinator
- R0030474 Custodial Services Workers for Monday-Friday 4:00pm - 12:30am shift
- R0035437 Sign Shop Worker
- R0037659 Pipefitter/Steamfitter
- R0037334 Electrician Senior, Central Grounds
- R0037336 Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0037534 Project Coordinators
- R0036929 HVAC Assistant
- R0036931 HVAC Mechanic
- R0036990 Boiler Operator
- R0037339 Carpentry Supervisor
- R0037260 Grounds Maintenance Coordinator
- R0035630 Geospatial Space Technician
- R0033904 Electrician - CCR
- R0028140 Recycling Supervisor
- R0037116 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0030560 Carpenter Senior
- R0034727 Mason - CC&R
- R0036157 Historic Mason - CC&R
- R0037019 Electrician, Night Shift, 6:00pm - 6:00am
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0036927 Carpenter
- R0036800 Zone Maintenance Coordinator
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0036726 Senior Electrician
- R0033013 Electrical Engineer/Engineering Associate
- R0033696 Occupational Programs Coordinator
- R0036421 Senior Electrician
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0035445 Custodial Services Worker
- R0032538 Zone Maintenance Supervisor, McCormick Zone
- R0033637 Pipefitter/Steamfitter Senior
- R0032413 Senior HVAC Mechanic - Health System Physical Plant
- R0030791 Instrumentation & Controls Technician
- R0032487 Fire Systems Technician
- R0034404 Plumber
- R0033786 Plumber
- R0033071 Electrician - CCR
- R0034508 Electrician
- R0035363 Recycling Worker
- R0030544 Carpenter - Construction & Renovation Services
- R0030397 Plumber Assistant
- R0025247 Environmental Remediation Tech
- R0026545 Sheet Metal Technician - CC&R
- R0035104 Electrical Engineering Technician or Associate
- R0031374 HVAC Mechanic
- R0032868 Custodial Services Worker - HSPP 5:00pm-1:30am
- R0027779 Arborist
- R0027977 IT Desk Support (Student Wage)

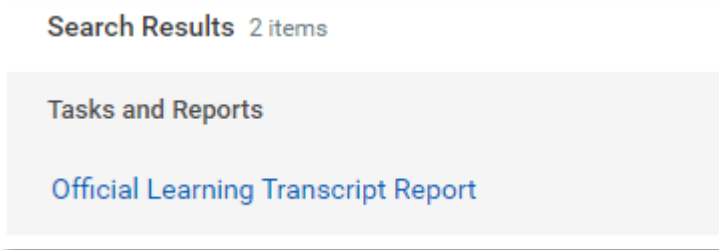
# OCCUPATIONAL TRAINING

## HOW TO: Download your learning transcripts from Workday

1. Log in to UVA Workday: <https://www.myworkday.com/uva/d/home.html>
2. Type “Learning Transcript” in the Workday search bar and hit “Enter”



3. Select “Official Learning Transcript Report”



4. Type your computing ID in the Worker field and hit enter. Confirm the correct name loaded.
5. Click **OK** and your Official Learning Transcript Report will Load.

**Official Learning Transcript Report**

**Instructions** Select on or more of the prompts listed below and select the criterion you would like to display in your results. The report will be generated based on the prompt data you have selected. You may further filter and sort data once it has displayed.

For example, you may filter on Enrolled Content here in the prompts and once the report runs, use the filter in the "Completed Date" field to further filter between certain dates.

Worker \*

Course Title

Learning Unit Type

From

To

Filter Name

Manage Filters

0 Saved Filters

Is your record incomplete? Email [FM-training@virginia.edu](mailto:FM-training@virginia.edu) to address the issue.



# COVID-19 RESOURCES

## Helpful Links

- Community COVID-19 Guidance & Resources: [COVID.gov](https://www.covid.gov)
- UVA COVID-19 Updates: <https://coronavirus.virginia.edu/>
- What's "Close Contact"? And What's Next? <https://at.virginia.edu/ZTR6cO>
- OHS COVID-19 Resources: <https://www.fm.virginia.edu/depts/ohs/covid-resources.html>
- Visualize FM COVID-19 Case Rates (accessible only by FM employees): <https://www.fm.virginia.edu/employees/intranet/fm-covid-chart.html>
- Find medication for a COVID-19 positive: <https://covid-19-test-to-treat locator-dhhs.hub.arcgis.com/>
- Weekly Updates from the Blue Ridge Health Department: <https://www.vdh.virginia.gov/blue-ridge/newsletters/>

## Reminders:

- **Long COVID:** If you tested positive and recovered, but have been experiencing new or recurring symptoms for more than a couple weeks since your initial COVID-19 infection, talk to your doctor. This is a sign of "[long COVID](#)". This occurs in about 1 in 5 COVID-19 cases.
- **FREE At-Home Tests:** If you have health insurance through UVA or Marketplace, your insurance will pay you back for 8 at-home tests each month for each person on your plan when purchased through a participating retailer.

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**UVA Employee Health offers walk-in testing for UVA employees only at their 400 Brandon Avenue location, Monday-Friday, 8 AM to Noon & 1 PM to 4 PM. Call 434-924-2013 for guidance and testing information.**

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## What to do: Positive At-Home Test

- **[Report your positive test to BRHD](#)**. (Optional)
- **Notify your supervisor.** (*Not optional!*) Supervisors then complete [an FM report](#).
- **[UVA employees who receive a positive at-home test are required to notify Employee Health](#)**. Based on your situation, Employee Health will provide quarantine and return-to-work guidance.
- **Notify your close contacts.** That is, anyone who has been within 6 feet for 15 minutes or more in the 2 days before you had symptoms OR received a positive result if no symptoms.





# let's celebrate!

*Reasons to celebrate are all around us!*

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

**July 22: Spoonerism Day**

**July 23: International Yada Yada  
Yada Day**

**July 24: National Tell An Old Joke Day**

**July 25: National Hire a Veteran Day**

**July 26: National Bagelfest Day**

**July 27: Bagpipe Appreciation Day**

**July 28: National Soccer Day**

**July 29: Hijri New Year's Day**