

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

10.07.2022

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SAFETY SHOE REMINDERS

In order to coincide with New Employee Safety Training and FM Onboarding, the next shoe truck will be on Grounds on **Tuesday, October 11**. It will be behind Skipwith Hall from 7:00 AM to Noon and at the HSPP Multistory Loading Dock from 1:00 PM to 3:00 PM.

- Employees needing safety shoes/winter boots must 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](#).
- Employees must be **designated** to receive winter boots.

View the shoe program & truck schedule:

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

Let Us Know: You can always email 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.

OCCUPATIONAL HEALTH & SAFETY

BEE SAFE: COLD WEATHER WORK



Anyone who must work in a cold environment may be at risk of cold-related illnesses and injuries, or “cold stress.”



Protect yourself: Be prepared and be aware!

Wear warm clothing that is right for the weather.

- Wear several layers of loose clothing.
- Protect your ears, face, hands, and feet by wearing a hat and waterproof gloves and boots.

Be prepared to limit time spent outdoors.

- Take breaks in warm locations.
- Workers may also need to limit their time outside on extremely cold days. Try to schedule work for the warmest part of the day

Be aware that cold temperatures can lead to illness and injury.

- Pay attention to warning signs and symptoms of hypothermia, frostbite, trench foot, and other cold-related illnesses and injuries.
- Monitor your physical condition and that of your coworkers.
- Immediately report signs and symptoms of cold-related illnesses and injuries to supervisor or medical personnel.

BEE AWARE: STRESS AT WORK

Job stress is the harmful physical and emotional responses that occur when the requirements of the job do not match the capabilities, resources, or needs of the worker. Job stress is often confused with challenge, but they are very different in nature. Challenges energize and motivate us to learn new skills. But with job stress, the situation is different-the challenge has turned into a chronic state of worry and tension. **In short, job stress sets the stage for illness, injury, and job failure.**

Did You Know?

- Medical expenses are nearly 50% higher for workers who report high levels of stress
- Stressful working conditions may also interfere with safe work practices and precautions, leaving the worker more at risk to workplace hazards.
- Constant work stress can also aggravate existing health problems and interfere with treatment.

There are two aspects that contribute to job stress: the individual worker and the organization itself. For the worker, factors that can affect job stress are personality, coping skills, and attitude.

The individual worker can reduce their job stress by:

- **Maintaining a healthy work-life balance.** [FEAP](#) is a great resource for getting started!
- **Providing and receiving support** from fellow coworkers.
- **Maintaining a relaxed and positive outlook.**

Next week we'll focus on what the organization can do to help alleviate job stress. Stay tuned!

OCCUPATIONAL HEALTH & SAFETY

SEASONAL FLEET SAFETY REMINDERS


Keep Your Work Vehicle in Top Shape to Remain Safe

Use your Headlights & Strobes

- Daylight hours are getting shorter and staying visible is important.
- **Strobe lights should always be on** while driving Kubotas and other motorized utility vehicles (MUVs).



Take Inventory—Do you have:

- **A First Aid Kit?** Is it up to date? Contact the FM Materials Warehouse to refill/refresh.
- **A Fire Extinguisher?** Does it have a recent inspection? Contact the Fire & Life Safety team to update the inspection.
- **An Ice Scraper?** Drop by the FM Fleet office to pick one up.
- **Functional windshield wipers?** Drop by the Fleet office to have them replaced, if needed.
- **Low Tire Pressure light on?**  Contact your supervisor and bring the vehicle to the fleet office to have your tire pressure checked. *Tire pressure can decrease about 1 PSI (pounds per square inch) for every 10° the temperature drops.*
- **Slow Crank on startup?** Contact your supervisor and the fleet office to have the battery checked.

Idling/Warm Up Reminders: Virginia prohibits public service and commercial vehicles from idling for more than 3 minutes while parked in commercial or residential urban areas. Exceptions include when the vehicle's propulsion engine is providing auxiliary power for purposes other than heating and air conditioning. Additionally, VA puts a 10-minute cap on idling for diesel-powered vehicles that revert to idling to reduce issues with restarting. For further details, refer to Virginia Administrative Code (Title 9, Agency 5, Chapter 40, Section 5670 C). **Kubotas require a warm-up procedure different than that of other vehicles — Kubota UTV Warm Up Recommendations:**

DUFF-MAN SAYS:
**“MINDFULNESS
IS THE KEY TO
SAFER DRIVING”**

- **BE AWARE**
- **WEAR YOUR SEATBELT**
- **PUT DOWN THE PHONE**
- **AVOID DISTRACTIONS**

Presented by UVA FM Fleet & FM-OHS

- ◆ **Above 32° F**, a warm-up time of up to **5 minutes** may be required.
- ◆ **Between 14° and 32° F**, a warm-up time of up to **10 minutes** may be required.
- ◆ **Below 14° F**, a warm-up period of up to **15 minutes** may be required.

Questions? Email FM-Fleet@virginia.edu

OCCUPATIONAL TRAINING

CONTINUING EDUCATION

Never Stop Learning

Don't Forget Your Education Benefits!

To increase career-building opportunities and encourage professional growth, UVA offers an **Education Benefit** to employees who've been in a benefits-eligible position for at least one year. This benefit includes two components: **Tuition** and **Professional Development**.

Tuition, which is a maximum of \$5,250/year, can be used for a degree seeking program. Not seeking a degree? We've got you covered! Of that \$5,250 benefit, \$2,000/year may be used for 'professional development,' which includes classes, certification training and conferences.

An employee who wishes to take advantage of the Education Benefit must submit the request through **Employee Self-Service in Workday**. Don't delay, as this benefit is based on the calendar year and December is right around the corner!

See more details, limitations, & guidance:

<https://hr.virginia.edu/career-development/education-benefits-1>

Leadership Connection: Soft Skills & DiSC

In the month of September, we spent time discussing the importance of workforce development. Often in the trades, our idea of "workforce development" might include courses on practices and techniques related to our fields: *What are the newest tools and technology, and other considerations like the latest code revisions?* Ultimately, courses designed around how we can do our jobs and achieve our goals effectively. These concepts are important and need to be recognized and addressed.

In addition to the hard skills of our trades, another consideration is the "soft skills" or **Human Skills** training. I know what you're thinking: "Nope, don't like it..." "Don't need it..." "Don't have time for it." But, our day-to-day interactions require *finesse and skill* to deal with each other, our employees, our customers, and more!

One way the **Operational Programs Training team** is meeting this need is by offering the **DiSC Behavioral Assessment Seminar**, or "DiSC". This online behavioral assessment takes 15 minutes to complete, and teams can request a 2-hour debrief in which teams will review their assessment, discuss what it means, and consider others' profiles to better communicate, get along, and get things done. Users who complete the DiSC behavioral assessment understand themselves, learn to better understand others, plan their communications and interactions, and generally remove the stress of conflicts by working with rather than against our styles. This DiSC is a powerful tool that when used correctly can have a significant impact on our working relationships and can impact your personal relationships as well. In addition, it is a really fun class!

To learn more and/or schedule your team for a DiSC assessment, reach out to the Occupational Training team at fm-training@virginia.edu!

Training Highlight: Backflow Prevention, October 2022

UVA FM Occupational Training is happy to offer the 40-hour and 16-hour vocational credit course needed to apply for the "Backflow Preventer Device Tester Tradesman" designation.

Dates: October 17-21, 7:30-4:00

Cost: \$750/40-hour and \$500/16-hour

Email fm-training@virginia.edu

for additional information.

OCCUPATIONAL TRAINING

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.

Questions on job listings should be directed to AskHR@virginia.edu

See FM jobs >>

APPRENTICESHIP

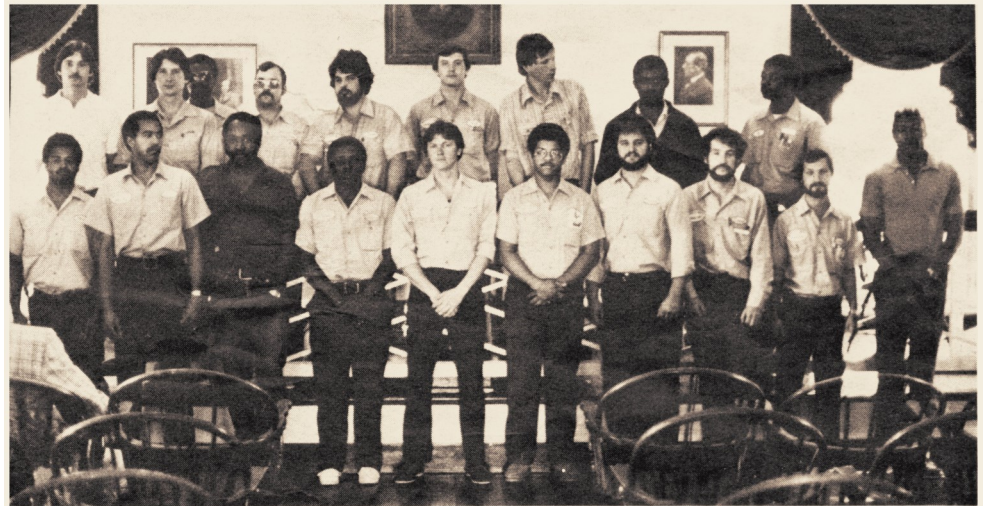
2022 Marks 40 Years of Apprenticeship at UVA FM

UVA FM Occupational Programs extends our thanks and recognition to the many tradespeople, support staff, and leadership who have made 40 years of apprenticeship possible at the University.

Mark Your Calendar

National Apprenticeship Week, November 14-20, is a nationwide celebration of Registered Apprenticeship Programs (RAPs). Learn more:

<https://www.apprenticeship.gov/national-apprenticeship-week>



Members of the first class in the University's four-year apprenticeship program, organized by the physical plant and personnel administration departments, are pictured above. On successfully completing the program, participants will receive journeymen mechanics certificates.

Nineteen of the 22-member class are included in the photograph. Bottom row, from left: Ricky O Morris, Clarence E. Wells, Gordon Jones, Clifton J. Poindexter, Joseph G. Williams, Michael A. Flowers, Dennis D. Fortune, David W. Gentry, Jeffrey B. Gibson and Leno V. Green. Middle row, from left: William J.B. Mayo III, Michael C. Sutphin, Steven E. Bunch, Theodore S. Buck, William F. Farish, Paul J. Firer, James R. Copeland and Joseph L. Jefferson. Top row: Joseph R. Jackson.

Photo: The first cohort of UVA apprentices in 1982.

UVA FM Apprenticeship Graduation & 40th Anniversary Celebration

will be held on November 17 at the Newcomb Hall Ballroom.

Look for more details soon!



DIVERSITY, EQUITY & INCLUSION

Inclusive Excellence Update:



Thank you for a great Employee Appreciation Lunch!

- Thank you for taking the time to attend the FM Appreciation event this week—we hope you had a great time!
- If you would like to provide your feedback, please click here, we'd love to hear from you—https://virginia.az1.qualtrics.com/jfe/form/SV_55sQp0Y3gHKbXf0
- If you missed the vehicle sign-up and would like to show off your vehicle, motorcycle or e-bike next year, [click here](#).



THANKYOU!

A lot of help went into our Appreciation Event this week. And, since we're in the habit of showing appreciation and saying 'thanks', we'd like to thank the teams and people who helped make it all possible...

Thanks to the **FM community** for sharing your feedback in the 2021 Inclusive Excellence Survey—thanks to you, we know appreciation and FM-wide events matter!

Thanks to the **Inclusive Excellence Climate + Intergroup Relations Team** who kicked off the planning for this event and supported the Event Team—Nina Green, Corey Hoffman, Lester Jackson & Dana Schroeder

Thanks to the **Event Planning Team** who have been meeting weekly since July to create a successful and *inclusive* event for FM—Elsa Burnette, Jane Centofante, Kelli Craddock, Charlotte Endres, Emily Douglas, Lela Garner, Corey Hoffman, Lester Jackson, Forrest Johnson, Kevin Lawrence, Jill Simpson, Avery Wagner, Jennifer Watson, and Vinnie Vawter,

Thanks to the **supervisors and managers** who sent in their shift crew names and dietary needs so that Wahoo BBQ could make dinner and breakfast deliveries to make sure all FM employees were included and appreciated.

Thanks to the **West Grounds Zone team** who helped secure the event rentals, make sure the space met accommodation needs and responded day-of for any last-minute needs and requests.

Thanks to the **Sign Shop Team** for creating signage and installing protective barriers.

Thanks to the **Recycling Team and Sustainability Team** for helping us compost at the event.

Thanks to the **Landscape Team** for preparing the site for our event.

Thanks to the **ROTC and Astronomy staff**, and especially Tracy Agrabright for working with us to arrange the event in a timely way to suit their needs—and joining us at the lunch!

Thanks to **UVA P&T** and especially Marissa Cedrone for helping us safely secure parking for all guests and add extra handicap spaces close to the event location.

Thanks to the **FM Fleet Team** for helping reserve vans for HSPP to shuttle team members to the event.

Thanks to the **OUBO team**, Kathy Grove, and Britt Grimm for helping make sure our event was safe and accessible.

Thanks to **Mike Donohue**, Electronic Door Supervisor, for sharing his great mud bog truck with us.

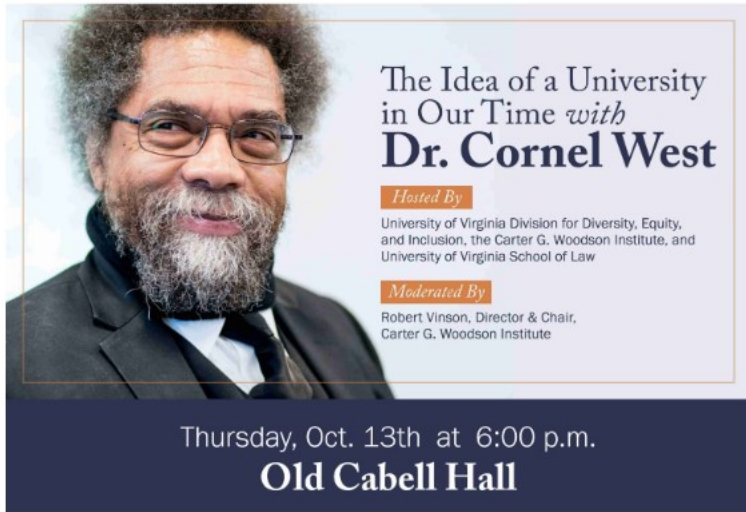
Thanks to our **day-of helpers**—the OP Team, Employee Council Members and Event Team members.

Thanks to **Wahoo BBQ, the UVA Employee Resource Groups and Boozer Boards** for providing great food, entertainment and resources during the event.



DIVERSITY, EQUITY & INCLUSION

DEI Resources & Events:



The Idea of a University
in Our Time *with*
Dr. Cornel West

Hosted By
University of Virginia Division for Diversity, Equity,
and Inclusion, the Carter G. Woodson Institute, and
University of Virginia School of Law

Moderated By
Robert Vinson, Director & Chair,
Carter G. Woodson Institute

Thursday, Oct. 13th at 6:00 p.m.
Old Cabell Hall



Division for Diversity,
Equity, and Inclusion

Join us on **Thursday, October 13, 2022,**
at 6 pm at Old Cabell Hall for an evening
with Dr. Cornel West. This event is free
and open to the public and will include
time for a Q&A moderated by Robert
Trent Vinson, Director and Chair of
the Carter G. Woodson Institute for Afri-
can American & African Studies.

Learn more at: [https://dei.virginia.edu/
cornelwest](https://dei.virginia.edu/cornelwest)



HONORING ALL WHO SERVED

November 11, 2022
**VETERANS
DAY**

The [UVA Mil Vets Employee Resource Group](#) will be hosting UVA's annual Veterans Day appreciation breakfast on Veteran's Day Nov 11th. It will be at Ern Commons (located just up from O-Hill Dining) from 9am-11am. Please go ahead and put it on your calendars as we would love to have many of you join us. An invitation to RSVP for this event will be emailed on a

thank you!

[Click here to say 'thanks' to someone in FM,](#)
or scan the QR code. We'll share your kind
words anonymously or with your name—you
choose!



Have any questions about these events/resources or have something you'd like to share to benefit FM employees? Reach out to Emily Douglas at (434) 906-5810, em4hg@virginia.edu or FM-DEI@virginia.edu—thank you!

SAYING

thanks

MATTERS

Thank
someone at ↗
FM today!



“Employees who feel recognized are 3 times more likely to think their work has meaning & purpose.”

PRESENTED BY



Facilities Management
Diversity, Equity, & Inclusion

&



Learn more >





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.

October 7: National Forgiveness & Happiness Day

October 8: I Love Yarn Day

October 9: Curious Events Day

October 10: Indigenous Peoples' Day

October 11: National Spread Joy Day

October 12: National Fossil Day

October 13: Train Your Brain Day

October 14: National Baking Week

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0034727 Mason - CC&R
- R0033904 Electrician - CCR
- R0041000 Facilities Services Representative
- R0033696 Occupational Programs Coordinator
- R0033071 Electrician - CCR
- R0032487 Fire Systems Technician
- R0040639 High Voltage Electrician
- R0040954 Senior Welder for Utility Systems
- R0040747 Facilities Services Representative
- R0040313 Facilities Planner
- R0040956 Executive Assistant to the AVP/CFO
- R0035363 Recycling Worker
- R0040760 Elevator Assistant Mechanic
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0040355 Plumber/Steamfitter Assistant
- R0039957 HVAC Mechanic
- R0040609 Senior Trades Utility Worker
- R0038326 Custodial Services Worker - TUESDAY - SATURDAY 5:00 AM - 1:30 PM
- R0040529 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0039931 Finance Associate
- R0039192 Custodial Services Manager
- R0038599 HVAC Mechanic
- R0040339 Operator/Pipe Layer or Senior Operator/ Pipe Layer
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0037336 Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0036157 Historic Mason - CC&R
- R0039947 Recycling Supervisor
- R0036003 Senior Sourcing Specialist
- R0039053 Quality Assurance Inspector
- R0035445 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0034384 Plumber
- R0039025 Senior HVAC Assistant
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0038102 Senior Trades Utility Worker
- R0038303 Custodial Services Worker -SUNDAY - THURSDAY 5:00 AM - 1:30 PM
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0038263 Computer Help Desk Tech (Student Wage)
- R0034425 Trades Utility Senior Worker
- R0037791 Custodial Services Worker for Monday-Friday 3:00pm - 11:30pm shift
- R0037877 Landscape & Grounds Worker
- R0038011 Assistant Multimedia Designer (Student Wage)
- R0038015 Assistant Web Developer (Student Wage)
- R0038013 Communications Assistant (Student Wage)
- R0035437 Sign Shop Worker
- R0036931 HVAC Mechanic
- R0037339 Carpentry Supervisor
- R0035630 Geospatial Space Technician
- R0030560 Carpenter Senior
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0030791 Instrumentation & Controls Technician
- R0033786 Plumber
- R0034508 Electrician
- R0030544 Carpenter - Construction & Renovation Services
- R0030397 Plumber Assistant
- R0025247 Environmental Remediation Tech
- R0026545 Sheet Metal Technician - CC&R
- R0031374 HVAC Mechanic
- R0032868 Custodial Services Worker - HSPP 5:00pm-1:30am
- R0027779 Arborist
- R0027977 IT Desk Support (Student Wage)

Find Your Voice



Build confidence for your next speech or presentation!

Toastmasters provides a fun, safe, and supportive environment for you to practice public speaking. Along the way, you'll build a better you!

Participating in Toastmasters will allow you to:

- Improve your public speaking and communication
- Gain confidence when speaking in front of others
- Sharpen your leadership skills
- Enjoy a competitive advantage in your workplace



Facilities Management

Take charge of your future and join our club today.

Hoos Speaking
Weekly meetings on Wednesdays, noon-1 p.m. in person and online.

Email Narges Sinaki at ns4xq@virginia.edu to attend.

If you would like, please feel free to bring your lunch.

WELLNESS RESOURCES

Open Enrollment Reminder

Benefits Open Enrollment for plan year 2023 ends October 14, 2022.

Visit the Open Enrollment webpages on the UVA HR site for information about in-person and virtual sessions along with details to help you make informed decisions about your benefits for 2023: <https://hr.virginia.edu/benefits/oe2023>

FM FLU VACCINE CLINIC

October 25, 7:00-11:00 AM

FM Alderman Lunchroom

Walk-ins only.

Flu vaccines are offered at no charge to FM employees at this event.

Two types of vaccines will be available: Flulaval and Flublok (recommended for people over 50).

If you went to a participating pharmacy and were charged for your flu vaccine, you can submit a [reimbursement to Aetna](#). Complete steps 1-25 in the reimbursement form, and attach your receipt and other supporting documentation.

Employees and spouses enrolled in the UVA Health Plan or UPG Anthem Plan can earn \$25 for receiving a flu vaccine. Complete the self-attest section in the [Hoos Well portal](#) in January 2023 to receive your reward.

COVID-19 Reporting Updates

Facilities Management employees working within UVA Health facilities (required to comply with [UVA Health's policy OCH-002](#)) **must report their positive COVID-19 test results to Employee Health at 434-924-2013 or employeehealth@virginia.edu**. This requirement no longer applies to employees working strictly within UVA Academic facilities.



Updated COVID-19 Boosters are now available that offer stronger protections against severe illness and death from Omicron sub-variants. Make your appointment: <https://vaccinate.virginia.gov/>

Monkeypox Update

- As of 10/6/2022, there have been **500 cases** of monkeypox in Virginia, **22 hospitalizations, & 0 deaths**.
- **Anyone can potentially get and spread monkeypox, but the risk to the general public is considered low at this time.** Prevention tips: <https://www.vdh.virginia.gov/monkeypox/prevention/>
- **Vaccines are available for those exposed or at risk.** Fill out the statewide interest form from the Virginia Department of Health: <https://at.virginia.edu/JqOnGO>



FM Flu Shot Clinic

***Tuesday, Oct. 25, 7-11 a.m.
in the FM Lunchroom***

No appointment necessary!

***Two types of vaccines are being offered: Flulaval
and Flublok (recommended for people over 50).***

***\$25 Hoos Well reward eligible for employees
enrolled in the UVA Health Plan***

