

# The Occupational Programs Weekly Wrap Up

UVA Facilities Management

10.21.2022

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### **WELLNESS RESOURCES**

- UVA FM Flu Vaccine Clinic: October 25
- COVID-19 Reminders
- Monkeypox Update



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



***The Occupational Programs Wrap Up will be taking a brief autumn break next week & will return November 4!***

### **DIVERSITY, EQUITY & INCLUSION**

- Feedback Requested: Employee Appreciation Lunch!
- Employee Resource Groups: Veteran's Day Breakfast
- Community Events & Resources: Cville Tool Library
- Interested in Learning Another Language? Let Us know!
- Say Thanks to your colleagues!



### **CVC Campaign**

***The Great and Good strategic plan asks us to be intentional in finding ways to be a good neighbor to the communities of our region and in which we live and work. As a measure of our commitment to this idea, the Honorary Chair's Challenge this year is to collectively raise \$800,000 in support of participating nonprofits.***

To participate in this year's CVC, use the pledge form at [cvc.virginia.edu](https://cvc.virginia.edu). If you have questions about the CVC, email [uvacvc@virginia.edu](mailto:uvacvc@virginia.edu)



**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.

# OCCUPATIONAL HEALTH & SAFETY

## PROPER LIFTING: DID YOU KNOW?



According to the Bureau of Labor Statistics (BLS) more than one million workers experience back injuries each year, with 75% of back injuries occurring while performing lifting tasks.

### How to Lift Properly:

1. **Plan ahead.** Check that your path is clear of hazards.
2. **Stretch** your back and legs.
3. **Lift!** Stand close to the load. Bend knees, keep upper body upright, look straight ahead, keeping back straight and shoulders back. Let your legs do most of the lifting.
4. **Carry.** Maintain a good grip, use your feet to change direction, take small steps as you go. Lead with your hips and keep shoulders in line with your hip's movement. Keep the load close to your body with your elbows at your sides.
5. **Set down.** Lower the load by lowering your legs, keeping the load close to your body, keep your head up.



### Things to Avoid:

- **Twisting or turning while lifting**
- **Attempting to carry a load that is too heavy or large**
- **Lifting an object above shoulder level**
- **Bending forward**
- **Using a partial grip**
- **Obstructing vision while carrying**
- **Rushing**
- **Holding your breath**

# OCCUPATIONAL HEALTH & SAFETY

## TOOLS FOR YOUR TOOLBOX: SUBSTANCE MISUSE

Substance use disorders — the repeated misuse of alcohol and/or drugs — often occur simultaneously in individuals with mental illness, usually to cope with overwhelming symptoms.

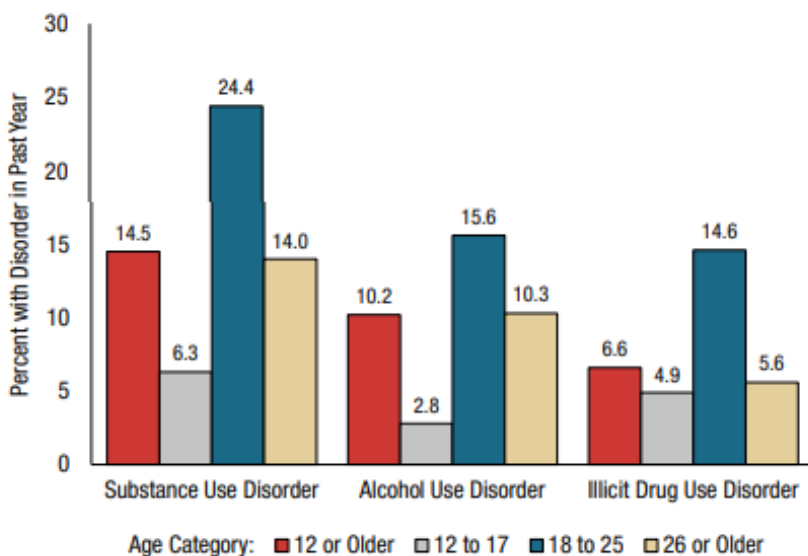
According to the National Survey on Drug Use and Health, **17 million** U.S. adults experienced both mental illness and a substance use disorder in 2020.

### Symptoms may include:

- Withdrawal from friends and family
- Sudden changes in behavior
- Engaging in risky behaviors
- Developing a high tolerance and withdrawal symptoms
- Feeling like you need a drug to be able to function

The best treatment for dual diagnosis is integrated intervention, by receiving care for both diagnosed mental illness and substance misuse. Contact your medical provider or **FEAP** for assistance!

**Figure 26. Substance Use Disorder, Alcohol Use Disorder, and Illicit Drug Use Disorder in the Past Year: Among People Aged 12 or Older; 2020**



Other great resources include:

- ♦ CLEAR Clinic <https://med.virginia.edu/uva-clear/>
- ♦ RegionTen <https://regionten.org/service-type/substance-use/>

## APPRENTICESHIP

### Important Dates:



- **National Apprenticeship Week, November 14-20**, is a nationwide celebration of Registered Apprenticeship Programs (RAPs). Learn more: <https://www.apprenticeship.gov/national-apprenticeship-week>
- **UVA FM Apprenticeship Graduation & 40th Anniversary Celebration** will be held on **November 17** at the Newcomb Hall Ballroom. Look for more details soon!

### Apprentice Recruitment!

It's school visit season and we are delighted to have current apprentices supporting local job fairs and career days to promote skilled trades as a career choice following high school.

Know of a classroom or career fair that would benefit from having a program representative attend? Have them email [FM-Apprenticeship@virginia.edu](mailto:FM-Apprenticeship@virginia.edu)

## OCCUPATIONAL TRAINING

### 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. The 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.

To apply for the benefit, submit an Employee Request in Workday. Additional details and limitations as well as the [Request Education Benefits Job Aid](#), can be found here: <https://hr.virginia.edu/career-development/education-benefits-1>



**Please note that the deadline for education benefits requests for 2022 is December 9, 2022.**

### 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](mailto:AskHR@virginia.edu)

See FM jobs >>

# OCCUPATIONAL TRAINING

## Leadership Connection: Communication & In-House DiSC Facilitation

As you may have read recently, The FM-OP Training team has assumed the role of DiSC facilitation for UVA FM. One of the benefits of DiSC is understanding where we fall on the model and how we communicate and work with each other, which got me thinking... As leaders, a vital part of our

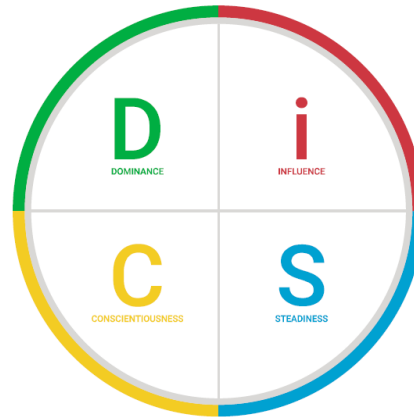
### OVERVIEW OF THE DiSC MODEL

#### Dominance

- Direct
- Firm
- Strong-willed
- Forceful
- Results-oriented

#### Conscientiousness

- Analytical
- Reserved
- Precise
- Private
- Systematic



#### Influence

- Outgoing
- Enthusiastic
- Optimistic
- High-spirited
- Lively

#### Steadiness

- Even-tempered
- Accommodating
- Patient
- Humble
- Tactful

jobs is to communicate effectively with our teams, *“Show up here, at this time...”*. *“Let me know what you find...”*, and *“Explain how this happened?”*

All these statements can be shared easily and without much consideration. But what about other types of communication? What about recognition and praise, or corrective action or redirection?

Considering how, when, and where to share these messages is important to ensure that the messages are heard. Understanding your team members and how they share and receive information is also important. There are a lot of considerations, especially for some that may not enjoy communicating in the first place. However, it is part of the job.

To learn more about communication, DiSC, or many other professional development learning opportunities, reach out to the Occupational Training Team at [FM-training@virginia.edu](mailto:FM-training@virginia.edu) to learn more!

Coming in 2023: FM Passport Program designed to develop leadership skills for all employees. Stay tuned for details!

**Additional Reading:** “Employees crave feedback but managers don't want — or know how — to give it” - *The San Diego Union-Tribune*: <https://at.virginia.edu/ogVrcy>



# OCCUPATIONAL TRAINING

## Mental Health Awareness Sessions for Managers

Mary Sherman from [UVA FEAP](#) will be hosting sessions for managers that focuses on fostering resilience and emotional well-being of all employees through prevention and mental health awareness:

- Thursday, November 10, 1-2 p.m. in Skipwith Hall LL 010
- Wednesday, December 7, 9 – 10 a.m. in Skipwith Hall, UL 112.

Email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu) with any questions.

## Do You Have a New Employee Starting?

### Take Step 1!

Have you made a job offer to a potential new employee? Email

[FM-Training@virginia.edu](mailto:FM-Training@virginia.edu)

as soon as you learn of their acceptance and the [Occupational Training team](#) will get their onboarding process started.

# **SUPERVISOR ONBOARDING CHECKLIST**

Complete all items on the checklist below prior to your employee's first day for a smooth onboarding experience for your new employee!



## DIVERSITY, EQUITY & INCLUSION

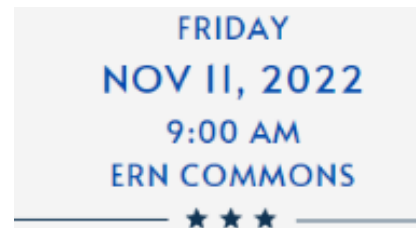
### Inclusive Excellence (IE) Update:

Last Chance!



- What did you think?: [https://virginia.az1.qualtrics.com/jfe/form/SV\\_55sQpOY3gHKbXf0](https://virginia.az1.qualtrics.com/jfe/form/SV_55sQpOY3gHKbXf0)
- Car Show next year? - [click here](#).
- Lost & Found: lost something at the lunch? Let us know— [click here](#).

### Employee Resource Groups:



PARKING AVAILABLE AT THE SLAUGHTER REC CENTER  
PARKMOBILE ZONE: 5502

[RSVP HERE](#)

### Community Events & Resources:

- **Workshop Alert! Home Energy Efficiency—The Basics:** Tips for DIY fixes, top opportunities for increasing efficiency and comfort at home
  - Saturday, November 5 12:30-2:00pm, [Register HERE](#)
- **Whether you're raking leaves, power-washing the deck, clearing brush or putting your garden beds to rest for the winter—Cville Tool Library has tools to loan to help you get your autumn chores DONE!**
  - Check out their inventory [HERE](#).



## DIVERSITY, EQUITY & INCLUSION

### → Interested in learning another language?

- [Click here to share your interest](#) and be registered for a Zoom info session with Speak! Language Center on Friday, October 28th from 1-1:30pm.
- Use your UVA Education Benefits to learn another language to successfully communicate with team members and help create an inclusive and respectful workplace. [Learn more about your Ed Benefits here.](#)
- **Questions?** Contact DEI Specialist Emily Douglas, [em4hg@virginia.edu](mailto:em4hg@virginia.edu) or (434) 906-5810



[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!



*Saying 'thank you' matters! Check out the DEI Safety Poster across grounds and the graphic on on FM screens this month to learn more and scan the code to say 'thank you' to a colleague in FM!*

*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](mailto:em4hg@virginia.edu) or [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu)—thank you!*





# 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 21: Sŵn (Sound) Festival, Wales**

**October 22: INTERNATIONAL CAPS LOCK DAY**

**October 23: International Swallows**

**Depart from San Juan Capistrano Day**

**October 24: Bat Appreciation Week**

**October 25: National I Care About You  
Day**

**October 26: National Pumpkin Day**

**October 27: Grandparents Week**

**October 28: Frankenstein Friday**

# OCCUPATIONAL TRAINING

## FM JOB LISTINGS

- R0041476 IT Business Systems Analyst
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0037339 Carpentry Supervisor
- R0040760 Elevator Assistant Mechanic
- R0041410 Utility Locator/Damage Prevention Technician
- R0041227 Zone Maintenance Electrical Supervisor
- R0041411 Budget Analyst
- R0039931 Finance Associate
- R0038218 Construction Administration Manager/Senior Construction Administration Manager
- R0039947 Recycling Supervisor
- R0041249 Carpenter
- R0039951 Carpenter Senior
- R0041021 Fire and Safety Equipment Inspector
- R0027779 Arborist
- R0030791 Instrumentation & Controls Technician
- R0041006 Renovations Project Coordinator
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0040355 Plumber/Steamfitter Assistant
- R0041096 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0041023 Fire Systems Service Supervisor
- 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
- R0040956 Executive Assistant to the AVP/CFO
- R0035363 Recycling Worker
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0039192 Custodial Services Manager
- R0038599 HVAC Mechanic
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0037336 Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0036157 Historic Mason - CC&R
- R0036003 Senior Sourcing Specialist
- R0039053 Quality Assurance Inspector
- R0039614 Help Desk Assistant
- R0034384 Plumber
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0038102 Senior Trades Utility Worker
- R0037391 Research Computing Engineer
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0037791 Custodial Services Worker for Monday-Friday 3:00pm - 11:30pm shift
- R0038011 Assistant Multimedia Designer (Student Wage)
- R0038015 Assistant Web Developer (Student Wage)
- R0038013 Communications Assistant (Student Wage)
- R0035437 Sign Shop Worker
- R0025439 Administrative Support Specialist
- R0036931 HVAC Mechanic
- 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
- R0035410 Summer Facility Assistant (Wage)
- R0034508 Electrician
- R0030544 Carpenter - Construction & Renovation Services
- R0030397 Plumber Assistant
- R0025247 Environmental Remediation Tech
- R0031374 HVAC Mechanic
- R0027977 IT Desk Support (Student Wage)

## WELLNESS

### 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).



The graphic features a blue background with white wavy lines. At the top, the words "FLU SHOTS" are written in a large, 3D, blue font, with a yellow bandage graphic behind the letters. Below this, a yellow banner contains the text "FM Flu Shot Clinic". Underneath the banner, the text "Tuesday, Oct. 25, 7-11 a.m. in the FM Lunchroom" is displayed in a dark blue font, followed by "No appointment necessary!" in a bold, italicized dark blue font. At the bottom, a smaller dark blue font text states "Two types of vaccines are being offered: Flulaval and Flublok (recommended for people over 50)." To the left of this text is a yellow starburst icon containing the text "\$25 Hoos Well reward eligible for employees enrolled in the UVA Health Plan". To the right is a QR code.

## COVID-19 Reminders

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](mailto: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 10/20/2022, there have been **521 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>

# 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](mailto:ns4xq@virginia.edu) to attend.

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