

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

★ Honoring Veterans ★

11.11.2022

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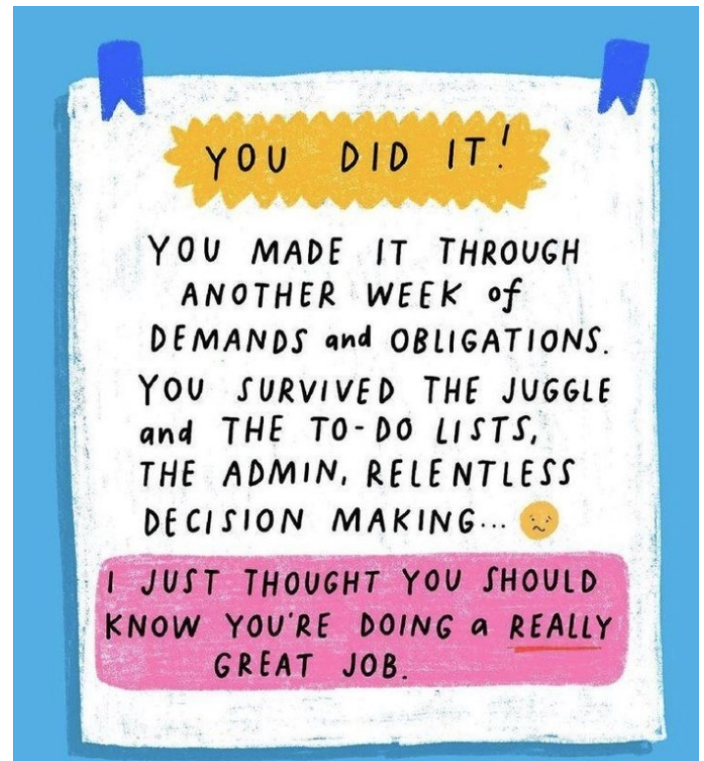
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***Don't forget:
Reasons to Celebrate!***

SPECIAL SECTION

HOLIDAY GIVING



Source: <https://www.instagram.com/p/CkoBtDTogLN/>

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.

DIVERSITY, EQUITY & INCLUSION

Building Community Partnerships:



FM welcomed **14 Boys & Girls Club members** to the **West Grounds Zone Shop** on Monday. It was a great way for the club members who expressed interest in the trades to visit maintenance rooms, understand how air handlers and electric panels work, and get some real hands-on experience with our tradespeople and apprentices.

A HUGE THANK YOU to West Grounds Zone team members Kenny Bower, Wayne Russel, B.A. Bibb, Austin Marshall, Kody Dean, and Rene Teran Vasquez for allowing the group to visit their shop and especially for planning all the visits, logistics, and hands-on activities—thank you West Grounds Zone for being a great example of a strong Community Partner!

A HUGE THANK YOU to FM Apprentices including Pedro Gonzalez, Armiss Ferguson, Nazeer Bahauddeen, and Travis Castellanos with a lot of coordination and implementation help from Tom Castellanos. Thank you for your help as wonderful community partners by engaging with the participants and helping them with hands-on activities!!

The UVA President's Council on UVA—Community Partnerships:

thank you!

“Strengthening the relationship between UVA and the surrounding Charlottesville/Albemarle community is one of my top priorities as president. “ - Jim Ryan

[Learn More HERE](#)

DIVERSITY, EQUITY & INCLUSION, CONT



FM Apprentice Samantha Manning collaborated with BGF on one of their local volunteer days and apprentices **Jessie Gammon** and **Jalisa Stinnie** joined her. Here is what BGF had to say about their great contribution to our community—

“Today was a GREAT day to be outside and we were out there! A group of BGF volunteers including some from UVa Facilities Management Tradeswomen, Blue Ridge Mountains Rotary Club, and Greenbrier Elementary School PTO worked on finishing a large group of picnic tables at Greenbrier. Thanks to all who helped out. Here are a few photos from the workday! “

Thank you Samantha, Jessie and Jalisa!!

thank you!



Honoring All Who Served.

Thank you for your service.

If you would like to learn more about how staff veterans are supporting each other, or how you can support, [please click here.](#)

OCCUPATIONAL HEALTH & SAFETY

HAND TOOL SAFETY: DID YOU KNOW?



Hand tools such as wrenches, screwdrivers, and hammers are often unappreciated as sources of danger. They may look harmless, but they are the cause of many injuries.

An estimated 8 percent of all workplace, compensable injuries are caused by instances associated with hand tools. These injuries can be serious, including loss of fingers or eyesight, and even life.

Tips for Safety:

1. **Use the correct tool for the job.**
2. **Always keep unsheathed knives, and other sharp tools in a safe place,** not in your pocket.
3. **Inspect tools** regularly
4. **Be aware** of your surroundings
5. Always **wear gloves**
6. **Don't use screwdrivers as chisels** or pry bars
7. **Never carry tools up a ladder** — Use a bag or bucket to hoist them up
8. Wear **safety glasses**
9. **Blunt edged tools cause more injuries** than sharp tools
10. **Clean and return** tools after use



TOOLS FOR YOUR TOOLBOX: WHAT IS MINDFULNESS?

Mindfulness can simply be translated to "self-awareness." It is the process of focusing the mind, body, and soul on what is being sensed in this moment, and it gives you the insight to observe and understand negative feelings from a distance. **Mindfulness practices can help relieve stress, improve sleep, and reduce chronic pain, blood pressure and symptoms of heart disease.** It also has the power to change the way your brain functions. Studies have found that activities such as meditation and yoga increase the number of signaling connections in the brain and provide better control over processing pain and emotions.

Benefits from practicing mindfulness include:

- Reducing stress
- Decreasing anxiety and depression
- Boosting working memory
- Enhancing clarity and focus
- Reducing emotional reactivity
- Improving immune functioning
- Fostering relationship satisfaction

Train your mind & build the skills to focus, connect, and flourish in 2023 with the Healthy Minds at Work app.

Learn more:

<https://hr.virginia.edu/healthy-minds-work>

APPRENTICESHIP

Important Dates:

November is National Apprenticeship Month! Governor Glenn Youngkin has declared November as Virginia Apprenticeship Month to recognize the hard work of the apprentices learning their trade and those businesses who support them through the process .

Learn more: <https://at.virginia.edu/ZINTSc>

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. Invites have gone out for each. All of FM is invited to the 40th Anniversary Open House!



CERTIFICATE of RECOGNITION

By virtue of the authority vested by the Constitution in the Governor of the Commonwealth of Virginia, there is hereby officially recognized:

VIRGINIA APPRENTICESHIP MONTH

WHEREAS, Virginia is responding to the many industries and employers who seek to replicate the values of their best employees through the mentorship and instruction of the Registered Apprenticeship model; and,

WHEREAS, the occupational training model of Registered Apprenticeship develops the skills of new employees directly by providing safety, structure, supervision, and coaching creating competencies in the Commonwealth's participating workforce; and,

WHEREAS, Educators in the K-12 system with the Virginia Department of Education continue to expand partnership opportunities in school divisions throughout the state through the promotion of High Quality Work Based Learning programs such as the Youth Registered Apprenticeship model; and,

WHEREAS, the lessons from the Pandemic demonstrate the resiliency of the model of Registered Apprenticeship so that instruction and supervision can continue through technology and innovative solutions; and,

WHEREAS, agile leadership from Registered Apprenticeship partners creates a method of talent upskilling that is future-proof as solutions are crafted to assist any Employer/Sponsor or apprentice who made need assistance to be able to forge on; and,

WHEREAS, new occupations are finding the value of the earn-while-you-learn model, new businesses are including the Registered Apprenticeship model in their recruitment tactics, and new employees are seeking the professional development that is afforded by Registered Apprenticeship; and,

WHEREAS, occupations who have traditionally benefited from the quality of instruction and experiential learning are evolving and inviting all potential apprentices to join them; and,

WHEREAS, Registered Apprenticeship in Virginia borrows from best practices and stands the test of time;

NOW, THEREFORE, I, Glenn Youngkin, do hereby recognize NOVEMBER 2022 as VIRGINIA APPRENTICESHIP MONTH in the COMMONWEALTH OF VIRGINIA, and I call this observance to the attention of our citizens.



Glenn Youngkin
Governor
David C. James
Secretary of the Commonwealth

You're Invited



40th Anniversary Celebration & Open House

November 17, 2:00-3:00 PM

Newcomb Hall Ballroom & Main Lounge (3rd floor)

Immediately following the UVA FM Apprenticeship Class of 2022 Graduation.

RSVP Here

UVA Facilities Management Occupational Programs would like to invite our Facilities Management teammates to join us, FM leadership, Apprenticeship Program graduates & retirees, current apprentices, and the many friends and supporters of the program to celebrate 40 years of apprenticeship at UVA on November 17 with an hour of light refreshments.

There will be no or a very limited formal program to maximize the time attendees are able to spend catching up with each other.

RSVP: https://virginia.az1.qualtrics.com/jfe/form/SV_bIBy508tClwid94

HOLIDAY GIVING HIGHLIGHTS



Leading up to the holidays, FM Occupational Programs staff will be highlighting local nonprofits that they care deeply about. FM OP deeply values the ways we are able to give back to our community.

Submit a nonprofit you would like highlighted: <https://at.virginia.edu/FS4vge>

The Haiti Mission Foundation

thehaitimission.org, highlighted by [Emily Douglas](#)

“I lived in Haiti and it's what drew me to work with Building Goodness

Foundation before I came to FM. Their mission, and this one, focus on relationships with people - sharing skills, values, and vulnerable times. When I returned to Charlottesville from Haiti, I recognized many similarities between our communities - celebrations and difficulties - that make it hard to forget that there are other moms,



dads, families and kids living much like we do all over the world. **I highlight The Haiti Mission Foundation because that is the work they do, they build relationships, connect us as humans, and the leave the world a healthier place.** I hope to travel with them to Haiti in April, the picture I've included is a photo of one of my favorites from the preschool class I taught in Haiti. *If you'd ever like to talk Haiti, history, travel and community work - let me know!*”

Statewide charities on the CVC website:

<https://at.virginia.edu/hrpu1B>

Contribute to the CVC: <https://cvc.virginia.edu/>



OCCUPATIONAL TRAINING

Leadership Connection: “Tell when you have to, sell when you can.”

When thinking about leaders that I have experienced in my career, there are several traits or skills that many have had. Some of the more influential skills I’ve noticed include **communication, organization, focus, and agility**. Each have their part, and each are important.

I am reminded this week of the concept of communication, in that as leaders we must “tell when you have to and sell when you can.” *But what does this mean?* As leaders there are times when we need to be direct or impose our position to get something done. This is definitely appropriate when safety is at stake, when someone is doing something dangerous, or if timelines don’t leave time for discussion. But when overused, this skill can drive division, breed contempt and cause frustration.

The preferred action, in my humble opinion, is to sell your ideas and influence your team to action. *Wait, who has time for that? Truth be told, you do.* We all do and learning how to do that is critical to positive relationships and engaged employees. According to the website, The Center for Leadership Studies, *“The key difference between the selling leadership style and the telling leadership style is the explanation of why. The leader has more open, two-way communication with the follower and explains the reason the task needs to be completed in the context of the bigger picture. The leader also listens to the follower’s ideas, answers any questions and continues to communicate the path forward.”*

This style is based on a high task/high relationship focus. To learn more, check out the article below:

[What is a Selling Leadership Style? | The Center for Leadership \(situational.com\)](#)

For more information, see the eLearning module below on the power of persuasion

[Persuasive Coaching | Learning \(myworkday.com\)](#)

The Passport Leadership program is coming!! Be on the lookout in early 2023!

Don’t Forget Your Education Benefits!

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. The details and limitations as well as the [Request Education Benefits Job Aid](#):

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



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

OCCUPATIONAL TRAINING

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

Managers & Supervisors: Are You Setting Your New Employees Up for Success?

What are the benefits of successfully onboarding new employees? Why should managers care? **Managers & supervisors are a link between the employees and the organization**, ensuring that employees contribute to organizational goals and values.

An employee whose new job orientation goes well will:

- Perform better
- Feel more engaged with their job duties
- Have increased productivity
- Experience better job satisfaction, which leads to better employee retention.

As leadership, managers and supervisors should:

- Make new hires feel welcome.
- Facilitate knowledge transfer.
- Develop a good working relationship.
- Select and assign a buddy or mentor to show them the ropes.

See details and learn more:

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

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!



Mental Health Awareness for Managers

Mark Your Calendars: Mary Sherman from UVA **FEAP** will be hosting sessions for managers focused on prevention and mental health awareness with a goal of fostering resilience and emotional well-being of all employees.

No registration is necessary.

The next session will be hosted on **Wednesday, December 7, 9-10 AM** in Skipwith Hall, UL 112.



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.

November 11: Veterans Day

November 12: Fancy Rat & Mouse Day

November 13: National Pupusa Day

**November 14: Loosen Up Lighten Up
Day**

November 15: America Recycles Day

November 16: Clarinet Day

November 17: Baklava Day

November 18: Apple Cider Day

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0041953 Drywall/Plasterer
- R0042079 Associate Construction Project Manager
- R0042026 Project Coordinator
- R0033696 Occupational Programs Coordinator
- R0034727 Mason - CC&R
- R0030544 Carpenter - Construction & Renovation Services
- R0030560 Carpenter Senior
- R0041976 Computer Help Desk Tech (Student Wage)
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0040747 Facilities Services Representative
- R0030397 Plumber Assistant
- R0041719 Senior Trades Utility Worker
- R0034508 Electrician
- R0039053 Quality Assurance Inspector
- R0039192 Custodial Services Manager
- R0041672 Senior Trades Utility Worker
- R0041669 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0041096 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0041411 Budget Analyst
- R0037336 Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0039974 Custodial Services Workers for Monday-Friday 4:00pm - 12:30am shift
- 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
- R0038218 Construction Administration Manager/Senior Construction Administration Manager
- R0039947 Recycling Supervisor
- 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
- R0033904 Electrician - CCR
- R0033071 Electrician - CCR
- R0032487 Fire Systems Technician
- R0040639 High Voltage Electrician
- R0040954 Senior Welder for Utility Systems
- R0040956 Executive Assistant to the AVP/CFO
- R0035363 Recycling Worker
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0038599 HVAC Mechanic
- R0036157 Historic Mason - CC&R
- R0036003 Senior Sourcing Specialist
- 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
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0038015 Assistant Web Developer (Student Wage)
- R0035437 Sign Shop Worker
- R0036931 HVAC Mechanic
- R0035630 Geospatial Space Technician
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0031374 HVAC Mechanic



WELLNESS

COVID-19 Vaccine Updates



Updated (also called “bivalent”) COVID-19 boosters are available as of October 11 for anyone over 5 years of age. The Virginia Department of Health is encouraging **everyone who is eligible** to get a COVID-19 vaccine or booster shot **before the winter holidays**. Locally, the Blue Ridge Health District is hosting a number of community vaccine clinics in November and December. Find the clinic schedule on [their vaccination webpage](#) or search in [VASE+](#) to schedule an appointment. **Now is a great time to build extra protection before the holidays!**

Please note: It is possible that COVID-19 vaccines will no longer be free after January 1, 2023, due to changes in federal funding. They will likely be billable through insurance, but the expected cost is not yet known.

Source: <https://myemail.constantcontact.com/BRHD-Newsletter-10-28-2022.html?soid=1134059434350&aid=0Nqfc81NHCg>

What to Do: Symptoms or COVID-19+

Any employee who is experiencing **symptoms of COVID-19 should isolate**, notify their supervisor, consult a healthcare provider or contact Employee Health, and get tested.

UVA team members who are required to follow UVA Health’s **policy OCH-002** should go to Employee Health at 400 Brandon Avenue (former Student Health location) for walk-in symptomatic testing between 8 am and noon or between 1pm and 4 pm, Monday through Friday. **If UVA Health team members receive positive test results outside of UVA Health or Employee Health, they are required to notify Employee Health at 434-924-2013 or employeehealth@virginia.edu**. (This requirement does not apply to other Academic Division employees.)

Flu Shot Opportunities

In an effort to reduce transmission of seasonal influenza and COVID-19 among the UVA community, CVS Health will provide flu vaccinations and COVID-19 boosters at Newcomb Hall on November 15, 16 and 17, 2022. All faculty, staff and students are welcome to pre-register for a vaccination clinic and participate.

- **By appointment only:** Pre-register at the links below.
- **Bring your insurance card with you:** The cost is \$0 with most insurance providers. There is no cash option for this clinic.
- **Questions:** VaccineClinics@CVSHealth.com



REGISTER:

Tuesday, November 15, 2022

9:00 AM - 3:00 PM

Newcomb Hall Commonwealth Room

<https://at.virginia.edu/snNCz2>

Wednesday, November 16, 2022

9:00 AM - 3:00 PM

Newcomb Hall South Meeting Room

<https://at.virginia.edu/mRh2jY>

Thursday, November 17, 2022

9:00 AM - 2:00 PM

Newcomb Hall Commonwealth Room

<https://at.virginia.edu/OOD7ZQ>

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.