

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

12.02.2022



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HOLIDAY GIVING



Thank you to the UVA staff that helped put together & celebrate at Lighting of the Lawn 2022



See more photos from UVAToday >>



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

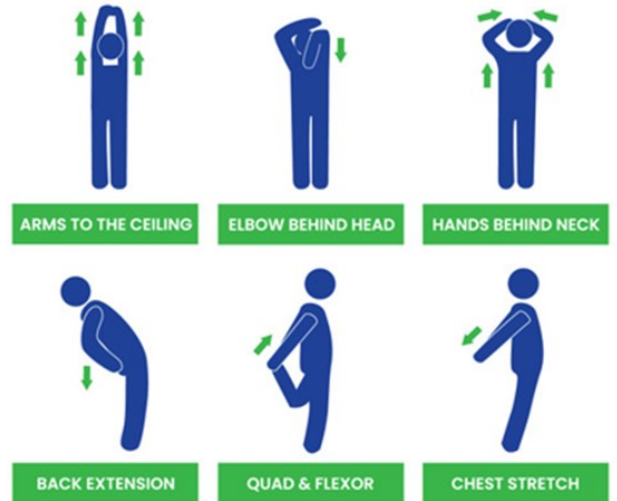
Let Us Know: You can always email FM-OHS@virginia.edu if you have suggestions or story ideas. Now there's a new way to get in touch — **Let us know** by answering a few quick questions.

OCCUPATIONAL HEALTH & SAFETY STRETCH & FLEX: DID YOU KNOW?

Stretching before, during, and after your work shift is not only good for your health, but also assists in reducing risk of bodily injury. Stretching helps maintain range of motion in joints and keeps muscles flexible and strong. It also improves circulation, posture, technique, and coordination. *Stretching has even been shown to reduce stress!*

When to stretch at work:

- Beginning of shift – 5 minutes
- Mid-shift break – 5 minutes
- End of shift – 5 minutes



Get personalized tips for your team from [WorkMed's Beth Frackleton](#).

For more information or to make an appointment with Beth call 434.243.8199 or email edw2z@virginia.edu.

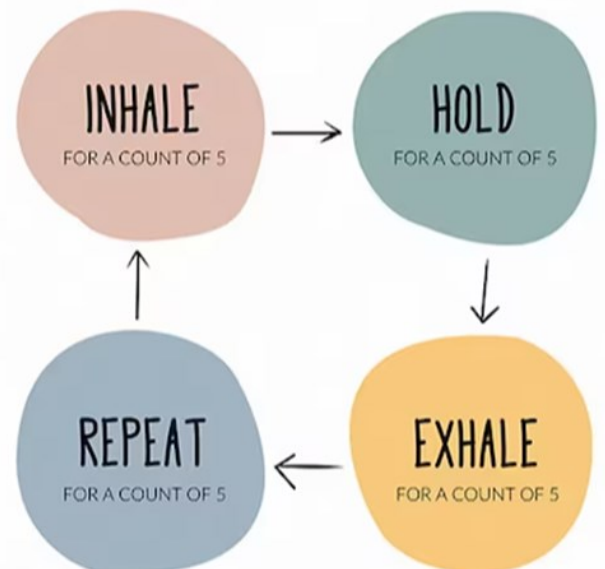


TOOLS FOR YOUR TOOLBOX: MINDFULNESS MEDITATION MADE EASY

1. Find a quiet place, allow your body to rest comfortably.
2. Close your eyes, take a deep breath, and relax. Notice each breath as it enters and leaves your chest and try not to control the flow.
3. Thoughts will pull your attention away from the deep breathing. Notice them, but don't pass judgement. Gently return your focus to your breathing to stay focused.
4. Take 10 deep breaths.
5. Aim for 10 minutes of this exercise a day, increasing to 20 minutes if possible.

For guided meditations, check out the Healthy Minds at Work app: <https://hr.virginia.edu/healthy-minds-work>

MINDFUL BREATHING



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>

Hope's Legacy Equine Rescue

hopeslegacy.com, highlighted by [Linda Resco](#)

“My charity is Hope’s Legacy Equine Rescue in Afton. Hope’s Legacy rescues all kinds of equines – many breeds of horses, donkeys, mules, mini horses, healthy, sick, blind, malnourished, and feral. Many of us have only heard about animal seizures on the news, but have you ever seen firsthand the unfortunate neglect humans can impose onto animals. I have, and it’s purely heart-breaking & incredibly wrong. Our innocent animal friends are at the mercy of us humans, and it’s our responsibility to do right by them, to show compassion and trust. Not only does Hope’s Legacy partner with animal control in our areas to bring equines to a safe place, but they also help people who have lost their way in the proper caring of their animals – some owners have aged and can no longer provide the proper care, some have passed away, some have sad stories & ‘life’ situations themselves and recognize the best thing to do for the equine is to surrender them to Hope’s Legacy to receive healthy care in their remaining years of life. The saddest days are when your efforts may not have made a difference in time and an equine can no longer survive in a healthy way and hard decisions must be made. Thankfully & more often, the best days are when you’ve gained trust from an equine that is thankful (and somehow knows) you’re saving their life, making things better, and will do everything possible to find adopters dedicated to giving an equine the very best home and a second chance. Every time I hear one of Hope’s equines “have left for their new home” it’s a happy moment. Once a week it’s sheer pleasure for me to give my time to Hope’s Legacy. Not only do I adore animals, but best of all, giving them all the love & attention they deserve is pure therapy in the best ways for both me and all the equines. I’m privileged to volunteer with A LOT of amazing volunteers who, no matter what, no matter the weather, are at the farm every day, every week, every month all year long. It’s one of the easiest commitments I’ve ever made. It just makes my heart happy. If you want to talk horses or have a love for equines and would like to spend time volunteering at a beautiful farm, please [ask me!](#) I would be more than happy to share! Thanks to Hope’s Legacy for making a difference!”



[See these photos >>](#)

APPRENTICESHIP

Save the Dates: Celebration Events Rescheduled

Class of 2022 Graduation
January 26, 2023
Newcomb Hall Ballroom
Details TBA

40th Anniversary Celebration & Job Fair
April 11, 2023
UVA Alumni Hall
Details TBA



School Visits

Know of a classroom that wants to talk to an apprentice? Have them email FM-Apprenticeship@virginia.edu!

Boys & Girls Club visit WGZ

Earlier this month, students from the Journey Middle School chapter of the Boys & Girls Club visited UVA Facilities Management and the West Grounds Zone Maintenance team to learn about the trades and the UVA Apprenticeship Program.

See more photos on the [@uvafm](https://www.instagram.com/uvafm) Instagram:
<https://at.virginia.edu/aF8wPc>



OCCUPATIONAL TRAINING

Apply for UVA FM Jobs

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

New Employees: Updated I-9 Requirements

New academic employees will now have up to a week from their start date to show their physical original I-9 documents at UVA HR (2420 Old Ivy Road). There is no longer an allowance past the first week.

The rest of the process remains the same, and new hires should be given this information when they are hired and begin receiving onboarding communications.

Questions? AskHR@virginia.edu

OCCUPATIONAL TRAINING

Leadership Connection: 'Tis the Season for Gratitude!

Say "Thanks!" to
someone in FM >>



"'Tis the season..." Variations of this theme have been heard and shared millions of times throughout our lives. Whether it's the "Reason for the Season", or a "Season of Giving", it truly is a special time to reflect on our lives and give thanks.

Gratitude is an especially powerful theme during the holiday season. This raises the questions: *How often do we share our gratitude? Is it only during the holiday season when we are reminded of it in songs and TV commercials? Or can we take an effort of sharing gratitude throughout the year?*

In a recent article by the Center for Leadership Excellence, the authors identified a "Gratitude Gap" stating:

One study found that while about half of people regularly say thank you to their family members, only about 15% of people regularly say thank you at work. The same study found that 35% of people say that their managers have never thanked them.

Wow... Powerful! But why show gratitude in the first place? There are several reasons. The authors continue,

Science has shown that people who are grateful feel happier. The benefits of gratitude include:

- *An improved sense of well-being*
- *Higher self-esteem*
- *Less depression and anxiety*
- *Better sleep*

So, leaders who continuously show gratitude and appreciation help their teams and themselves? Sounds like a win-win!

To Learn More:

- **"Gratitude at Work: Why Is Gratitude in Leadership Important?":**
<https://at.virginia.edu/deV7R0>
- On gratitude and developing well-being at work, check out the **Workday eLearning module "Be the Manager Who Fights for Their Team":** <https://at.virginia.edu/6p55S3>
- Looking for ways to show gratitude? Try the **SPARK Appreciation challenge:**
<https://at.virginia.edu/u2tpf7>
- Finally, don't miss out on our next Featured Training:
Managing Productivity in the Workplace, Learn more & register: <https://at.virginia.edu/5mvnfj>

OCCUPATIONAL TRAINING

FEATURED TRAINING: Workplace Productivity, Dec. 13

Have you ever been stressed by the number of emails in your inbox, or felt that productivity is an unobtainable superpower? Extraordinary productivity is within your reach! This course will help you understand your own challenges to productivity and become more efficient at work.

Course Details

When: December 13th, 1:00 pm-3:00 pm

Where: Skipwith Hall, Room 112 (Upstairs Large Conference Room)

Who should attend? All FM Employees with an interest in improving productivity and time management. Registration required. Limited to 20 participants. Your supervisor will be contacted by the Occupational Training team to approve your enrollment this class.

REGISTER: <https://at.virginia.edu/5mvnfj>

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.

Mental Health Awareness for Managers

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

Join us on
Wednesday, December 7th,
9-10 a.m. Skipwith Hall, UL 112.

Final Reminder: 2022 Education Benefits!

Benefits-eligible employees who have been in their position for at least one year can take advantage of this offering of two components: Tuition and Professional Development.

The deadline for education benefits re-

quests for 2022 is December 9, 2022. Learn more: <https://hr.virginia.edu/career-development/education-benefits-1>

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

Learn Another Language at FM!

- Register for classes with Speak! Language Center—22 languages and ASL—<https://www.speaklanguagecenter.com/uva>
- Use your UVA Education Benefits (by Dec 9!) 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 or (434) 906-5810



News from UVA LGBT Employee Resource Group

- PRIDE Dance Party at Zocalo on the Downtown Mall
- Friday, December 9th
- Rainbow or holiday attire encouraged!

Community Help—Loaves & Fishes:

- GET GROCERIES — Drive-through: WED 2:00–4:00 PM | THUR 6:30–8:30 PM | SAT 10:00 AM – 12:00 PM
- GET GROCERIES by Appointment: TUES 3:00–7:00 PM — *Reservations Required* – [Sign up here](#)
- DONATE: MON, THURS & FRI 9:00 AM – 4:00 PM | TUES 9:00 AM – 2:30 PM—[See most needed items](#)
- Located at [2050 Lambs Road, Charlottesville, VA 22901](#) (434) 996-7868, cvilleloaves.org



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!

DIVERSITY, EQUITY & INCLUSION

Recognizing & Celebrating Your Team this Season—

- This time of year is a natural time to plan team and wrap-up celebrations to highlight milestones and accomplishments from the previous year.
- There are also many cultural holidays during the month of December to be aware of during your plans.
- Here are some tips for planning inclusive celebrations and sharing diverse customs and traditions with your team—



1. **Ask** your team how they would like to celebrate - this creates an invitation for team members to share how they celebrate, or what is meaningful for them. (It also helps **include** them in the decision process!)

2. **Make space** for team members to share how or if they celebrate this season. Sharing your own favorite traditions helps open up this space to show that it's okay to share. Be sure to **affirm** and be **curious** about traditions that are different from your own - creating a safe space to share.

3. **Mistakes** are okay - especially when we own them. You may not include every custom this year, but it opens up the discussion with your team on how to improve for next year and learn from each other along the way.

*****Biggest Takeaway - Include your team in your decision-making process, it builds trust & relationship and makes all the difference for a great end-of-year celebration together!**

- **[Check out these global December celebrations](#)** to share with your team and help start the conversation— *What are your traditions for this time of year?*



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.

December 2: Build Joy Day

December 3: Make a Gift Day

**December 4: Extraordinary Work Team
Recognition Day**

**December 5: Handwashing Awareness
Week**

December 6: Mitten Tree Day

December 7: Cotton Candy Day

December 8: Lard Day

December 9: Christmas Card Day

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0037336 Senior HVAC Mechanic, Alternating Shift (Sign-on bonus up to \$2,500 for new hires to UVA!)
- R0042231 Electrician/Senior Electrician
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- R0041410 Utility Locator/Damage Prevention Technician
- R0041411 Budget Analyst
- R0037339 Carpentry Supervisor
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0030544 Carpenter - Construction & Renovation Services
- R0042445 Custodial Services Worker: Monday - Friday 11:00pm - 7:30am shift
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0042336 Finance Associate
- R0030560 Carpenter Senior
- R0042307 Maintenance Zone Manager
- R0036931 HVAC Mechanic
- R0041086 Hazardous Materials Technician
- R0041953 Drywall/Plasterer
- R0042079 Associate Construction Project Manager
- R0042026 Project Coordinator
- R0033696 Occupational Programs Coordinator
- R0034727 Mason - CC&R
- R0041968 Senior Project Manager
- R0041976 Computer Help Desk Tech (Student Wage)
- 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
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0040760 Elevator Assistant Mechanic
- R0039947 Recycling Supervisor
- R0027779 Arborist
- R0030791 Instrumentation & Controls Technician
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0032487 Fire Systems Technician
- R0040639 High Voltage Electrician
- 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
- R0038015 Assistant Web Developer (Student Wage)
- R0035437 Sign Shop Worker
- 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



Feeling ill? Is it:

COLD, FLU, OR COVID-19?

If you are experiencing symptoms of COVID-19, call your primary care physician or other healthcare provider. They will provide instruction on the steps to take.

SYMPTOMS											
COLD		Common			Sometimes		Common	Sometimes		Common	Common
FLU	Common	Sometimes	Common		Common		Common	Common		Sometimes	
COVID-19	Common	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes	Common	Sometimes	Sometimes		Sometimes

What to Do: Symptoms or Illness

Any employee who is experiencing **symptoms of illness** (COVID-19, cold, or flu) should isolate, notify their supervisor, consult their 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 COVID-19 testing between 8 am and noon or between 1pm and 4 pm, Monday through Friday. **If UVA Health team members receive positive COVID-19 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.)

COVID-19 Vaccine Updates

Updated (also called “bivalent”) COVID-19 boosters are available 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 we gather for 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!**

Reminder for Employees with HSAs

Employees with a UVA-affiliated HSA account with Chard-Snyder must complete the **Electronic Consent Form** no later than **January 13, 2023** to transfer their funds to the new Fidelity HSAs.

Learn more: <https://hr.virginia.edu/benefits/benefit-savings-accounts/benefit-savings-account-transition>

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.

HOPE'S LEGACY EQUINE RESCUE



Randall



Bobby Earl



Dolly



Tyberious

HOLIDAY GIVING



[Go back to the write up >>](#)



BE AN ALL STAR: Wash Your Hands Often for at least 20 seconds with soap & water. Be sure you lather all surfaces of your hands. If soap is not available, use a hand sanitizer that is at least 60% alcohol.

But, what's approximately 20 seconds?

The chorus to the **Smash Mouth's 1999 hit "All Star"**:



Hey now 👉👈



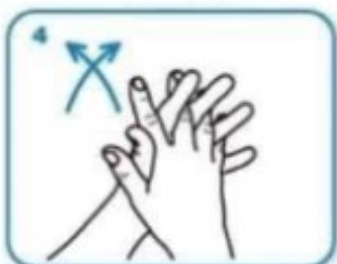
You're an allstar ✨



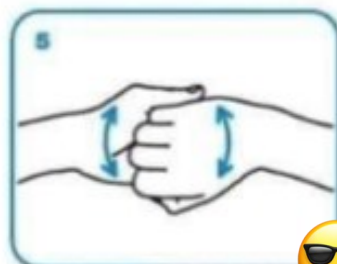
get your game on 🎮



go play 🏃



hey now 👉👈



you're a rockstar 😎



get the show on 📺



get paid 💰



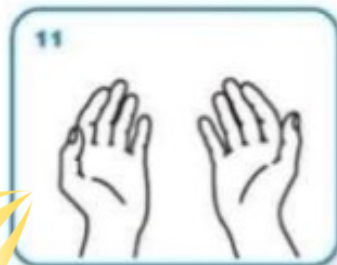
all that glitters ✨



is gold 🏆



only shooting stars ✨



break the mold 🏆



Thank you for being a hand-washing all star!