

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

12.16.2022



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***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.

APPRENTICESHIP

Charlottesville High School Students Interview UVA Apprentices

A group of students from Charlottesville High School Black Knights' KTR TV crew visited FM Alderman on December 14 to interview six apprentices to share their individual stories and experiences with other students at CHS who will soon be making decisions about what to do after high school.

Apprentices were asked questions like:

- What advice would you give to students who have a negative stigma about your career?
- Walk me through a typical day in your work life.
- What skills could kids in high school learn to get into this career?
- What do you wish you knew about careers and trades in high school?
- Do you have any funny stories that happened on the job?

Thank you to apprentices and their supervisors who were able to make time for interviews.

Apprentices interviewed were Cody Taylor, Becky Hord, Chelséa Lewis, Evan Wagner, Walter Sabwa and Ryan McCarthy.



Know of a classroom that wants to talk to an apprentice? Email [FM-Apprenticeship@virginia.edu!](mailto:FM-Apprenticeship@virginia.edu)

Save the Dates: Celebration Events Rescheduled

Class of 2022 Graduation
January 26, 2023, 1:30 PM
Newcomb Hall Ballroom



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

OCCUPATIONAL TRAINING

Leadership Connection: Leading During the Holidays

The holiday season can be one of great joy, giving and receiving, and reflecting. As the end of the year approaches and the holiday cheer fills us with happiness and excitement for well-earned rest and recuperation, it is important to consider that this time may bring mixed feelings and emotions. This truly is a time to be joyful, but also mindful and aware of ourselves and our teams. It's a time to look back and recognize the successes you've had over the past year, it's also a time to look forward and plan for our future successes.

For instance, with our 2023 Professional Development series and soon-to-be-announced Leadership program, we have a lot to look forward to! So, with these words, we wish you a happy, and merry holiday season. Be safe, grateful, and good!

Further Reading:

- 7 Holiday Leadership tips: "To Be a Great Leader During the Holidays, Focus on These 7 Things" | Inc.com—<https://at.virginia.edu/GFUCAq>
- Thoughts on planning and goal setting: Making Big Goals Achievable | Workday Learning—<https://at.virginia.edu/S5Xb9o>

For more information on our Professional Development series, select the link below:

- Occupational Training – Professional Development – UVA Facilities Management—<https://at.virginia.edu/5zEgT2>

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

See FM jobs >>

Mental Health Awareness: FEAP for Teams

Did you know that UVA FEAP can partner with your team to improve its collective health by developing a plan to address particular needs, or by developing training sessions focused on prevention and mental health awareness with a goal of fostering resilience and emotional well-being? Contact FEAP Consultant [Mary Sherman](#) to discuss your team's needs and interests: 434-243-2643 or mbs5n@uvahealth.org.

OCCUPATIONAL TRAINING

Upcoming Professional Development Opportunities

Coming in 2023!

The **FM Occupational Training team** is excited to announce the return of professional development training sessions in 2023. Sessions are intended for all FM employees and will be offered at both HSPP West Complex and FM Alderman to provide better access to these opportunities.

Topics, Dates, & Registration Links:

January's focus is on communication skills.

- **The Art of Effective Communication:** <https://at.virginia.edu/wHuy9v>
 - January 10, 2023, 1:00-3:00 PM, in Skipwith Hall 112 - Upper Level Large Conference Room
 - January 11, 2023, 1:00-3:00 PM, in HSPP West Complex Level 'O' Conference Room
- **Workplace Communication:** <https://at.virginia.edu/qhkljy>
 - January 17, 2023, 1:00-3:00 PM, in Skipwith Hall 112 - Upper Level Large Conference Room
 - January 18, 2023, 1:00-3:00 PM, in HSPP West Complex Level 'O' Conference Room
- **Communicating with Tact and Professionalism:** <https://at.virginia.edu/SiTvoj>
 - January 24, 2023, 1:00-3:00 PM, in Skipwith Hall 112 - Upper Level Large Conference Room
 - January 25, 2023, 8:00-10:00 AM, in HSPP West Complex Level 'O' Conference Room

More information & how to register for these sessions will be posted on the FM OT Professional Development page:

<https://www.fm.virginia.edu/employees/occupationaltraining/prof-development.html>

If you have questions, please email Occupational Training at FM-Training@virginia.edu

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!



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

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>

Red Cross

<https://www.redcross.org/local/virginia.html>, highlighted by [Shelomith Gonzalez](#)

The Red Cross Mission is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of Volunteers and generosity of Donors. My grandmother was very proud to serve for decades as a Red Cross volunteer and board member in Pennsylvania, participating in disaster relief efforts both locally and nationally. After helping to arrange blood drives and being a donor for several years, I was also grateful to have the opportunity to now serve as Board Member for the Central Virginia Chapter Red Cross and support its wonderful mission. The Red Cross supports our community in so many ways. Some of those ways include providing lifesaving blood services, sickle cell blood drive initiatives and education, training for first aid and CPR, fire alarm installation, and local, national and global disaster response. Gifts of time, financial support, and blood donations are all ways you can support the mission and help provide life-saving services to the community.



OCCUPATIONAL HEALTH & SAFETY

REMINDER: SAFETY SHOES



- The shoe truck schedule for 2023 is finalized: <https://at.virginia.edu/DARxHe>
- If you receive an email from the safety shoe portal stating your voucher has been processed, you should receive a voucher shortly via email and text (if available).
- If you need safety shoes, submit a request: <https://at.virginia.edu/FMShoeRequest>
- If you have questions about PPE or safety shoes, email FM-OHS@virginia.edu.
- If you're having issues with Red Wing, your shoes, or your order, please fill out the shoe comment form: <https://at.virginia.edu/X5GI0g>

OCCUPATIONAL HEALTH & SAFETY

DID YOU KNOW?: LADDER SAFETY

Whether you're about to start a new job task or start putting up those holiday decorations, make sure to include these steps in your plan!



- Rungs - Check for broken split, cracked, corroded or missing rungs.
- Side Rails - Check for broken, split, cracked, corroded or missing side rails.
- Cracks - Check carefully for cracks; they are hard to see.
- Hardware - Check for ladders with loose, corroded, or weakened fasteners and hardware.
- Capacity - Check the capacity label and make sure the ladder has sufficient capacity to hold you and everything you are wearing/carrying.
- Be sure to clear the ground area around the ladder before climbing.
- Make sure all four feet of the ladder are on a firm, dry, level surface.
- Always wear proper footwear with good tread when climbing.
- Keep your body centered on the middle of the ladder.
- Do not lean to reach items while standing on the ladder.
- Do not stand on the top two steps of the ladder unless they are designed for standing.
- Watch for people working under or around the ladder.



Find a template for ladder inspection on the UVA FM-OHS Forms page:

<https://at.virginia.edu/sOyhR6>

TOOLS FOR YOUR TOOLBOX: BUILD YOUR OWN!

When building your mental health toolbox, be sure to cover all the bases. Plan for setting yourself up for mental health success in 2023!

Talk:

- Friend or peer
- Mental health professional
- Support groups
- Writing

Exercise for Mind and Body:

- Meditation or prayer
- Music
- Exercise
- Functional movement/stretching

Relax and Recharge:

- Create or find your own quiet space
- Get extra rest
- Pursue a hobby

Support Others:

- Send a card
- Mentor someone
- Create care packages for charities, current military personnel or veterans
- Volunteer. Put your skills to use for a charity or non profit!



UVA FEAP can help you create your toolbox:

www.uvafeap.com

DIVERSITY, EQUITY & INCLUSION



Inclusive Excellence 2022 Wrap-Up: What are we working on?

- **Promotions:** Clarifying competitive and non-competitive promotions, creating ways to help employees understand and work toward promotions, building resources and expectations for supervisors to support and develop team members.
- **Recognition, Respect & Trust:** Investigating ways to improve recognition and appreciation tactics at FM as well as ways we support and build trust and respect.
- **Training & Education:** Working alongside the FM Occupational Training team to assist in equitable and accessible training opportunities and design.
- **FM Onboarding:** Assisting the FM Occupational Training team in their work redeveloping the FM Onboarding process with an inclusive and equitable lens.
- **Community & Partnership:** Growing our relationship with the community, spotlighting FM employees giving their time and skills in the community.

How can I help or be involved?

- There are many ways to help or be involved, the first step is to reach out to **DEI Specialist Emily Douglas** (em4hg@virginia.edu or 434-906-5810). Based on your interests, Emily will help align you with the right project and group to put your passion to work!
- **Inclusive Excellence teams and projects are growing and evolving** to suit the needs of FM. There are many opportunities, ideas and collaborations and we'd love to have yours. Reach out anytime to get involved, or just ask questions!



DIVERSITY, EQUITY & INCLUSION, CONT.

UVA Black Faculty and Staff Employee Resource Group:

We Are Here!



The BFS-ERG recently hosted a conversation about wellness among the group facilitated by Lauren Carson, Executive Director and Founder of Black Girls Smile Inc. [Click here](#) to view the meeting information and access helpful resources.

[Click here](#) to learn more about the BFS-ERG and ways you can help / be involved.

UVA LGBTQ Employee Resource Group:

U.S. Senator Mark Warner congratulates UVA Health for being named a “Leader in LGBTQ Healthcare Equality”

→ [Click here](#) to view Senator Warner’s letter of congratulations.

→ **Additional accomplishments by UVA Health in recent years include:**

- [Patient Rights and Responsibilities](#) - covers patients receiving treatment and having visitors, regardless of sexual orientation, gender identity, or gender expression (*UVA log-in required*)
- Transgender and LGBTQ Advisory Committee – formed an interdepartmental group to address concerns for patients and medical center team members
- Epic updates – modified the patient medical record system to document preferred name, pronouns, Sexual Orientation and Gender Identity (SOGI), sex assigned at birth, affirmation steps, and organ inventory
- [LGBTQ Healthcare Services](#) – published websites with resources for LGBTQ patients
- [Transgender Clinic and Related Services](#) – established clinic for transgender patients and summarized services available to them

DIVERSITY, EQUITY & INCLUSION, CONT.

Language Program at FM

Want to improve your English or learn another language at FM?

→ We have many options available for you:

- We partner with UVA CAELC to provide weekly group English classes—Deadline is Jan 9 to register for Spring Session
- We work with **Speak! Language Center**, a local SWaM company, who offers 1-1 and group classes in 22 languages including ASL!
 - [Click here to see the languages Speak! teaches](#)
 - [Click here to use your Ed Benefits with Speak!](#)
 - [¡Aprender inglés con Speak! usando sus beneficios con UVA!](#)

→ Questions? Contact Emily Douglas at em4hg@virginia.edu or (434) 906-5810.



At FM, please drop off cards/notes to the

families of Lavel Davis Jr., Devin Chandler and D'Sean Perry, and injured students Mike Hollins and Marlee Morgan, at the following drop-off box locations:

- FM Lunchroom
- Hallway outside of HSPP's large conference room (G032 West Complex)



Please indicate the family to whom the note should be directed and UVA staff will ensure they are delivered. Items will be accepted until Thursday, Dec. 22.



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!

Recognition from The Seven Society

UVA FM received the below letter from UVA's Seven Society recognizing our work on Grounds.

Learn more about UVA's secret societies on

Grounds: https://uvamagazine.org/articles/wrapped_in_mystery

Say "Thanks!" to someone in FM >>



November 11, 2022

Facilities Management
The University

"It takes a person of great care and insight to watch for any abnormality in the green grass even while it grows abundantly and healthily." – Kenzaburo Oe

Dear Facilities Management Team,

Coming from countless different places and backgrounds, students arrive at the University carrying with them their hopes for the next four years and their visions of the home they seek to build on Grounds. As they watch the buildings and paths lose their veneer of newness and transform into places laden with memories, they often do not recognize the immense work and compassionate stewardship that go into the creation of the landscape they come to know as home. Today, The Seven Society wishes to recognize your ceaseless and oft unrecognized efforts in shaping and maintaining the pristine and familiar environment of the University for countless students. Our community would not function without your work and your commitment to ensuring the smooth functioning of everyday operations. Every element of Grounds is a testament and embodiment of the care with which you treat this space.

It is often challenging to carve out community amidst the multifariousness of the University, but it is exceedingly clear that the Facilities Management team is a group of extraordinarily talented individuals uplifted and celebrated by each other. In addition to your dedication to our broader community, we thus thank you for your deep investments in one another. This imperative to create a communal support system is even more significant given the challenges posed by the difficult day to day tasks tackled by your members, projects which many of those who benefit from them could not entirely fathom.

In addition to all the ways that your work impacts the entire University community, The Seven Society would like to personally thank you for the innumerable moments in which you have offered our organization critical help over the years. Given that we have had the opportunity to intimately witness the prowess with which you approach your work, we wish today to celebrate your individual strengths, and the power of your collective endeavor. It is our continued honor to partner with your team, and it is our great privilege to get to celebrate you tonight.

Sincerely,

⊕ ♄ ♃ ♀ ♁ ♃ ♀
The Seven Society



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 16: National Underdog Day

December 17: Bhutan National Day

December 18: Arabic Language Day

**December 19: Look for an Evergreen
Day**

December 20: Cathode-Ray Tube Day

**December 21: Look On The Bright Side
Day**

December 22: Cookie Exchange Day

December 23: Festivus

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0039053 Quality Assurance Inspector
- R0041953 Drywall/Plasterer
- R0040954 Senior Welder for Utility Systems
- R0041669 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0043054 Building Automation Systems (BAS) Manager - Construction and Retrofit
- R0041968 Senior Project Manager
- R0042979 Waste and Recyclable Materials Manager
- R0042051 Recycling Worker
- R0042962 Senior Carpenter
- R0042856 Part-Time Custodial Services Worker: Saturday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0041096 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0042657 Carpenter - Construction & Renovation Services
- R0042707 Senior Administrative Assistant
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0034727 Mason - CC&R
- R0034508 Electrician
- R0034384 Plumber
- R0041719 Senior Trades Utility Worker
- R0041411 Budget Analyst
- R0041410 Utility Locator/Damage Prevention Technician
- R0037336 Senior HVAC Mechanic, Alternating Shift (Sign-on bonus up to \$2,500 for new hires to UVA!)
- R0042051 Recycling Worker
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- R0037339 Carpentry Supervisor
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0042336 Finance Associate
- R0042307 Maintenance Zone Manager
- R0036931 HVAC Mechanic
- R0041086 Hazardous Materials Technician
- R0042079 Associate Construction Project Manager
- R0042026 Project Coordinator
- R0041976 Computer Help Desk Tech (Student Wage)
- R0041672 Senior Trades Utility Worker
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0040760 Elevator Assistant Mechanic
- R0030791 Instrumentation & Controls Technician
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0040639 High Voltage Electrician
- R0038599 HVAC Mechanic
- R0036157 Historic Mason - CC&R
- R0036003 Senior Sourcing Specialist
- 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

FREE COVID-19 Tests

Get free at-home COVID-19 tests this winter

Every U.S. household is eligible to order 4 free at-home COVID-19 tests.

[Order Free At-Home Tests](#)

Need help placing an order for your at-home tests?
Call [1-800-232-0233](tel:1-800-232-0233) (TTY [1-888-720-7489](tel:1-888-720-7489)).

If you already have plenty of COVID-19 tests, check to see if their expiration dates have been updated by the FDA:

<https://at.virginia.edu/bWV3TP>

The USPS is once more sending 4 FREE COVID-19 tests to each household that requests them go to <https://www.covid.gov/tests> to request yours.

[Your health insurance will also cover at-home over-the-counter COVID-19 tests.](#) Use your card at the pharmacy.

Individuals without insurance can access COVID-19 vaccines through local [community health centers](#) or a [community testing site](#).

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.