

# The Occupational Programs Weekly Wrap Up

UVA Facilities Management

01.27.2023



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### **Congratulations, Apprenticeship Graduates!**



See page 2 for more information and to celebrate the graduates! >>

**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.

## **APPRENTICESHIP**

### **Class of 2022 Graduation**

In the Charlottesville *Daily Progress*: <https://at.virginia.edu/blU2xf>



**Meet the Graduates:** <https://apprenticeship.fm.virginia.edu/graduation-2022.html#graduates>

*Thank you to everyone that attended and took part,, and to Virginia DOLI, FM leadership, instructors, mentors, on the job trainers, supervisors, and managers that have supported the Apprenticeship Program and apprentices as they build their careers at UVA.*

**See the special address from Commissioner Gary Pan of Virginia DOLI:**

[https://youtu.be/h5vwYbB\\_PqU](https://youtu.be/h5vwYbB_PqU)



## OCCUPATIONAL HEALTH & SAFETY

### DID YOU KNOW?: PROPER CHEMICAL STORAGE

Storing chemicals correctly can help prevent several types of incidents and injuries. Improper chemical storage can result in toxic exposure, fire, explosions, and contamination.

Here are guidelines for maintaining safe chemical storage:

- All chemical products must be **labeled and capped**.
- Always check **the SDS** for incompatible storage chemicals:  
<http://ehs.virginia.edu/msds/> (Netbadge login required.)
- **Group similar chemicals together** (ex: flammables, corrosives, etc.).
- **Store away from any ignition sources**.
- **Do not store equipment or other items with chemicals**.
- **Inspect containers regularly and replace if damaged**.



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## TOOLS FOR YOUR TOOLBOX: MANAGING HEALTHY SELF-ESTEEM

Maintaining healthy self-esteem is imperative to our well-being. When we love and appreciate ourselves, we seek a more fulfilling life, better relationships, and healthier habits. It's much easier said than done for others though, as our inner critic can sometimes be louder than the positive feedback we receive from our peers.

When these moments arise, remember these tips:

- Entertain the possibility that the critical view of yourself isn't entirely accurate. Allow space for the positive along with the negative.
- Our thoughts are like muscles — Even if you've been unkind or critical to yourself for years, new patterns or ways of thinking can be built with practice and consistency.
- Self-Esteem is NOT narcissism! Low self esteem worries about being seen as self-absorbed or seen as a show-off. Acknowledging both the positive and the negative is how we keep our ego balanced.

If you'd like help getting started on reigning in the inner critic, try reaching out to FEAP!

<https://uvafeap.com/counseling-services>



## **OCCUPATIONAL TRAINING**

### **Leadership Connection: The 10-Second Rule**

Over the past month, I've had the opportunity to share a few FM communications workshops. It is always interesting to see where the class goes as each participant brings their own perspective and experience to the class. Last week, we were discussing Workplace Communications, where the idea of reading and editing emails prior to sending was considered. This is obviously a great practice for professionalism and accuracy but becomes even more important when the topic of the email is heated or emotionally charged. This reminded me of the story of Abraham Lincoln:

During the Civil War, when President Lincoln was especially disappointed by his military leadership, he would write an angry letter, one that would surely let the generals know what he was thinking. **Before sending the letter, he would file it in his desk drawer.** He did this because he knew the impact that these letters could have on his team's morale and would pause before mailing off the fiery correspondence, often not mailing them at all. This is a perfect example of truly exceptional emotional intelligence from one of our greatest leaders.

In my inbox this morning, I found a leadership article with a similar theme: *The importance of the 10-second rule*. According to Author Jason Aten, writing for *Inc.com*, the 10-second rule is "whenever the temperature in a conversation starts to go up, pause for 10 seconds before you respond. That's it—just stop and wait." This allows you to *regain your composure, consider the other person and their motives, and think of an appropriate answer*. 10 seconds may not seem like a lot of time but can stop you from making a snap decision or judgment that can escalate issues and result in an unwanted outcome. This, according to Aten, is a sign of healthy Emotional Intelligence. I would certainly agree!

**Read the article:** "How Emotionally Intelligent Leaders Embrace the 10-Second Rule to Handle Difficult Conversations" via *Inc.com*: <https://at.virginia.edu/ARQzZo>

**For training on this topic select the Workday links below:**

- **Leading with Emotional Intelligence | Workday Learning:** <https://at.virginia.edu/JhK4MD>
- **Communicating with Emotional Intelligence | Workday Learning:**  
<https://at.virginia.edu/RdLjUu>

To attend a classroom session of FM Occupational Training's Emotional Intelligence workshop, select the link below, or check out our upcoming classes for February on our Professional development website:

- **FM Emotional Intelligence | In-Person Learning:** <https://at.virginia.edu/oiV5v5>
- **Occupational Training – Professional Development – UVA Facilities Management:**  
<https://www.fm.virginia.edu/employees/occupationaltraining/prof-development.html>

# OCCUPATIONAL TRAINING

## Professional Development Opportunities

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. *Registration is required.*

### Topics, Dates, & Registration Links:

- Emotional Intelligence: <https://at.virginia.edu/MpKj2S>
  - February 7, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
  - February 8, 1:00-3:00 PM, in in HSPP West Complex Level 'O' Conference Room
- Conflict Management: <https://at.virginia.edu/uQcKhF>
  - February 14, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
  - February 15, 1:00-3:00 PM, in in HSPP West Complex Level 'O' Conference Room
- Dealing with Difficult Behaviors: <https://at.virginia.edu/WAORbP>
  - February 21, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
  - February 22, 8:00-10:00 AM, in in HSPP West Complex Level 'O' Conference Room

Details & how to register are 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](mailto:FM-Training@virginia.edu)

## Indirect Benefits of Occupational Training Sessions

During Occupational Training sessions, we often have employees attend from different FM departments and zones. This serves as a great opportunity to learn and interact with each other. Training sessions often include small-group activities that afford opportunities to network and collaborate in an environment away from your day-to-day routine.

These collaboration and interaction activities conducted during training sessions often have ripple effects that extend out into the workplace promoting innovation, creativity, and readily sharing of ideas and knowledge. Remote workers, whether working solo at their desk or out in the field with landscaping equipment, receive a wonderful break from isolation and often fosters creativity and innovation. Training is a wonderful opportunity for expanding your normal professional relations here at UVA.



Be sure to [check out our offerings](#), as new ones are added throughout the year. Take charge of your future by [investing in training](#) today!

## OCCUPATIONAL TRAINING

### 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](mailto:mbs5n@uvahealth.org).



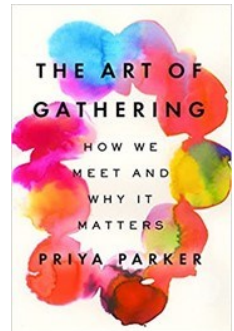
Mary Sherman  
LCSW, CEAP  
434.243.2643  
[mbs5n@uvahealth.org](mailto:mbs5n@uvahealth.org)

### Gather Well at Work: A Human-Centered Approach to Meetings and More from UVA Organizational Excellence

*"The most sacred thing we have is our collective and shared time together. Gatherings are more than the sum of their parts. Done well they are meaningful, purposeful and even transformative."*

- Priya Parker

Meetings, events and gatherings – virtual and in-person - are part of work every day. Based on key principles from "The Art of Gathering" by Priya Parker, this session will provide a framework to guide the effective design and delivery of any group gathering - regular meetings, committee meetings, retreats, planning sessions, celebrations, and more. Learn how to be more intentional and thoughtful in the way you bring people together to elicit connection, meaning, and creativity.



**Presenter:** Sarah Collie, Organizational Excellence

**When:** January 30, 2023, 1:00 p.m. to 2:15 p.m.

**Details:** Zoom access information will be provided to registrants prior to event.

**Register:** <https://at.virginia.edu/6oD09D>

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

See FM jobs >>



## OCCUPATIONAL TRAINING

### Community Learning Opportunities

**Lifelong Learning Programs from The Center:** The Center positively impacts the Charlottesville community by creating opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning for all.

**See Upcoming Classes:**

<https://thecentercville.org/programs/detail/category/lifelong-learning>

### White-Rodgers HVAC Learning Modules

Check out these FREE modules on the topics of thermostats; heating and A/C; and heat and pump refrigeration through White-Rodgers:

<https://go.bluevolt.com/whiterodgers/s/>

*An account is required, but there's no fee to register.*

## DIVERSITY, EQUITY & INCLUSION

### Volunteer Opportunity: Habitat Build

#### Day Coffee Break

**Wednesday, February 1st, 7:30am-12pm**

FM Lunchroom Alderman Rd.

**Come sign up for an upcoming build day  
with Habitat for Humanity and  
UVA Tradeswomen!**

—Or—

**Email Jessie Gammon**

**([uau5vc@virginia.edu](mailto:uau5vc@virginia.edu)) for more info or  
to sign up.**

**[See the flyer >>>](#)**



#### **What Is Women Build?**

Women Build is a dedicated team who comes together to build stronger, safer communities. Whether through donating, advocating or volunteering on the construction site, every woman can empower Habitat Partner Families to build stability and independence.



March 8th-25th Habitat is calling on the women of Charlottesville to come together to help low-wealth families in our community build safe, affordable homes. Our goal is to raise \$10,000 to help fund the construction of a new Habitat home.

We're inviting women volunteers to join us on the construction site as part of Charlottesville Habitat Women Build. We hope you will join us!

### **Every Woman Can Make a Difference**

#### **Women Build**

Our goal is to raise

**\$10,000**

to help fund the construction  
of a Habitat home and engage

**100**

volunteers to support



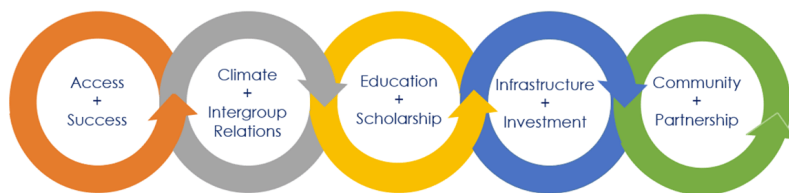
Interested in being a part of Women Build?  
Contact

Natalie Burgwin  
[volunteer@cvillehabitat.org](mailto:volunteer@cvillehabitat.org)  
or 434-293-9066

# DIVERSITY, EQUITY & INCLUSION

## INCLUSIVE EXCELLENCE UPDATE

### Who has an IE Plan?



**90% Ops + Admin Units**— As of Fall 2022, almost every operational and administrative area within UVA has an IE plan in place at varying levels of implementation—**bravo FM!**

**50% Academic Units**— Since the March 2020 launch, 8 new Deans of DEI have been added.

**FM** is moving right along with all five IE areas shown above actively meeting. Have questions about Inclusive Excellence at FM, what the focuses are or how to be involved? Reach out to any of the team members below—many are in your shops!

- CC&R—Corey Hoffman, Chris Hoy and Shawn Anderson
- E&U—Marcus Klaton
- Operations— Dan Shantler, Lester Jackson, Vibha Buckingham, Terry Maynard, Kevin Beal,
- HSPP—Nina Green, Bernard Curry, and Daniel Austin
- P&I—Dennis Bianchetto
- OUBO—Ruta Vasiukevicius
- Finance—Sonya Swiderski
- T&I—Avery Wagner
- OP—Emily Douglas
- Apprenticeship—Ryan McCarthy

**Find FM's Inclusive Excellence  
Plan Here**

## **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 to learn another language [Learn more about your Ed Benefits here.](#)
- **Questions?** Contact DEI Specialist Emily Douglas, [em4hg@virginia.edu](mailto:em4hg@virginia.edu) or (434) 906-5810



## DIVERSITY, EQUITY & INCLUSION: EVENTS



### THE GREAT MIGRATION

20TH CENTURY AFRICAN AMERICAN MIGRATION AND WHY IT MATTERS

Between 1910 and 1970, an estimated six million African Americans moved from the South to cities in the North, Midwest, and West Coast; a demographic movement known as the Great Migration. Join Lifetime Learning and Kevin Gaines, the Julian Bond Professor of Civil Rights and Social Justice at the University of Virginia, as he discusses how this 20th Century wave of African American urban migration transformed American politics, culture, and society.

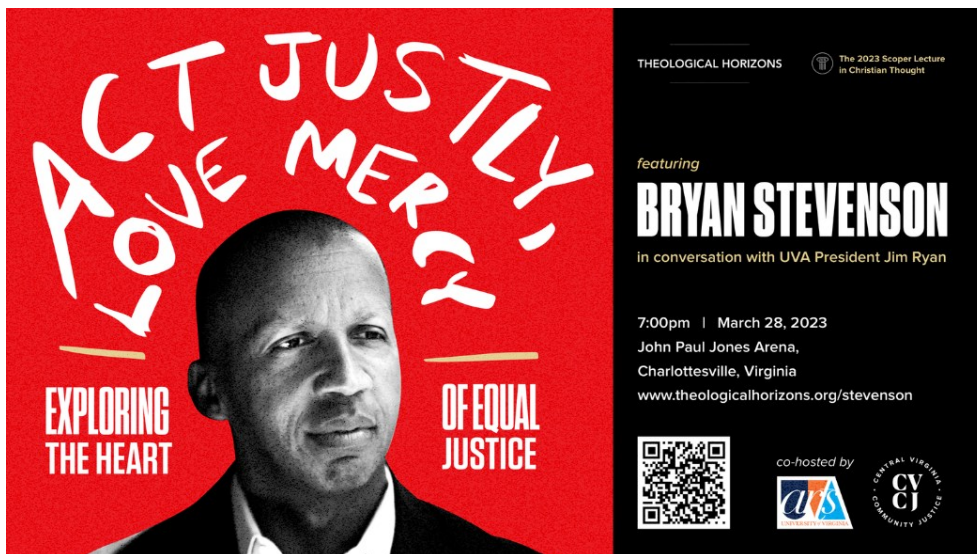
Thursday, February 16, 2023

3:00 - 4:00 PM EST

Virtual Event with Live Captioning

Free & Open to All

[Click here to Register](#)



[Click here to Learn More and Purchase Tickets](#)



### Jason Max Ferdinand Singers

February 5, 2023 at 3:00 PM

Old Cabell Hall

This event is free and open to all. No tickets are required.

Learn more about the singers [here](#).

Click the image or [here](#) to watch the video.

## DIVERSITY, EQUITY & INCLUSION

### John T. Casteen, III Diversity - Equity - Inclusion Leadership Award



#### About the Award

In 2010, The Office of the Vice President and Chief Officer for Diversity and Equity at the University of Virginia established the **John T. Casteen, III Diversity - Equity - Inclusion Leadership Award**. The award recognizes and honors individual members of the University community who best demonstrate exemplary leadership in the advancement of diversity, equity, and inclusion at the University of Virginia or in the local community.

The selection committee seeks to honor one student, one staff and one faculty member from among the University of Virginia, UVA Health and University of Virginia's College at Wise communities.

Anyone may nominate or self-nominate a candidate for the John T. Casteen, III DEI Leadership Award. To access the nomination form, please visit the [John T. Casteen III Diversity - Equity - Inclusion Leadership Award site](#).

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#### From HR VP John Kosky—

- **We've heard you—**childcare and eldercare are a *critical need*.
- Share your input on childcare solutions for UVA by taking this brief [SURVEY](#)
- The UVA Family Support Collab was started in 2021 to better understand the needs, challenges and resources of employees' caregiving needs
  - Learn more about the Collab [HERE](#)
  - **FM has two representatives on the Collab—Jenny Nunez and Chelséa Lewis—** please reach out to either for more information and to share your experiences.



*If you have any questions about these topics or would like to add others, please contact Emily Douglas at (434) 906-5810 or [em4hg@virginia.edu](mailto:em4hg@virginia.edu)—thank you!*





## Women Build

*Building strength, stability and independence*

### What Is Women Build?

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## Every Woman Can Make a Difference

### Women Build

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Interested in being a part of Women Build?

Contact

Natalie Burgwin

[volunteer@cvillehabitat.org](mailto:volunteer@cvillehabitat.org)

or 434-293-9066





# 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.

**January 27: Big Garden Birdwatch**

**January 28: National Seed Swap Day**

**January 29: National Puzzle Day**

**January 30: Yodel For Your Neighbors  
Day**

**January 31: National Plan for Vacation  
Day**

**February 1: Global School Play Day**

**February 2: National Brown Dog Day**

**February 3: National Carrot Cake Day**

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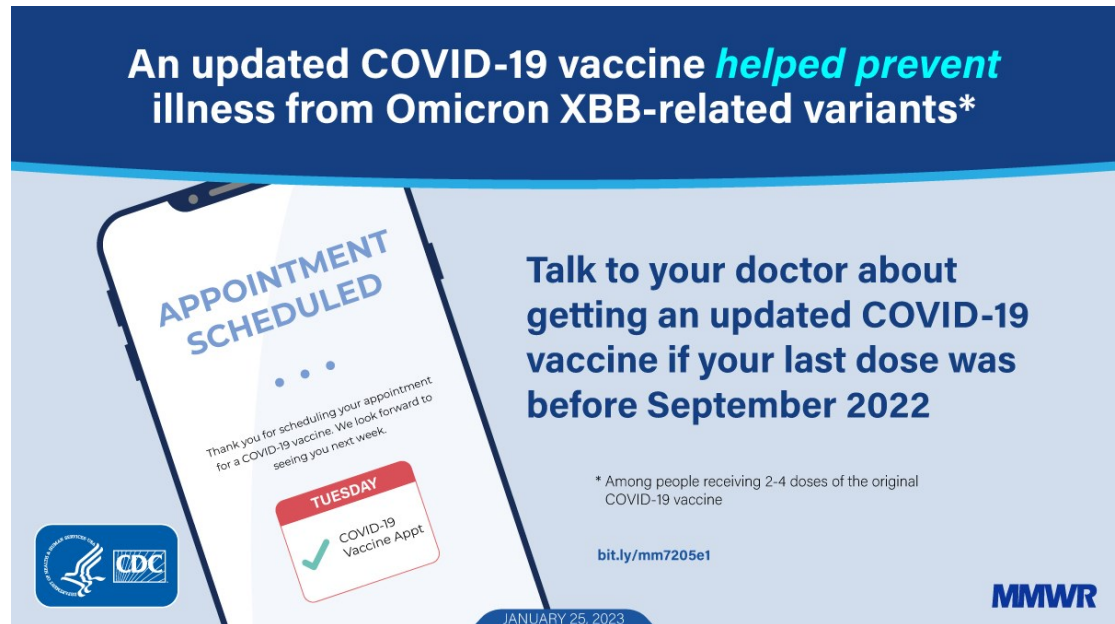
- R0044090 Landscape Plant Health Specialist
- R0043422 Building Automation System Service Supervisor
- R0041411 Budget Analyst
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0039053 Quality Assurance Inspector
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0043939 Senior Electrician, Night Shift, 6:00pm - 6:00am
- R0043782 Arborist
- R0042339 Custodial Services Workers for Monday-Friday 3:00pm - 11:30pm shift
- R0041719 Senior Trades Utility Worker
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0043779 Fire Systems Inspection Supervisor
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0040639 High Voltage Electrician
- R0038599 HVAC Mechanic
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0036157 Historic Mason - CC&R
- R0035437 Sign Shop Worker
- R0034508 Electrician
- R0034384 Plumber
- R0030791 Instrumentation & Controls Technician
- R0042856 Part-Time Custodial Services Worker: Saturday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0041672 Senior Trades Utility Worker
- R0036931 HVAC Mechanic
- R0037336 Senior HVAC Mechanic, Alternating Shift (Sign-on bonus up to \$2,500 for new hires to UVA!)
- R0041086 Hazardous Materials Technician
- R0043300 Trades Assistant
- R0041953 Drywall/Plasterer
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0040954 Senior Welder for Utility Systems
- R0041669 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0043054 Building Automation Systems (BAS) Manager - Construction and Retrofit
- R0042979 Waste and Recyclable Materials Manager
- R0042051 Recycling Worker
- R0042962 Senior Carpenter
- R0041096 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0042657 Carpenter - Construction & Renovation Services
- R0034727 Mason - CC&R
- R0041410 Utility Locator/Damage Prevention Technician
- R0042231 Electrician/Senior Electrician
- 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
- R0042026 Project Coordinator
- R0041976 Computer Help Desk Tech (Student Wage)
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0040760 Elevator Assistant Mechanic
- R0038015 Assistant Web Developer (Student Wage)
- 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

### Are you Up-To-Date? Updated COVID-19 Vaccines Protect Against Omicron Variants

Updated COVID-19 boosters are recommended by the CDC for:

- Everyone aged 5 years and older if it has been at least 2 months since your last dose.
- For children aged 6 months–4 years who completed the Moderna primary series and if it has been at least 2 months since their last dose.



The updated vaccines are called “bivalent” because they protect you from both the original COVID-19 virus and its Omicron variants. Learn more: <https://at.virginia.edu/NNid8t>

Plan your next vaccine: <https://www.vaccines.gov/search/>

## What to Do: Symptoms or Illness

- Any employee who is experiencing **symptoms of illness** (COVID-19, cold, or flu) should isolate/stay home, 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](mailto:employeehealth@virginia.edu). (This requirement does not apply to other Academic Division employees.)

## At-Home COVID-19 Tests

- **Your health insurance will cover at-home over-the counter COVID-19 tests.** Use your health insurance card at the pharmacy window.
- Individuals without insurance can access COVID-19 vaccines & testing through local **community health centers** or a **community testing site**.
- 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>



# 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.