**Occupational Programs**

is a composition of University of Virginia Facilities Management programs that are directly related to employees' career enrichment and personal and professional well-being and growth.

The four core programs of this composition are:

- Apprenticeship Program
- Diversity, Equity & Inclusion
- Occupational Training
- Occupational Health & Safety

These programs are rooted together to create a safe, healthy, and nurturing working environment for FM employees. It starts from the ground up, with Occupational Programs staff working diligently, breaking down institutional silos, and working together to leverage each other’s strengths to create cross-functional teams. The philosophy of working together and showcasing each others’ strengths creates a strong, equitable team with varying perspectives that helps to develop robust programs, benefitting all of UVA FM in the process.

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**Fiscal Year 2020**

July 2019-June 2020

In FY 2020, Facilities Management Occupational Programs shifted from focusing on each of the programs as individual initiatives and turned to evaluating the processes and products of each program and how they work together to benefit FM employees.

In the last quarter of FY 2020, the SARS-CoV-2 coronavirus derailed or delayed plans nationwide and all Occupational Programs’ teams pivoted to fill the needs that arose within FM.

Occupational Programs has focused on collaborations within FM, UVA, and our larger community to best serve Facilities Management and its employees’ needs. Behind the scenes, OP staff work tirelessly to provide a high level of customer services that promote equity, feedback, and communication to achieve meaningful objectives.
Creating a regenerative skilled trades pipeline and investing in the future of UVA's caretakers.

- 144 total trainings offered to UVA employees by Occupational Health and Safety and Occupational Training.
- 2463 seats filled

**Continual Improvement**

- Occupational Programs employs “PDCA” to improve our processes and recordkeeping.
  - Processes are routinely audited by OP staff to verify efficiency and applicability. FY2020 audits included: Incident Reporting & Review, Onboarding, Apprenticeship Hiring, and Newsletters.
  - Documented Information Log created to track documents’ status, locations, and timely reviews.

- ISO 45001*, ISO 14001, ISO 9001, the Prosci ADKAR Model, as well as Lean principles are all implemented to promote the most effective and efficient standards for occupational health & safety, environmental management, and quality and customer service.

* ISO is the International Organization for Standards

**Summit: Skilled Trades Apprenticeship**

Hosted by FM Occupational Programs in partnership with Central Virginia Apprenticeship Council for local contractors to understand the benefits of having a registered apprenticeship program.

**Apprenticeship**

Creating a regenerative skilled trades pipeline and investing in the future of jobs by allowing skilled professionals to train the next generation of UVA’s caretakers.

- 49 total apprentices in 5 skilled trades
  - 120+ on-the-job trainers share their skills & knowledge.
  - 104 rotations on grounds — A varied working experience prepares apprentices for many roles.
  - 98 1-on-1 meetings between current apprentices and the program manager to discuss expectations and progress.
- 18 inductees to the class of 2023
- 8 graduates Four years of on the job and classroom training equips graduates with journey-level competency in their chosen trade.
- 30+ years! est. 1982

**Occupational Training**

Enriching the talents and development of Facilities Management employees through training that strengthens individuals’ career paths, upward momentum and professional abilities.

**Leadership Connection**

Training for FM supervisors and managers to enhance their leadership abilities.

- **Policy & Compliance Training** with UVA Human Resources.
- **APPA Supervisor’s Toolkit**
  - 42 attendees
- **Understanding the Americans with Disabilities Act** with UVA Office For Equal Opportunity and Civil Rights and FM Diversity, Equity & Inclusion

**Professional Development**

Opportunities for FM employees to develop the skills to move their careers forward.

- **Collaborated with UVA’s Madison House** to offer one-on-one coaching to navigate internal professional development opportunities.

**Technology**

It’s everywhere! Acclimating FM employees to technology use.

- **Smartphone Workshop for ELL Students**
  - 23 attendees

**Onboarding**

Orienting employees to their new home within FM.

- Collaborated with
  - UVA Sustainability
  - UVA Human Resources
  - Community Services Representative, as well as Employee Relations
  - FM Diversity, Equity & Inclusion
  - FM Technology & Innovation

- 700 working hours spent by OT staff on implementing the Workday Learning Management System:
  - Learning the LMS
  - Setting up courses
  - Learning content-building software to create courses.

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Supporting and facilitating a safe and healthful workplace for FM employees, contractors, students, faculty, staff, and visitors by emphasizing prevention through design, hazard recognition and control, training, collaboration, and outreach.

62 Safety Observations by FM employees to mitigate hazards or recognize safety improvements.

45 Safety Stars Awarded
To FM employees who were nominated by their colleagues for going above & beyond for workplace safety.

4 Safety Focus Teams
Specialized teams of FM employees reviewing procedural requirements related to their professions and expertise.
- Hoist & Rigging
- Electrical Safety
- Lockout/Tagout
- Fall Protection

Safety Committees
Based on locations, job tasks, and occupational hazards. Members are tasked with identifying and working with OHS to mitigate hazards, communicate with their peers, host toolbox talks, and be a liaison for OHS within their group.
- Health System Physical Plant
- Landscape & Recycling
- Energy & Utilities
- Zone Maintenance
- Construction & Renovation Services
- Capital Construction & Renovation

Risk/Type
- HIGH
- MEDIUM
- LOW
- POSITIVE

62 Safety Observations

Reduced Injuries

Occupational Health & Safety

Diversity, Equity & Inclusion

Engaging FM employees in improving at-work culture through the lens of the full spectrum of human attributes, perspectives, identities, backgrounds, and disciplines to promote fair treatment, equal access, attending to socio-historical structures and lived experiences — particularly focused on justice for historically underserved or underrepresented groups in a specific context — in an active, intentional, ongoing process to build community well-being and belonging.

English Language Learners (ELL)
with UVA’s Center for American English Language and Culture & FM Occupational Training

45 total participants
a 59% increase from FY19

1 Language Consultant graduate returned as a Coach

VISAS = Volunteers with International Students, Staff, and Scholars

UVA Tradeswomen
attended
- Women Build Nations
- Virginia Women’s Network
- FM Apprenticeship Recruitment events

Community collaborations
- Associated General Contractors of Virginia
- Habitat for Humanity
- Building Goodness Foundation
- Albemarle Housing Improvement Program
- Central Virginia Apprenticeship Council
- Virginia Career Works
- Virginia Department of Labor & Industry

Job Fair
14 Local employers offered job seekers the chance to join the workforce in a skilled trade.

Best Practices for Worker’s Compensation Training
Getting the best return to work results. In collaboration with Occupational Training’s Leadership Connection & Virginia Department of Human Resources Management.

183 attended
49 FM Leadership attended

Inclusive Excellence Planning Team formed to support the collective diversity, equity, inclusion, and belonging efforts at FM. An IE Framework will be presented to FM Leadership in March 2021.