



# UVa Staff Senate Monthly Meeting

January 19, 2017

**Welcome Senators, Alternates, and Guests!**



January Senate Meeting

January 19, 2017

Location: Ballroom, Alumni Hall

11:00 – 1:00PM

**Welcome & Introductions**

11:00

Maggie Stein and Jess Wenger, Co-Chairs

**Guest Speakers**

- Brenda Wilson - Director, Faculty and Employee Assistance Program (FEAP) 11:10
- Jill Krantz - Director, Intramural-Recreational Sports (IM-Rec) 11:40
- Lori O'Connor – Payroll Manager, UHR on Agency Closing 12:10

**Senate Business**

12:25

- Announcements
- Discussion about Communication

Next Meeting:  
**Thursday, February 16,  
2017**  
South Meeting Room,  
Newcomb Hall  
*Committee Working Meeting*



## Welcome and Introductions

**Maggie Stein**  
Co-Chair

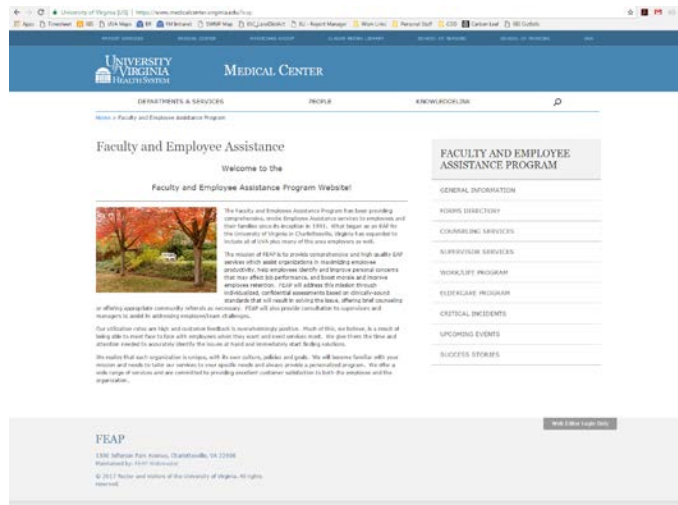
**Jess Wenger**  
Co-Chair

(don't forget to grab a parking pass if you need one!)



# Brenda Wilson

## Faculty and Employee Assistance Program (FEAP)



# UVA Faculty and Employee Assistance Program

**Brenda Wilson, LCSW, CEAP, GCM**  
**Director**  
**434-243-2643**

# FEAP Mission

To provide comprehensive and high quality EAP services which assist organizations in maximizing employee productivity, help employees identify and improve personal concerns that may affect job performance, and boost morale and improve employee retention

# What is FEAP?

- **FREE & Confidential UVA resource for**
- **Employees, their family members & retirees**
- **1-3 session model for**
  - **Assessment,**
  - **Brief counseling,**
  - **Problem-solving,**
  - **Crisis intervention,**
  - **Resource identification,**
  - **Referral,**
  - **Case management and**
  - **Follow-up**
- **And for managers – consultation on concerning employee situations**



# Lesser Known FEAP Services

- Financial & legal referrals
- Eldercare consultation
- Substance abuse assess/refer
- Workplace mediation
- Mindfulness & resiliency coaching
- Depression/anxiety assessment & referral
- Relationship & communication
- Parenting



# Newer FEAP Programming around Trauma

- 1 FTE devoted to trauma
- Seeing faculty, staff, team members
- 1-12 sessions
- Focusing on:
  - People with history of sexual abuse/assault
  - People with new trauma
  - Intimate Partner Violence victims
  - Collaboration with UVA, City, County resources
  - Active Advocacy

## The FEAP Team -2017



# Seminar Sample

## WorkLife

## &

- Coping with Grief & Loss
- Emotional Intelligence
- Effective Communication
- Stress Management
- Humor and Stress
- Igniting Positive Change
- Parenting
- Multiple Eldercare or Caregiving Seminars
- Various Financial and Budgeting Seminars

## Workplace

- Coping with Org Change
- Time Management
- Substance Abuse in the Workplace
- Managing the Troubled Employee
- Understanding Yourself through MBTI
- DOT Mandatory Training
- Customer Service

## How to access FEAP:

- Presently in the West Complex, 1<sup>st</sup> floor, Rm 1982 with parking validated as needed in 11<sup>th</sup> St garage. Adding Pantops soon.
- Call 434-243-2643 –Live phone reception and scheduling. We work from appointments. Callers can schedule time to meet with a clinician or can often speak by phone with one at that time.
- Can usually schedule someone within a day or two of their request, if not urgent. Urgent same days are accommodated.
- Call 434-924-0000 – to page the on-call EAP counselor 24/7/365

# It is Confidential

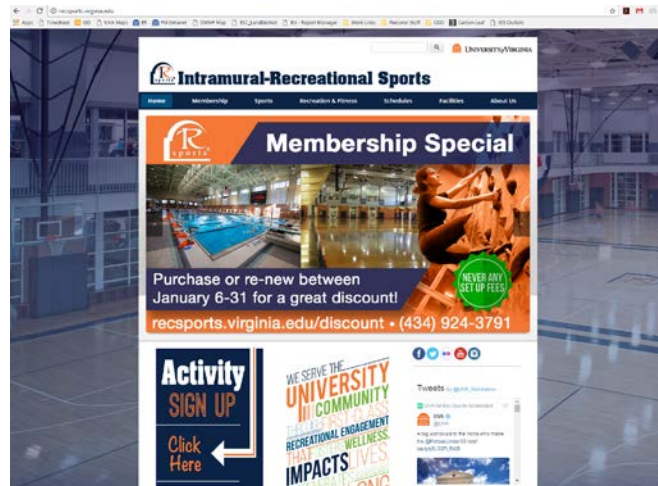
- No EPIC entry
- Follow Mental Health Law
- Threat to harm self or others is exempt
- Do not report up through HR
- Utilization Reports about numbers, not identifying information

# Faculty & Employee Assistance Program

We are here to help you –  
give us a call  
243-2643

# Jill Krantz

## Intramural-Recreational Sports





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# Intramural-Recreational Sports

*Give about two hours every day to exercise, for health must not be sacrificed to learning. A strong body makes the mind strong.*

THOMAS JEFFERSON,  
1785

**We serve the University community through first-class recreational engagement that fosters wellness, impacts lives and generates life-long memories.**

**We Value...**

**Integrity, Exceptional Quality, Teamwork, Play & Life-long Learning.**





# More Than Flag Football

## 4 Full-service recreation centers

- Free weights, strength training machines, cardio, multipurpose rooms, basketball, racquetball, squash

## 2 Indoor natatoriums

- 50-m x 25-yd pool, 25-m x 25-yd pool, saunas, hot tubs, warm water pool

## 2 Indoor tracks

## 1 Combative room

## 1 Outdoor Recreation Center

- Bouldering wall, rental center, maps and guide resources

## McArthur Squash Center at the Boar's Head Sports Club

## Organized Fitness, Instruction and Aquatics

- Personal training, group exercise, instructional series, swim lessons, masters swimming

**And that's just the stuff inside....**



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**Intramural-Recreational Sports**

# There's More Outside

Over 30 acres of athletic and recreation fields

- The Park (softball, multi-use, 0.55 walk/jog path, picnic pavilion)
- Carr's Hill Field
- Lambeth Field
- Madison Bowl Field
- Nameless Field
- Copeley Softball Field

17 Tennis Courts at the Snyder Tennis Center and Perry-Fishburne Tennis

3 + 3 Basketball Courts

- Dell
- Copeley

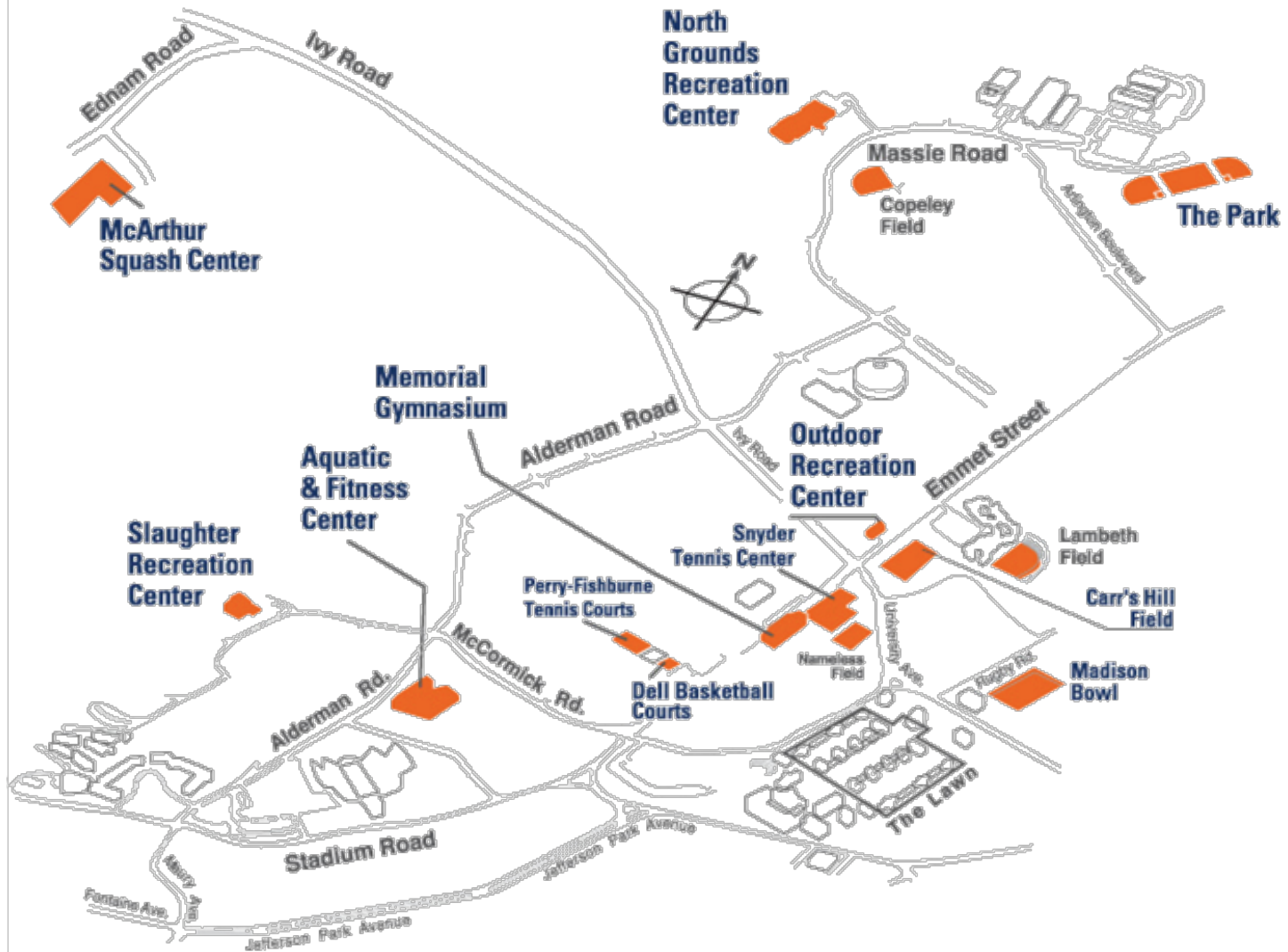
2 Sand Volleyball Courts at Nameless Field



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**Intramural-Recreational Sports**

# Facilities



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Intramural-Recreational Sports

# Membership Rates



## Faculty/Staff Annual Memberships

- \$50 discount
- ~~\$312~~ - \$0.85 per day / \$26 per month  
**\$299 Through 1/31**

Thanks to the continued support of the University Administration for the \$50 subsidy

## Students/Faculty/Staff Group Exercise

- 1-Class - \$7
- 10-Class - ~~\$60~~ **\$48 Through 1/27**
- Semester Unlimited ~~\$125~~ **\$100 Through 1/27**
- Annual Unlimited ~~\$255~~ **\$200 Through 1/27**



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**Intramural-Recreational Sports**

# Fitness & Instruction



Group Exercise

Mind & Body Classes

Personal Training

Fitness Series

- Beginner to Advanced Weight Training
- Couch to 5K Training
- ½ Marathon Training
- Trail Running @ The Park
- Boxing Circuit Training
- Women on Weights



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**Intramural-Recreational Sports**

# Fitness & Instruction



## Workshops

- Intro to Barbell Squats
- Build your Fitness Program
- Intro to Bench Press
- Intro to Triathlon Training
- Intro to Deadlift
- Intro to Kettlebell Exercise



## Training for Instructors and Fitness Enthusiasts

- NETA Barre Specialty
- NETA HIIT it with Yoga Specialty
- NETA Pilates Specialty

And Much More....



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**Intramural-Recreational Sports**

# Racquet Sports and Aquatics

## Racquet Sports – Adult & Youth

- Tennis lessons
- Table Tennis
- Squash & Racquetball

## Aquatics – Adult & Youth

- Private & Group Swim Lessons
- Master Swim
- Terrified Adult
- SCUBA

## Summer Youth Programs

- Swimming's Cool
- Summer Tennis



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# Outdoor Recreation



Bouldering Wall

Equipment Rental Center

Poplar Ridge Challenge Course

Field Programs

- Climbing
- Kayaking
- Disaster + Travel + Wilderness First Aid



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**Intramural-Recreational Sports**



Become a stronger,  
healthier you!



# Hoo's Well

Part of a University initiative  
committed to improving the health  
of faculty and staff

IM-Rec Sports collaborates  
across Grounds to offer a variety  
of wellness opportunities



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**Intramural-Recreational Sports**

# Hoo's Well

**FREE**



## Fitness Series

- Beginner to Advanced Weight Training
- Couch to 5K Training
- ½ Marathon Training
- Trail Running @ The Park
- Boxing Circuit Training
- Women on Weights

## Couch to 5K Training

## Swim & Tennis Lessons

## Pop Up Fitness

- Zumba
- Cycle
- Dance
- Yoga
- Barre
- NIA
- Pilates



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**Intramural-Recreational Sports**

# Become a Stronger, Healthier You!



*"Doing something to take care of myself made me happy and had a positive effect on my family and life outside of class."*

*"The support that each of us received in class as well as outside of class was beyond exceptional."*

*"The skills taught through encouragement and challenges renewed my faith that I could reach my fitness goals- even with a full family and professional life."*





CONTEMPLATIVE SCIENCES CENTER  
UNIVERSITY of VIRGINIA

## Mysore Ashtanga Yoga Mind & Body Classes

<http://www.uvacontemplation.org/>



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**Intramural-Recreational Sports**

# STAY CONNECTED

434.924.3791

[recsports.virginia.edu](http://recsports.virginia.edu)



[facebook.com/uva.imrecsports](https://facebook.com/uva.imrecsports)



[@uva\\_recreation](https://twitter.com/uva_recreation)

Motivation  
Hours  
Updates  
Specials  
And more

Business Office Mon-Fri 9:00 am to 5:30 pm



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**Intramural-Recreational Sports**

# It's Easy

- FREE week coupon
- Payroll deduction for memberships
- \$50 discount
- Less than \$1/day



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**Intramural-Recreational Sports**

# We're Listening....

- Extended payroll deduction timeframe
- Discounts on Membership and Group Ex
- Retooled instructor pool
- Hoo's Well offerings, timing, locations

**Can you help us learn more?**



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**Intramural-Recreational Sports**

# Questions, Comments, Suggestions

Call Us Today

434 924 3791





# Lori O'Connor

## Agency Closings



# Revised Agency Closing Procedures

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Lori O'Connor  
UVA Finance - Payroll  
*January 19, 2017*





# ***Contents***

- Current Procedure
- Revised Procedure
- Communications
- Future State?
- Questions?

# Current Procedure

- Designated vs. Non-Designated
- Non-Exempt (Designated)
  - If work on AC day, receive comp leave for hours worked instead of pay
- Exempt (Designated)
  - If work on AC day, receive comp leave for hours worked
- Issues

# Revised Procedure

- Non-Exempt (Designated)
  - All hours worked on an AC day will be compensated in pay instead of comp leave
- Exempt (Designated)
  - Would not record anything for AC days; no longer eligible for comp leave for hours worked
- Wins from new procedure

# Communications

- E-mail to all University staff
- Replace web content
- Update policy with Policy Committee



Questions?

## Senate Business

# Announcements



## Senate Business

# Upcoming Staff Senate Survey

- Sent to current and alumni Senators
- Marketing for future recruitment efforts
- Evaluate current senate structure
  - Determine where improvements can be made
- Anonymous
- Link will be emailed



## UVA Policy –EXT-003 – Communicating with Government Officials

All employees (i.e., faculty, classified and University staff, professional research staff, Medical Center employees, employees at the University of Virginia at Wise) are free to communicate with members of the General Assembly, Congress, executive and legislative branch agencies, or other elected officials, but in doing so they must clearly distinguish their personal opinions from the positions and policies of the University. It is the affirmative responsibility of faculty and staff members **not to represent their personal opinions as positions or policies of the University**, unless the president has specifically authorized them to do so. University employees should **use neither University letterhead nor electronic mail sent through University mail servers** to communicate their personal opinions or positions.

<http://uvapolicy.virginia.edu/policy/ext-003>

# Employee Discounts

- HR Program with APP/booklet
  - Doesn't exist anymore – no longer working with vendor
- UVA Health System Discount Page Still Available:
  - <http://www.uvauteam.com/uteam-discount-program.php>

The screenshot shows the 'Uteam' logo with the tagline 'UVA. It starts with you.' and a navigation menu with 'Rewards', 'ThankU', 'Ulife', and 'Contact'. The main header reads 'Rewards + Recognition' with a sub-menu: 'Home | Urewards | ThankU | Ulife | Contact'. Below this is the 'UVA Discount Program' section, featuring the University of Virginia and Health System logos. The text describes the program as a partnership with the UVA Academic Division and the Health System, providing significant discounts to employees and their families. It includes instructions on how to use the program (presenting a UVA ID badge) and a link to download a printable list of UVA Discounts. The page lists several participating vendors with their respective discount rates and contact information:

- Art & Custom Framing**: Charlottesville Symphony at the University of Virginia, 20% discount on tickets, PO Box 400899, Charlottesville, VA 22904, 434-924-3376 | [www.artobanoffice.edu](http://www.artobanoffice.edu)
- Gitchell's Studio**: 25% off total purchase, 618 A Forest Street, Charlottesville, VA 22903, 434-296-7558 | <http://www.gitchellstudio.com/>
- Attorneys**:
  - Boyle, Bain, Reback, Slayton & Kelsey**: 15% off regular hourly rate or regular flat fee rates, 420 Park Street, Charlottesville, VA 22902, 434-979-7900 | [www.boylebain.com](http://www.boylebain.com)
  - Haynes Law Group**: Free 30 min. consultation and 10% off attorney's hourly rate or quoted flat fee rate for legal services, 5370 Three Notch'd Road, Crozet, VA 22932, 1-434-220-6088 | <https://hayneslawgroup.com/>
- Attractions & Activities**:
  - Ash Lawn - Highland**: Save 42% on admission, 2050 James Monroe Parkway, Charlottesville, VA, ...

## Senate Business

# UVA Same Day Clinic

The UVA Employee Same Day Clinic is open to all University employees and offers **same-day appointments** for those in need of treatment for **minor illnesses**. Acute sicknesses that can be treated at the clinic include upper respiratory infections, influenza, strep throat, GI upset, urinary tract infections and other similar ailments. As a patient in the Same Day Clinic, employees will be responsible to pay for any medications or tests that have to be sent out but there is no charge or co-pay to be seen by the provider. This service is not intended to be a substitute for a Primary Care Provider or to provide preventative or ongoing care. **The clinic's hours are 7:30 a.m.-4 p.m Monday- Friday** (on Tuesdays the last appointment is at 3:15 p.m. The clinic is closed on holidays and may be closed due to inclement weather. Appointments are preferred and can be made by calling **924-2013**. Walk-ins are seen on a first come, first served basis. The clinic is located in Employee Health on the first floor of 1222 Jefferson Park Avenue (adjacent to the Battle Building). Parking is available in the 11th Street Parking Garage and is free with validation when you register at your appointment.

## Senate Business

# Discussion On Communication

# How do you share meeting minutes with your constituents?

- A. Forward Senate email sent out with link to the Minutes and use the summary provided?
- B. Send out the link to the minutes and provide own summary?
- C. Share summary at a staff meeting or other office gathering
- D. Post minutes in break room or on bulletin board in shared spaces?
- E. Other?

# Communication with your constituents?

Aside from methods discussed on the previous slide, what are the other ways you are communicating?

- A. Do people come to you with questions?
- B. Do you direct people to the resources page on the staff senate website when topics come up?
- C. Other?

The Executive Committee receives many requests from within UVA to share information with Staff Senate. We currently send out occasional emails between meetings asking that these messages also be forwarded on to constituents.

**Not to call anyone out, but is everyone actually doing this?**



# More people are seeing the value of Staff Senate and communicating with Exec. How should we filter information that we pass along to you?

- A. Is there information we should always send?
- B. Information we should never send?
- C. Let the co-chairs decide?
- D. Other ideas?

# How would you like Exec to communicate the messages we do pass along? Should we:

- A. Send out a weekly Senate email?
- B. Send out a biweekly Senate email?
- C. Add it to the News and Events sections of the Senate Website?
- D. Add a Blog Page to the Senate Website that has an embedded RSS feed that Senators and constituents could subscribe to?
- E. Other ideas? Discussion



### About the Staff Senate

The Staff Senate serves as the representative voice for staff in matters relating to the University, supports staff members in the realization of their full potential at the University, and advances University excellence through its efforts.

The work of the Staff Senate is accomplished through its active engagement with staff, faculty, and the administration in order to develop recommendations and encourage policies that support university staff.



39  
STAFF SENATORS

24  
DEPARTMENT/SCHOOLS  
REPRESENTED



5K+  
STAFF MEMBERS

SUGGESTION  
BOX

#### News and Events

**This Month Marks FEAP's 25th Anniversary**

The UVA Faculty and Employee Assistance Program celebrates 25 years of service to the UVA community (and beyond). For more information about FEAP or its anniversary, visit [www.uvafeap.com](http://www.uvafeap.com).



# SUGGESTION BOX

The Staff Senate wants to hear your ideas, questions & concerns so that, together, we can make a difference for staff at UVA.

Email Address (optional but encouraged so we can respond)

**Submit**

## News and Events

### Green Dot Program

UVA's Green Dot program is a bystander intervention program that trains students, faculty, and staff in how to become active bystanders when they recognize a situation of sexual assault, dating violence, or stalking. Green Dot training specifically for faculty and staff will occur on Friday... [Read more](#)

### FLSA Overtime Rule Update

Following an injunction impacting updated FLSA regulations, **the University has provided the following update:**

A federal judge in Texas suspended the Department of Labor's new federal overtime rule. The rule was scheduled to go into effect on December 1... [Read more](#)

### Education Benefit Program Pilot in 2017

Through advocacy by the Staff Senate and incorporating staff feedback, the Education Benefit program has been revised. A pilot of the new program begins in January. Staff pursuing a degree or academic certificate will have access to more funds for tuition. We encourage staff to take advantage of... [Read more](#)



EMAIL: [staffsen-suggestions@virginia.edu](mailto:staffsen-suggestions@virginia.edu)

[Facebook](#)

# Blog

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## Sample Blog Post 3

Posted on July 29, 2016

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis orci eget cursus auctor. Ut eget suscipit tortor, nec ornare lectus. Praesent euismod auctor hendrerit. Praesent eget porttitor dolor, at sollicitudin mi. Suspendisse rutrum odio in volutpat efficitur. Praesent sit amet lorem eget elit condimentum tempor. Sed blandit augue at erat commodo, sed bibendum leo molestie. Pellentesque mauris nisi, luctus varius posuere eu, tincidunt a odio.

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Praesent dictum eros ipsum, a ornare nisl lobortis vel. Nulla at mi quis libero egestas ornare. Donec lobortis massa ac pulvinar sollicitudin. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla euismod neque nisi, sed fringilla magna aliquam in. Sed scelerisque, nibh non suscipit efficitur, lacus nulla ornare dolor, et vestibulum neque libero at risus. Sed velit diam, efficitur et velit et, accumsan malesuada nulla. Integer dictum elit nec faucibus tempus. Aliquam erat volutpat. Maecenas egestas facilisis viverra. Nunc auctor in nisl ut condimentum. Maecenas nec lacus dapibus, sollicitudin nulla id, elementum diam. Pellentesque a consequat est, ut finibus nibh.

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## Sample Blog Post 2

Posted on July 29, 2016

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Nunc aliquam lectus sed felis elementum, sit amet gravida felis tempor. Aenean mollis, lacus vel finibus volutpat, neque nunc tincidunt nulla, id vehicula magna dui sit amet lectus. Ut venenatis erat quis magna malesuada, a commodo justo dignissim. Nullam laoreet vulputate venenatis. Maecenas augue lacus, sagittis ut augue eget, dapibus ultricies ex. Sed eget placerat lectus. Donec tempus quis risus vel bibendum. Donec commodo ac nulla sit amet iaculis. Suspendisse potenti. Donec porta ante urna, convallis sagittis mauris placerat vitae.

Praesent dictum eros ipsum, a ornare nisl lobortis vel. Nulla at mi quis libero egestas ornare. Donec lobortis massa ac pulvinar sollicitudin. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla euismod neque nisi, sed fringilla magna aliquam in. Sed scelerisque, nibh non suscipit efficitur, lacus nulla ornare dolor, et vestibulum neque libero at risus. Sed velit diam, efficitur et velit et, accumsan malesuada nulla. Integer dictum elit nec faucibus tempus. Aliquam erat volutpat. Maecenas egestas facilisis viverra. Nunc auctor in nisl ut condimentum. Maecenas nec lacus dapibus, sollicitudin nulla id, elementum diam. Pellentesque a consequat est, ut finibus nibh.

# How would you like Exec to communicate the messages we do pass along? Should we:

- A. Send out a weekly Senate email?
- B. Send out a biweekly Senate email?
- C. Add it to the News and Events sections of the Senate Website?
- D. Add a Blog Page to the Senate Website that has an embedded RSS feed that Senators and constituents could subscribe to?
- E. Other ideas? Discussion

**How many of you use email list of constituents provided by Staff Senate via HR?**

**How many of you use an internal departmental or organization email list to communicate with constituents?**

How many of you have constituents  
who don't have regular access to  
email?

Do you want to share any best practices for  
ensuring those staff are notified about Staff  
Senate events?



# How many of you regularly visit the Staff Senate Facebook page?

Do you want to receive Senate information this way?

Staff Senate - University of Virginia

Home

About

Photos

Likes

Posts

Create a Page

Like Follow Share More

Send Message

Status Photo / Video

Write something on this Page...

Photos

Education

Search for posts on this Page

Invite friends to like this Page

The Staff Senate is the representative and deliberative voice for staff in matters relating to the University.

81 Likes  
Melissa Wender and Amanda Crombie like this

About See All

Message Now

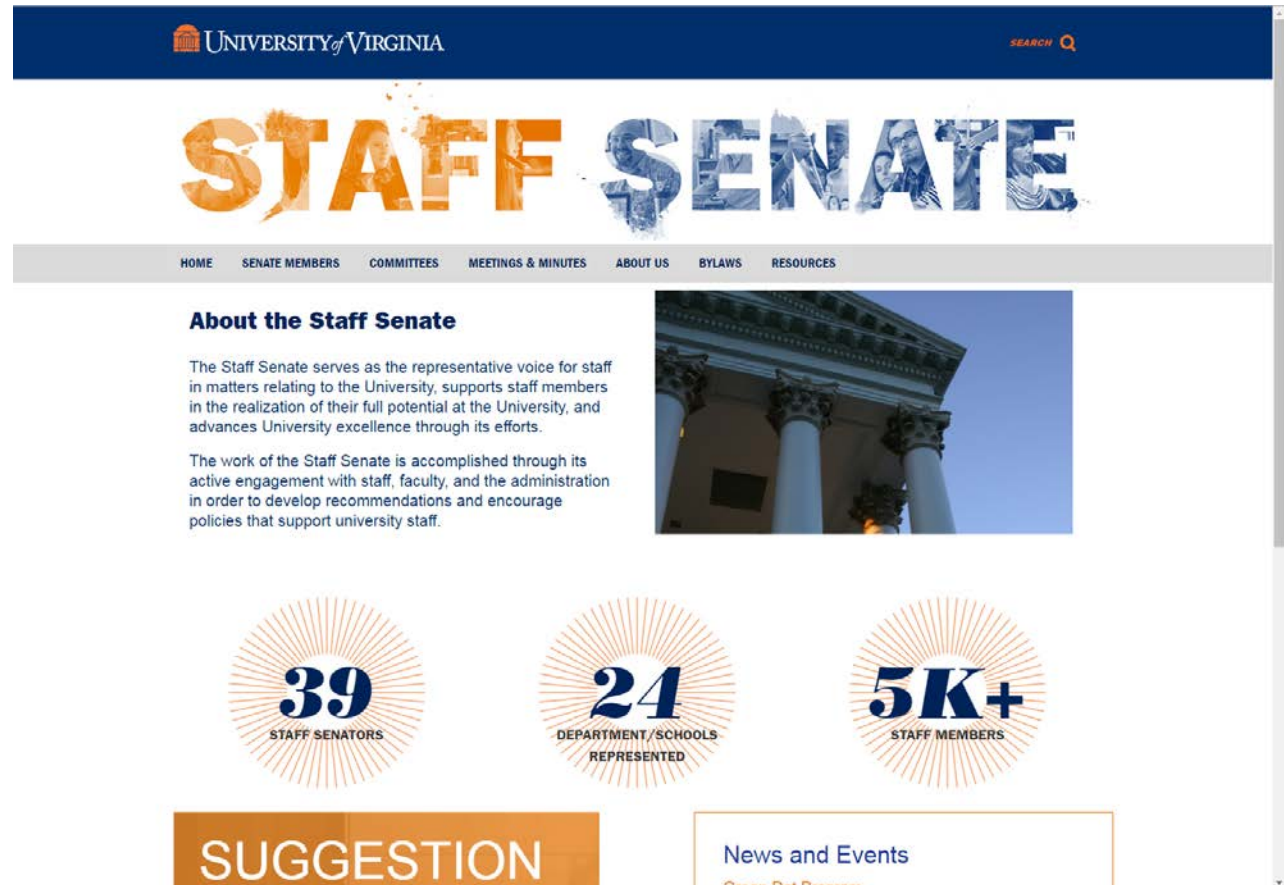
staffsenate.virginia.edu/

Education

VISITOR POSTS

# How often do you visit the Staff Senate Website?

- A. Daily
- B. Weekly
- C. Monthly
- D. We have a website?



How could we make the website more useful so it's something you and your constituents use more regularly or view as a resource?





Thank you for attending!

Next Meeting:

**Thursday, February 16th, 2017**

11:00 AM – 1:00 PM

South Meeting Room, Newcomb Hall

*Working Meeting –  
Committee Work*