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 & Workplace**
- 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, 1st floor, Rm 1982 with parking validated as needed in 11th 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
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....
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
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
  - $48 Through 1/27
- 10-Class - $60
  - $100 Through 1/27
- Semester Unlimited $125
  - $200 Through 1/27
- Annual Unlimited $255
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
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....
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
Outdoor Recreation

Bouldering Wall
Equipment Rental Center
Poplar Ridge Challenge Course

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

Hoo’s Well

University of Virginia
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.”

Hoo’sWell

University of Virginia Intramural-Recreational Sports
Mysore Ashtanga Yoga
Mind & Body Classes

http://www.uvacontemplation.org/
STAY CONNECTED
434.924.3791
recsports.virginia.edu
facebook.com/uva.imrecsports
@uva_recreation

Motivation
Hours
Updates
Specials
And more

Business Office Mon-Fri 9:00 am to 5:30 pm
It’s Easy

- FREE week coupon
- Payroll deduction for memberships
- $50 discount
- Less than $1/day
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?
Questions, Comments, Suggestions

Call Us Today

434 924 3791

recsports.virginia.edu
Lori O’Connor
Agency Closings
Revised Agency Closing Procedures

Lori O’Connor
UVA Finance - Payroll
January 19, 2017
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
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:
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 sendout 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.

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.
SUGGESTION BOX

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

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
Sample Blog Post 3

Posted on July 29, 2016


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Sample Blog Post 2

Posted on July 29, 2016


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?
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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?
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