

Minutes

Provost Level Employee Communication Council meeting – December 14, 2004

Present: Jo Ann Addison, Brian Bader, E. Howard Booker, Peggy Powell (alternate), Alan Cohn, Deirdre Davie, Vickie Faulconer, Iva Gillet, Severyn Hanusz, Brad Holland, Carolyn Laquatra, Carole Lohman, Chris Loss, Kent Merritt, Melody Palmer, Rebecca Peters, Rob Schuett, Faye Snyder, Diane Russell (alternate), Patty Marbury, Darrell Kozuch, Paul Orange, Becca White, Ralph Allen

Council Chair Jo Ann Addison called the meeting to order and attendees introduced themselves.

Darrell Kozuch, Director of University Payroll, with colleagues Patty Marbury and Paul Orange spoke first about upcoming changes in issuance of earnings statements. Over the next two months an online earnings statement (pay slip, pay stub) system will be introduced. Earnings statements issued on December 30, 2004, and February 1, 2005, detailing pay for December 2004 and January 2005, will still be sent in paper copy by US mail to home addresses, as is the current practice, but will also be available online through Oracle, UVA's integrated financial system. After March 1, 2005, earnings statements will only be available online. A letter will be sent out to home addresses with the December earnings on December 30 that gives details on the upcoming change. Oracle users will have access to their pay stub information on a new screen with their current passwords. For people who are not currently Oracle users the letter will include a login ID (their staff or student computing ID) and a temporary password which will need to be changed.

The online earnings statement system will be available at any computer with internet access. Its format should be helpful for students in work situations which generate five or six statements per pay period. It does not require VPN Dialer. An earnings statement is viewable only by the person to whom the password is issued and six authorized people in UVA Human Resources (HR) Payroll. The system may in the future allow users to change their tax status and address and permit electronic transmission of W-2 forms. (In past experience, out of 20,000 W-2s mailed out, 2,500 have been returned undelivered.) The system will allow retention of payroll history going back 30 years, an advantage for UVA Payroll which gets lots of questions about

old pay statements. There currently is no capability in the system to purge past pay history.

The HR help desk number for questions about the new earnings statement system is 3-7550. The ITC help desk at 4-3731 should be contacted about Oracle ID and password issues.

Council members' questions included:

Q. What about people without computer access?

A. UVA Payroll, in Carruthers Hall, will have computers accessible for those in need. The UVA Housing Division has begun an aggressive campaign to get more computers for access by its staff and to show staff how to access their earnings statements.

Q. Does the system differentiate between pay by direct deposit and check?

A. It does, and it also shows to what kind of account pay was directly deposited, i.e., savings or checking.

Q. What about allowing Facilities Management employees the ability to get to HR for earnings statement access?

A. Alan Cohn of HR responded that discussion about this issue had begun three months ago and solutions have been worked out, such as adding computers to break/lunch rooms.

Q. What about a policy for staff in the field for checking their earnings statement online? Must it be done on lunch hours or during breaks? Concern was expressed about people on the margin having the most difficulty with the new system.

A. Due to banking requirements, earnings information must be provided to banks two days before actual pay day. This allows more time for access to the information. Bob Dillman, Chief Facilities Officer, and Donna Barnes, Training Manager for Facilities, recognize the issues. There will be training, and experience with the transition to Oracle showed that Facilities staff had the least problems.

Q. How will the system display earnings for staff paid monthly?

A. They will continue to be paid the first of the following month but two payslips will be shown for the two deposits.

Patty Marbury and Paul Orange demoed the earnings statement system in an overhead projector presentation which will be available on the HR website. The presentation included 1) a sample pay slip, 2) step-by-step viewing of the payslip, and 3) a video demo. Login instructions were also demoed. Interactive pop-up windows explain parts of the pay slip (i.e., the acronym NACHA means "direct deposit") and there is an announcements section where HR may provide news and information. Leave balances are not shown. They should continue to be monitored on the leave report.

| Council Chair Jo Ann Addison urged Council members to enlighten their constituents about the online earnings statement system and to let them know that there will be training.

Ralph Allen, Director of the UVA Office of Environmental Health and Safety (EHS), spoke next. Mr. Allen passed out a handout which included a list of Who's Who at Environmental Health and Safety with phone and email contacts by department within EHS. Mr. Allen compared his office to oil in an engine which is needed to keep things running smoothly. EHS had its beginnings in UVA's response to federal and state regulations to handle hazardous materials. The url for EHS is:
keats.admin.virginia.edu

The office's three main areas of responsibility are ensuring:

- 1) Safe handling of hazardous materials (present at UVA in such forms as radioactive materials in labs and in the hospital)
- 2) Job safety (such as at a reactor and providing safe working environments)
- 3) Compliance with federal, state, and local regulations (such as the complex issue of securing radioactive materials and key access limitations on areas where there are biosafety hazards).

| Mr. Allen mentioned fire safety as the probable number one concern for classified staff. The state does not do fire inspections at UVA; two UVA staff members are responsible for it. There is cooperation between UVA and the Charlottesville Fire Department and UVA fire safety staff who work to foresee and address problems such as cluttered spaces blocking movement and access in emergency situations.

Another concern for EHS is occupational safety: the prevention and handling of on-the-job accidents and injuries. Virginia uses Managed Care Innovations (MCI) to manage worker's compensation; at UVA, MCI works through University HR Worker's Compensation under Linda Coiner to address claims. EHS does not handle worker's compensation but is available (telephone 2-4911) for reporting details on accidents. Mr. Allen characterized the system as "flawed," mentioning situations in which worker's compensation claims are denied due to wrong data being reported (i.e., incorrect identification of an injury or a location in which an injury occurred). People sometimes get denied worker's compensation because an injury cannot be identified as on-the-job and this generates a lot of unhappiness. Calling 2-4911 helps get accidents reported accurately and allows for tracking patterns of injuries. For example, Medical Center buses are where a lot of injuries reportedly have occurred, so this can be reviewed with P&T. Mr. Allen also noted that the academic side of UVA does not see many accidents.

HR representative Alan Cohn suggested that the worker's compensation issue might be a supervisor's training topic and that investigation of areas where training works best (such as the hospital's Employee Health) might be useful.

Due to time constraints, questions were addressed directly to Mr. Allen by a Council member and not in front of entire Council. The questions and answers are:

Q. What is the schedule for checking the office space areas for indoor air quality? Who is responsible for cleaning heating ducts in University offices if they have a lot of dirt, lint, etc?

A. There is no set schedule for checking the office spaces for air quality. If someone calls, an inspection is then done.

Q. Does the University have a policy on posting OSHA safety/health posters in areas of the University on Central Grounds where employees can see them?

A. Mr. Allen did not know where the OSHA information is posted. He indicated that there is an annual report that OSHA provides HR and HR is

supposed to post the report. (The Council member suggested that perhaps we should contact Alan Cohn's office for a clarification on this item.)

Becca White spoke next about her department, Parking and Transportation Services (P&T), whose mission is to "get people to where they go." It is a self-supporting, auxiliary service at UVA but does get some money from a comprehensive transportation fee paid by students. There are 68 full-time employees and 100 part-time (mostly student bus drivers). For the last ten years there have been about 15,500 parking spaces at UVA. P&T moves 15,000 passengers a day on which includes about 1,000 patients or visitors to and from the parking garages.

One P&T goal is to increase transit usage and decrease parking. P&T liaisons with faculty, staff, and students via the Transportation and Parking Committee. Recent developments in P&T affairs include a ban on automobiles for first year students for their entire first year and online services at the P&T website (<http://www.virginia.edu/parking/>) for citation appeal/payment and parking permit renewal. P&T continues to partner with the Charlottesville Transit Service free trolley, which travels to the Downtown Mall, for greater transit route coverage. P&T subsidizes CTS and its trolley program with about \$40,000 per year.

Changes in parking lots are as follow:

- The U-4 lot at 14th and Wertland Streets is going away.
- The A9 lot by Culbreth will lose about 100 student parking spaces, but faculty and staff will keep their current 125 spaces.
- The South Lawn project is two-three years away so the B1 lot off JPA is not changing for now.
- Completion of the new arena construction will bring back 1,500 parking spaces. (This is a net gain of 300 spaces).
- MSENT (new Engineering building) will get back 20 spaces when construction is completes.
- O-Hill will get 15 spaces back.

The Emmett-Ivy garage was built as a low-cost commuter option and sales of passes are currently not being cut off. If a driver finds the lot full, the driver should go to U-Hall. During the 2006-2007 year, sales for garage passes will be cut off.

P&T is fueling some P&T officers' cars with alternative fuel and is investigating the fueling of buses with biodiesel.

Ms. White concluded her talk with the reminder that in P&T matters only two out of the following three features are available at the same time: plentiful, cheap, and convenient.

Questions were asked by council members:

Q. Oversell[ing Emmett Ivy] is especially hard on 1) those of us who come in late to work late or 2) go out in the middle of the day and try to come back and park. Thanks for bringing up this issue.

A. [See above.] Ms. White added that there are 1,248 spaces in the Emmett-Ivy garage and 1,130 are used per day. Students do store cars there but when prices increase the storage should stop.

Q. Recently, they changed the side entrance to the Emmett-Ivy parking garage so that you cannot enter through the door closest to Alderman Library. Restricting access through side doors is 'common practice' in parking facilities. This action would make sense if people were thereby forced to enter the structure under the eye of an attendant...could they either re-open the side door, or add some means of actually increasing security?

A. P&T locked all but the central stair tower (closest to the bus stop) in consultation with police as an added security measure. (There have been no security problems.) The stairs closest to the Italian Villa restaurant do get a lot of use. This question has come up before and Ms. White will follow up on it.

Q. Would it be possible to get a USPS mailbox placed next to the shelter in front of the Emmett-Ivy garage?

A. A request needs to be sent in writing to the Postal Service. Ms. White will work on it, but there will not be a FedEx box placed there.

Q. What is the basis of parking cost increases?

A. Price increases are based on covering parking system costs, including debt. Debt service is currently \$1.3 million per year. Cost increases are planned to create differentials between less and more desirable parking spaces.

Q. Is there a way to improve snow removal?

A. P&T is trying to work more closely with Facilities Management for better snow removal. Cost of removal of a 3" snow is \$80,000.

Further P&T issues were discussed.

-Light rail for the North Grounds connector is likely ten years away. The good news is that it is being discussed now.

-The status of U-Hall is unknown (asbestos removal is a factor). For basketball games there is a continuous free shuttle running from The Park near the JAG school, before and after games.

-UTS-CTS bus transfers are free. To get a UTS bus transfer, UVA faculty, staff, and students must show University ID. It is possible to get two transfers for a round trip but the transfers must be used on the same day.

-Pedestrian crossing near the JPA B1 lot and first year dorms remains hazardous with some people still using the old crosswalk near the B1 lot and students near the dorms crossing outside of crosswalks and without looking. It is hard for motorists to see pedestrians. Setting up a barrier at the old B1 lot crosswalk might create a situation in which a pedestrian is trapped on the road. Ms. White will talk to Angela Tucker about lighting strategies for improving lighting at street crossings.

-There should be a trash can near the JPA B1 lot since there is a lot of litter near the crossing and bus stop there.

Finally, under old business a council member described his experience with trying to enroll in the tax-deferred savings plan highlighted at a previous Council meeting where it was mentioned that participation was low. The

member was told it was necessary to come to Carruthers Hall and pick up a package for plan enrollment, between 8 and 5, as it could not be mailed to him. This was not practical for the member and after contacting Carruthers Hall about the inconvenience there has been no word back from anyone about the matter. He was not surprised that there is low participation, since the system is difficult to navigate. This needs to be brought to the attention of Alan Cohn at the next Council meeting.

It was mentioned that Ralph Allen's group is a helpful organization which handles business confidentially. A query about where to report presence of black mold resulted in the identification of Industrial Hygiene at EHS as the office to contact.

A small exchange of gifts took place at the end of the meeting.

The next Council meeting is at 9:00 AM, January 11, 2005, in Room SL366, Slaughter Hall, at the Law School. Nancy Rivers from the UVA Office of State Governmental Relations will be the speaker.

Submitted by Brian Bader