

PECC Meeting Minutes
December 14, 2010

Council members present: Susan Witzel, Laura Mellusi, Pam Hoover, Darlene Branch, Susan Pott, Erinn Wilmont, Rajiva Seneviratne, Barbara Graves, Paul Willis, Margaret Weeks, Zeke Crater, Bill Corey, Linda Vaughan, Leigh Rockey, Kirsten Hilliard, Debbie Mincarelli, Tony Townsend, Erica Wheat, and Jessica Wenger.

Opening:

Guest Visitor: Ms. Colleen Smith, Director of Development Sorenson Institute for Political Leadership, and General Faculty Council Member. Ms. Smith joins our meeting to see what other councils are doing as roles are changing, especially with A & P faculty no longer being an option any longer and asking questions such as, why employees switch from classified to university staff.

Erica Wheat gave a brief overview of some of the differences between both classified and university staff.

- Classified employees automatically participate in VRS; Faculty (both T & R and A&P) have always had the choice of ORP or VRS. With the advent of the University Staff model, employees who are hired or become US Professional & Managerial now have the choice of retirement plan - VRS or ORP - just like faculty. Thus, with regard to benefits, a person who is hired as US M & P has all the same benefit choices they would have had if the position were A & P faculty.

- The classified staff system allows employees to carry over annual leave up to a maximum amount, but not sick and family/personal days (unless a longtime employee still has the older state sick leave policy). Under the new plan, there is only one type of leave, so all leave is available for carry forward.

- Effective December 21st, 2009, for all Current University Staff, the University Staff Leave Plan will combine three types of leave - annual, sick, and family/personal - into a consolidated leave program, giving employees more flexibility in how they use their time off. Very flexible leave system as all leave is in one bucket. However, it was mentioned, by a council member that there is a lesser number of total hours earned when comparing University Staff and Classified Staff if you combine leave and sick time, and that the decision was made by HR to reduce them because not all staff were using their sick leave. Erica Wheat, will look into the possibility of adding an increased amount for the 15 year employees and report back to the council.

- Classified Staff can cash out annual leave time only when they leave the University. Balances over the carry-forward limit from year to year are lost. The new leave program will pay University Staff for those "use-or-lose" hours at 50 percent of their value once the amount of annual leave goes beyond the maximum hours allowed for carry forward. To receive this cash-out, employees must have used a minimum of 10 University Leave days during the leave year. This minimum usage requirement is intended to encourage employees to take some time off to relax and rejuvenate.

·When a classified employee elects to become University Staff, his/her annual leave balance converts to University Leave. If the amount of annual leave exceeds the carry forward amount for University Leave but is below the Annual Leave carry forward, that difference is banked in an Annual Leave Bank that remains with the employee until they use it, leave or retire.

·The classified staff system allows employees to carry over annual leave up to a maximum amount, but not sick and family/personal days (unless a longtime employee still has the older state sick leave policy). Under the new university staff plan, there is only one type of leave, so all leave is available for carry forward.

· All University Staff (even those A&P faculty who elect to enroll) will track leave time taken in the new Self-Service Time and Leave system. Non-exempt University Staff will track leave in 15 minute increments. Exempt University Staff do not need to track leave taken in increments less than four hours (half days).

· Any classified, faculty or University Staff employees in VSDP are eligible for short term disability benefits through VSDP. If a VSDP-covered employee is out or will need to be out due to a medical condition for more than 5 business days, they can contact VSDP to file a claim.

· All employees hired on or after July 1, 2006 are automatically under the University Staff plan. The next open enrollment period to elect to become University Staff will take place in October 2011. Classified staff or A&P faculty who are hired into a new position may at that time elect to become University Staff. They also have the option to remain in their current classified or A&P status.

·A question came up regarding the faculty members who may choose to switch from the classified model to the university staff, or who were hired on or after July 1, 2006 and to which council will represent them, GFC or EEC? How do we need to proceed as councils if we are dealing with these issues?

Library Services:

Zeke Crater –

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HR Update:

Erica Wheat –

·UVA health switching to AETNA and your new I.D. cards should be on their way soon- by January 1st. Call AETNA after 1/1/2011 if you have not received your insurance card. All names in family on insurance plan will be listed on the card.

·New prescription cards moving from CVS to Catalyst beginning January 1st. Catalyst will have the same mail order options and any current prescriptions at CVS will automatically transfer to Catalyst. Erica is going to check to see if Catalyst will call the physician when the patient needs a refill.

·Leave allotment time ending on 12/19. New leave allotment time will begin on 12/20 and VSDP on 12/20. New leave is there, even if it does not appear to be, it is behind the scenes and will show up in the next payroll.

·Payouts will happen on January 7th for those with lose or use- cash out 50% of what they bring forward and will happen automatically.

·Those employees without direct deposit may pick up checks from 3:00-5:00 Wednesday, 12/22 and is not cashable until 12/24.

· State awarded 12/23, already a holiday for UVA and will show up as an 8 hour allotment- “Comp Special” usable on 12/20.

Office of the Provost Update:

Rajiva Seneviratne-

·No information regarding a search committee for the Provost position at this point in time.

Other items:

·Peggy Ehrenberg is serving on the search committee for the Executive Vice President and Chief Operating Officer Position currently being held by Mr. Sandridge.

Update on Staff survey- Margaret Weeks-

·Staff survey, based upon 5000 classified staff, to be launched in February as President Sullivan hopes to have her survey out as soon as possible. This is the first survey of this type and we need to encourage our constituents to take this survey. It has the potential to uncover some interesting things, such as those items that have come up with the survey done by Darden; such as 1-Leadership, 2-

Communication, and 3-Incentives. Both RAW and Summary Data were shared by the Darden survey. Margaret will report back to us at the January meeting with more information.

·Kirsten Hilliard is serving on the Ethical Workplace Committee and will also report on their committee meeting in January.

Initiatives to discuss for the remaining year: (From our September meeting)

- 1- To UHR requiring Supervisors have management training. (Rather than requesting that it be a requirement, perhaps it be a “strongly suggested” option for supervisors- currently only 12 spots are available for the training and perhaps a larger course could be offered for more to attend at one time.)
- 2- Support the voting member on Senate to BOV.
- 3- Possibility of extending UHR benefits to spouses or partners (domestic extensions).
-per Erica Wheat from HR- we still have to follow state guidelines and this will be difficult under state regulations.- A motion was made from council member, Barbara Graves, that we draft something to HR regarding full benefits be offered to both spouses and partners to document our interest in this possibility. Both Zeke and Peggy will draft a question to HR (Erica Wheat) regarding full benefits for spouses and partners in order to note our interest.

Other possible initiatives discussed:

· Ways to better communicate current Parking and Transportation incentives...such as the Ride Share model- whereby if five riders share rides to work and they are given a parking space at no cost and/or the NuRide program, which allows members to find other NuRiders to share rides. NuRide is an online rewards program allowing riders to earn points, which can be used to receive discounts and special promotions from local, national and University vendors. It was suggested that perhaps we should schedule a future meeting for someone to come from P & T to share these types of programs with us. We could word something to send out to our constituents. It was also mentioned that Susan Chisholm currently serves on the P & T committee and would be a wealth of information and may like to work on this. Zeke Crater will follow up with Susan to see if she may be interested.

· Find better ways to retain good employees at the University and to increase better work environments. It was suggested that a committee be formed to come up to brainstorm some suggestions/ideas. Bill Correy, Laura Mellusi, Margaret Weeks and Susan Witzel volunteered to help with this. They will report their findings at the next meeting.

· Also, we need to find better ways in which to work with other councils in order to have a bigger and better voice for the employees. What are some ways that this could be accomplished? By contacting other councils to see what they are working on and their major topics and coming together on similar issues. The General Faculty Council meets on the second Wednesday of the month. Is there some sort of communication vehicle that could be used such as a blog or a Yahoo account? It was suggested that the officers take this topic up at the next Executive council meeting. Zeke and Peggy will discuss with other officers the current issues/topics/priorities that are currently going on within their own councils. Also a suggestion from Margaret Weeks was made that all 5 employee councils perhaps pull together a committee to address issues such as those that arose from the Darden survey and ways in which we can effectively communicate.

· It was suggested by Laura Mellusi that perhaps it would be a good idea to track other programs that require training...such as supervisors of P-Card training, Alcohol training, Hippa training, etc. It would be another way to see how other training vehicles work. Perhaps this is something to work with

involving the other councils. With the employee survey coming out in February, then perhaps we should shoot for April as a deadline to push for the managerial supervisory training? Are 360 reviews offered on managers/supervisors? The departments can decide on this. Originally, it was mentioned, that the EWP design did discuss a 360 review process; the State did consider this and do allow a 360 review. The Lead Act does have that capability. Regarding moving forward with ongoing managerial training...there is a managerial training survey coming out in April.

We will follow up with further discussion regarding initiatives that we want to work on throughout the year at our next meeting as well as hear reports from Margaret Weeks regarding the staff survey, Kirsten Hilliard and the Ethical Workplace committee meeting, and from the committee formed today regarding their findings in which to retain good employees at UVA. Our next meeting will take place on January 11th in Room 389 of Newcomb hall beginning at 9:30 a.m.