

SEAS Employee Council Meeting Wednesday, November 12th, 2008

Present: Iva Gillet, Barbara Graves, Jennifer Mauller, Eric Newsome, Vanessa Pace, Pat Vance

Call to Order

Meeting called to order at 2:05 p.m.

Updated from the Provost Employee Communication Council

Iva and Barbara attend the SEAS Employee Council meeting to relay information from the Provost Employee Communication Council meeting that was held on Tuesday, Nov. 11th with Susan Carkeek, from Human Resources. There were lots of questions presented to Susan Carkeek from the PECC related to the new proposed leave plan. Susan addressed some of the questions and concerns at the PECC meeting. Susan stated that all comments and questions should be sent to HR so all entries could be documented on the HR website. Comments and questions for the proposed leave program will need be sent by the deadline of Friday, Nov. 21st. HR's FAQs (frequently asked questions) website as been updated and sorted by topics.

The consolidated leave pool/bank will consist of leave that is accrued -- annual leave, sick, family/personal leave. Concerns were mentioned regarding the proposed accrued leave hours after an employee has been at UVA for 10 years—the accrued leave hours will level out and employees will not be able to accrue an increased number of hours based on years of service. Concerns were also mentions regarding the additional leave that the Governor grants for extra holiday leave. It would still be up to the President to grant the extra holiday leave as comp special leave.

The Fall Resource Fair will be held on Thursday, Nov. 13th in the Newcomb Hall Ballroom from 9:00 a.m. to 2:00 p.m.

At the beginning of 2009 HR will start announcing and offering training sessions to supervisors related to HR Restructuring:

- Training to discuss the two types of HR systems – University Employees & Classified Staff Employees
- Training to discuss the new Performance Evaluation process with the 5 point rating scale
- Training to discuss Career Paths – setting up clear goals for employees

Iva mentions that in October 2009 the current timesheet process will be changed to a new electronic timesheet system with employees being paid on a biweekly payroll schedule. This will reduce the number of payrolls processed each year.

New Issues

Concerns were brought up about cars being towed from the parking lot behind the Small Building. Also mentioned were safety concerns and extra lighting in the parking lots and walkways behind Olsson Hall once construction begins. Suggestions were made to recommend that flashing lights be installed on Whitehead Road to allow people to cross safely after dark.

Discussed possible ways that SEAS employees could do things together:

- SEAS employees possibly do a toy swap for the Holiday
- Department Chair administrative assistants meet regularly to brainstorm and exchanged ideas
- IT web design employees meet regularly to brainstorm and exchange ideas.

Meeting adjourned at 3:00 p.m.

Next meeting is scheduled for **Wednesday, Dec. 10th** at 2:00 p.m. in the Rodman Room.