



Staff Senate News

June 2012

Dates to Remember

June 13, 2012 Full Staff Senate Meeting, Union Senate Chambers, 1:15 to 3pm

June 30, 2012 Spring Thaw Facebook photo contest closes

Agenda for the next Meeting

- I. Roll Call
- II. Approve Apr. Minutes
Approve May. Agenda
- III. Administration Reports
 - a. VP of Admin, Janet Lowe
 - b. Associate VP of HR, Laura Alexander
- IV. Guest Speaker
HR—PDQ Writing
- V. Officer Reports
 - a. President Frank
 - b. V.P. Logue
- VI. Old Business
- VII. New Business
- VIII. Committee Reports
- X. Open Forum

225 Wyo Hall
766-5300

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- Points to Ponder from the May Senate Meeting:
 - Laura Alexander spoke on the importance of hourly employees reporting time correctly. Some things to keep in mind when reporting time include:
 - When an hourly (non exempt) employee answers phone calls, texts, or email messages during their break or outside of work hours they are to be compensated for that time.
 - Comp time needs to be taken before vacation time unless vacation time is maxed out.
 - Flex time has to be used within the week and needs to be preapproved by the supervisor.
 - An employee must be on FMLA in order to receive donated sick time.
 - Interim VP of Administration spoke about budget cuts, at 8% the University will need to cut 15.7 million/year of recurring expenses. Personal cuts will have to happen in order to meet this number and will start with attrition.
- See the attached copy of the *unofficial* minutes if you would like to read them.
- Please take a moment to go complete the [ACE Internationalization survey](#) about your opinions on UW's Climate for internationalization.
- Please submit your best photo that represents the theme "Spring Thaw" on our [Facebook page](#). The deadline is June 30th.
- **Did you know...?**
 - There are several common P-Card problems, here's how to avoid them:
 - Put a business reason for the purchase—not that it's a flight to Vegas, but to attend a conference in Vegas.
 - Turn in P-Card logs on time, even if its missing a signature. The logs are needed and can be signed in auditors office.
 - Make sure there's money in the budgets that are being used.
 - Always include a received date for the items purchased or NYR if it hasn't come in yet. Type the dates in the computer before printing the log rather than writing them by hand.
 - Cardholders must not receive personal gain from use of the card. You can't accept free gifts or any sort of discounts for personal purchases.
 - Improper use of your P-Card can be grounds for termination.
 - Visit the [Procurement Services website](#) for more information.