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

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 it’s 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.

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