



## Contact Us

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## 11/13 Meeting Agenda

- I. Roll call
- II. Approve October minutes
- III. Approve November agenda
- IV. Administration reports
  - A. VP of Administration Rep
  - B. Human Resources Director, R. DelaCastro
- V. Guests and Special Programs
  - A. Kass Sprague, Asst. Dir., Institutional Marketing
  - B. Jessie Ballard, WyoWeb
- VI. Officer Reports
- VII. Old Business
- VIII. New Business
- IX. Liaison Reports
- X. Committee Reports
- XI. Open forum

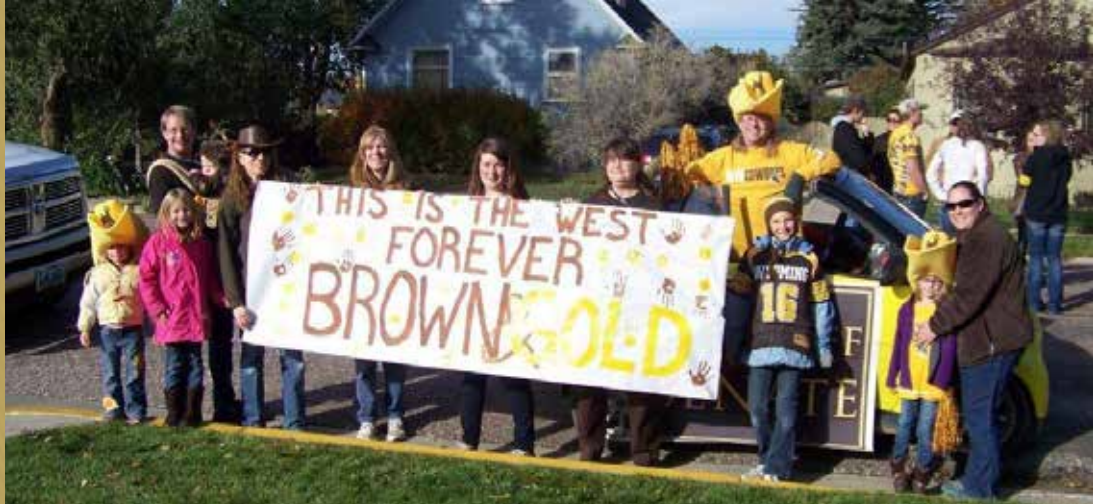
## Dates to Remember

### November 30, 2013

Deadline for EGI Open Enrollment, Flexible Spending Account Changes

### December 6, 2013

Deadline for Nominations Employee of the 4<sup>th</sup> Quarter



# STAFF SENATE NEWS

## November 2013

### Employee of the 4<sup>th</sup> Quarter Nominations Due December 6

The deadline to make a nomination for Employee of the Third Quarter of 2013 is Friday, December 6th, 2013 at 5:00 p.m.

Please take some time to **nominate** a deserving staff member today!

### EGI Open Enrollment Period and New Life Insurance Plan

The Employee's Group Insurance "Open Enrollment" period runs from November 1 through November 30, 2013. During this period, you may:

- Turn in your 2014 Flexible Spending Election Forms\*
- Change your health insurance deductible
- Drop coverage (if any required commitments are met)
- Add dependents or yourself to health and preventive dental\*
- If you have met the three-year waiting rule to add optional dental, you can enroll now for January 1st coverage\*
- If you have met the two-year waiting rule on vision, you can enroll now or change Plan option for January 1st coverage\*

*\* only applicable for active employees*

All enrollment forms must be received by the UW Human Resources Office, no later than November 30, 2013. Don't miss this "Open Enrollment" opportunity!

In addition, UW is now offering a new, voluntary term life insurance plan to all benefited employees. It is through Lincoln Financial Group and the death benefit can be up to three times your annual salary, or \$300,000, whichever is less. You can also enroll in a plan for your spouse and dependents. More **information** and an **enrollment form** are online.

### Ask a Question

We're still working on the answer to our October "Ask A Question" feature, as we received a great question!

In the meantime, feel free to ask a question of your own about the University of Wyoming or any aspect of your employment here at: [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu).



## Points to Ponder: RIP and Taxation

All eligible UW employees received a 1% Retention Incentive Payment funded (RIP) by state appropriations and University of Wyoming funds in their October paycheck. Many employees have asked why this payment was taxed. The basic answer to this question is, all income is taxed by the federal government, and the RIP is no different. The RIP was added to employees' October paychecks because, for the vast majority of individuals, this resulted in a lower tax burden than a separate payment would have.

For further details of the policy, [click here](#).

## Did You Know? UW Vehicle Policy

The official **UW Vehicle Policy** took effect in July 2011, but for many employees unfamiliar with the policy, questions still occasionally arise. So here's our policy overview to get you started if you need a primer:

- A **University Vehicle** is owned by the **University** and is used for only University business in accordance with the Policy.
- A **University Personal Vehicle** is a privately-owned vehicle that is being used for the University. If you drive at all on **University** business in your own car, it is a **UW Personal Vehicle** and you will need to apply for **Qualified Driver** status.
- To drive a **University Vehicle** or **University Personal Vehicle** for University business, an Employee or a Non-Employee must be a **Qualified Driver**.
- An Employee or Non-Employee obtains **Qualified Driver** status by filling out **a form to request driving privileges**. Employees can also go directly to Employee Self-Service, where you can fill out the form if you are not yet approved or also check your **Qualified Driver** status under the Motor Vehicle Records Form tab.
- **Qualified Driver** status must be renewed annually using the form to request driving, ideally after December 1 and before December 30 for the following calendar year.
- Passengers are not allowed to travel in a **UW Vehicle** on UW business if they are not directly related to and/or required as part

of Official University Business. Rare exceptions will be made at the discretion of the Risk Manager, and can be requested using the **Exception Request Form-One Time** or **Exception Request Form-Extended Duration**

- Passengers may travel on University Business in a **UW Personal Vehicle** if they sign a **waiver: One-time Waiver** or **Extended Duration Waiver**.

If you choose to travel on University Business in your **UW Personal Vehicle**, please understand that your personal auto insurance will be primary.

The **UW Vehicle Policy** does not cover travel to and from an employee's normal worksite (e.g., the UW campus). However, the policy is in effect for all travel to and from other locations, such as business trips, conference travel, etc.

This summary does not cover all aspects of the official **UW Vehicle Policy**. If you have further questions, check out the **FAQ** or the **Vehicle Policy User instructions**.

## Know Your Senators – Gary Boulware

Gary Boulware is the Manager of Instructional Technology in the IT/Client Support Services Department at the University of Wyoming. Gary has been at UW for 5½ years and is currently in his first term as a staff senator. Gary enjoys skin-diving, videography, music, waterskiing, camping, and fishing in his spare time, and currently serves as President of the Laramie Plains Antenna TV Association.

Gary's goals in Staff Senate are to ensure that our university provides its faculty and staff with a one-time market pay adjustment and a yearly cost-of-living increase to keep up with inflation, which would be separate from the merit performance bonus system. He would also like to see the Staff Senate become involved with HR to ensure that all administrators, directors, managers, and supervisors are highly trained in the areas of the management of human resources, so that we can truly say we are a land grant, ethical institution.

You can reach Gary at [gboulwar@uwyo.edu](mailto:gboulwar@uwyo.edu)

## UW Staff Senate Holiday Raffle

Beef package from the Butcher Block\*

\$1 per ticket, or \$5 for 6 tickets

Tickets available through your Staff Senator or in Wyo Hall Room 225

Package includes:  
5 lb Prime Rib Roast  
5 lbs 93% Ground Beef  
4 8oz Filet Mignon Steaks  
2 12oz New York Steaks  
2 12oz Sirloin Steaks



Senate President Jim Logue presents the Employee of the 3<sup>rd</sup> Quarter Award to Tonya Anderle.