



## Contact Us

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## 4/9 Meeting Agenda

- I. Roll call
- II. Approve March minutes
- III. Approve April agenda
- IV. Administration reports
  - A.Div. of Admin.
  - B. Human Resources
- V. Officer Reports
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

## Dates to Remember

### April 16, 2014

Staff Recognition Day. Please join us from 10:00 a.m. to 12:00 p.m.!

### April 18-20, 2014

Easter Break (classes excused)



# STAFF SENATE NEWS

April 2014

## 2014 Staff Recognition Day is April 16!

**WHEN:** April 16, 2014, 10:00 a.m. to 12:00 p.m.

**WHERE:** Crane Hill Dining Hall

**WHY:** To recognize staff achievement

Please don't forget to join your colleagues for **Staff Recognition Day**, the annual event honoring the hard-working staff of the University of Wyoming. This year's event features:

- Food and beverages by UW Catering
- Door prizes and a **raffle** for a barbecue combo package and mountain bike,
- Entertainment by a UW jazz combo,
- Recognition of **Years of Service** for employees who have worked, 5, 10, 15, 20, 25, 30, 35, or 40 years at UW, and
- 20 **Staff Awards** given out to the University's outstanding staff members,

Staff Senate also recognizes supporters with the **Sponsors** and **Friends** of UW awards.

Staff Senate is proud of the quality of work being done by UW staff members. We encourage you to come and celebrate on April 16!



## Staff Senate Nominations Now Open

Do you want to make a difference on campus? Please consider serving on Staff Senate, or consider nominating a colleague to serve. Staff Senate is accepting nominations for new and returning senators from **March 20th - April 18th**.

All benefited employees who work at least 20 hours/week and who have been employed by UW for a full year preceding the date of nomination are eligible.

For more information, click [here](#). To make a nomination, please contact Trish Hysong at [psmith14@uwyo.edu](mailto:psmith14@uwyo.edu).

## Staff Senate Participates in Relay for Life UW

The UW Staff Senate team was up and running (or walking!) for Relay for Life UW this past Friday, April 4 and Saturday, April 5.

Staff Senate aimed to raise \$800 or more and we not only succeeded, raising \$1,196.05, but we also picked up the Friends and Family award! Thanks so much for your support!



UNIVERSITY OF WYOMING

## Overview of the UW Salary Increase Distribution Discussion and Staff Senate Response

Much consideration has been given to the issue of salary increases at UW. The various proposals may leave you scratching your head—how much of a salary increase will UW employees receive, and is this based on a market adjustment or merit or both?

Staff Senate thought it prudent to survey the developments on this issue for our constituents—including a letter from Staff Senate Pres. Logue on behalf of the Senate to President McGinity and other administrators—to help you better to understand the salary increase.

- March 3: **Legislature Approves Funding for UW Pay Raises, Other Projects**
- March 7: **Note from Staff Senate on Salary Distribution**
- March 7: **UW Trustees to Meet Monday to Talk Salaries, Tuition**
- March 19: **Message from Session: UW Must Do More to Help Itself**
- March 25: **Message from the President: Recommendations on Compensation and Tuition**
- March 25: **ASUW Senate Resolution 2421: ASUW Support for University of Wyoming Tuition Increase and ASUW Senate Resolution 2422: Proposed Mandatory Fee Increase**
- March 28: **UW Trustees Raise Student Tuition & Employee Salaries**

Lots of figures have been bandied about, but the Trustees' action on 3/28 sets the following policy for the distribution of salary increases:

"A salary distribution policy adopted by the Board of Trustees today (Friday) calls for \$2.5 million of the Legislature's \$4.15 million appropriation to be used for a market pay adjustment -- **equal to a roughly 1.7 percent increase to the base pay of most employees** -- beginning July 1, 2014. Excluded from the adjustment will be employees whose performance is rated less than satisfactory; the president, vice presidents and college deans; contract employees earning more than \$100,000; employees hired after June 30, 2013; and employees who have received other pay increases since that time.

**The remaining \$1.65 million appropriated for salaries by the Legislature, combined with the \$1 million in tuition revenue for salaries, creates a \$2.65 million pool for merit increases.** That pool will be allocated to vice presidents to distribute to employees they supervise, upon approval of plans by McGinity.

Please recall that the Legislature did not approve additional state monies be directed at offsetting increases in retirement and insurance contributions; these contributions are scheduled to increase by approximately 0.375% of employees salaries both this fiscal year and next. The 1.7% base pay increase, taking into account the 0.45% in increased contributions, results in an approximately 1.25% actual increase in base pay for the current fiscal year. Distribution of salary increases for the next fiscal year has not been determined yet. The distribution of merit pay for the current fiscal year is currently under review.

### Ask a Question

Got a question of about the University of Wyoming or your employment here? Ask away at: [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu).

**QUESTION:** How should employees handle workplace proselytizing and other forms of unwanted communication? After visiting a local church, an employee has been asked frequently by a coworker who attends that church about his/her involvement in church events. The employee is a private person who keeps work and personal life separate, and finds these conversations to be inappropriate and embarrassing, especially when they occur in front of other colleagues. The employee has tried for several weeks to quietly brush these comments aside or change the subject, or to indicate that s/he is not going to events and please stop asking, but to no avail. What should the employee do?

**ANSWER:** The first step in solving this type of problem is for the employee affected to communicate the discomfort with the coworker directly, firmly, and respectfully. This could be done in private if the

employee affected is comfortable in doing so, or in a formal meeting with a supervisor present if the employee does not feel comfortable talking to the coworker alone.

It is important, before further solutions are considered, that the coworker understand clearly the extent to which his/her unwanted invitations and conversations are affecting the employee and creating an uncomfortable work environment. It can be difficult to be direct and explicit when communicating with others this type of information, but it is to everyone's benefit to make sure that the employees know where they stand with one another and to respect each other's personal boundaries in topics not relating to the workplace.

If the unwanted communications continue, it should be brought to the attention of the employee's supervisor. If the employees have different supervisors, the employee affected should consult with his/her own supervisor, whose responsibility it is to deal with all parties involved. If the situation is still problematic, then the supervisor's supervisor may be needed to address it, and up through the chain of command. Human Resources does not step in to negotiate a problematic work relationship at the outset, but has an expectation that employees will communicate directly and effectively with one another. Once this occurs and if problems continue, or if a power issue is involved (e.g., a supervisor-employee relationship), then the Office of Diversity and Employment Practices may become involved.

### Points to Ponder: Changes to WYOWEB

WYOWEB is changing...but remember to **keep calm and WYOWEB on**. On **May 16, 2014**, the University of Wyoming will be rolling out a new and improved WYOWEB. The new WYOWEB portal provides a single and consistent location for Students, Faculty, and Staff to access commonly used services and information.

To find out more about the redesigned WYOWEB interface, check out the **WyoWeb 2014 Redesign Frequently Asked Questions**. Additional information will be added to the FAQ page as we move closer to the May 16th go-live date, so please check back often. To provide provide feedback on or ask questions about the changes, please use the Comments button or email [wyo-web-tech@uwyo.edu](mailto:wyo-web-tech@uwyo.edu).

Please note that the Group functionality within the current portal is also changing. In the new design, Group functionality will now reside under the WyoGroups icon. If you currently serve as administrator for a Group, please note that your current Group will no longer exist as of the May 16 cutover date. If your Group is still active, you will need to request a new group as soon as you can within the new WyoGroups. Content will not be automatically transferred for you. If you no longer utilize your WYOWEB Group, no action is needed.

### Did You Know? Laramie Local Food Gathering

The **2014 Laramie Local Food Gathering** is **Saturday, April 26**, from 10:00 a.m. to 3:00 p.m. at the Laramie High School.

Doors open at 9:00 a.m. for you to check out the information fair, with formal sessions starting at 10:00 a.m. Signups will also be available at the LFG for the cooking sessions. Admission is a suggested donation of \$5 at the door; students are free.



You can choose from 13 sessions, including poultry, herb foraging, cooking (with hands-on sessions for both adults and youth), bee-keeping, soil amendments (bring two soil samples for testing), seed starting, food safety in the garden, and landscaping for pollinators.

A lunchtime panel (including Wags Beef, High Point Bison, and food safety inspectors) will address the local effects of a meat recall that occurred in December 2013. Soup will be provided.

The 2014 Local Food Gathering is organized by Laramie Local Foods and supported by UW Extension, Laramie Rivers Conservation District, and ACRES farm, and is sponsored by the USDA. Come learn and be inspired! For more information, contact **Cole Ehmke** at 766-3782 or [cehmke@uwyo.edu](mailto:cehmke@uwyo.edu).