



## Contact Us

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## 2/12 Meeting Agenda

- I. Roll call
- II. Approve January minutes
- III. Approve February agenda
- IV. Administration reports
  - A. Div. of Admin.
  - B. Human Resources
- V. Officer Reports
- VI. Old Business
- VII. New Business
  - A. Resoultion #205
  - B. Presidential Elections
  - C. Vote on Seat #36 and #38
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

## Dates to Remember

**February 10:** Wyoming State Legislature 2014 Budget Session Opens

### March 3, 2014

Deadline for Nominations for Staff Awards



# STAFF SENATE NEWS

## February 2014

### Staff Senate Raffle

Staff Senate is holding a raffle! We have available a fantastic Barbeque Combo package of meat prepared especially for us by the Butcher Block. The package includes:

- 4 T-Bone Steaks
- 4 Sirloin steaks (12 oz)
- 8 Hamburgers (quarter pound each)
- 4 lbs of brats

Staff Senate is holding a separate raffle for a Trek 820 Mountain Bike from All Terrain Sports. The bike is matte black/viper red, 19.5" with Shimano Tourney shifters, 21 speed, and the winner can choose a men's or women's model and size.

Raffle tickets are \$1.00 per ticket or six tickets for \$5.00. To purchase tickets, please contact your Staff Senate Senator or the Staff Senate Office, Wyoming Hall, Room 225, 766-5300

The drawing for this raffle will be held during **Staff Recognition Day on April 16, 2014.**

### Nominations for 2014 Staff Awards

Staff Senate is currently seeking nominations for the awards to be presented during its 2014 Staff Recognition Day.

The deadline for nominations is **MONDAY, MARCH 3**. Nomination forms for each award can be found [here](#).

All award winners will be honored at Staff Recognition Day, Wednesday, April 16, at the Crane-Hill dining hall.

Staff Senate is proud of the quality of work being done by UW staff members. We encourage both supervisors and colleagues to show outstanding staff members that you value their work by nominating a deserving staff member today!

Award categories are as follows:

**Employee of the Quarter Award** (\$500 cash, tickets to cultural events, and other rewards), which recognizes a current benefited staff member for his or her efforts toward excellence in the workplace.

**Employee of the Year Award** (cash reward from UniWyo Credit Union, \$2,500 travel voucher from Pepsi, and a plaque), which recognizes a current benefited staff member for his or her efforts towards excellence in the workplace. Nominees must be current calendar year employees of the quarter.

**E.G. Meyer Family Award** (\$1000 and a plaque), the longest-standing staff award on campus, which honors two current staff members (one non-exempt and one exempt) who show initiative, helpfulness, dependability, and a positive and cheerful demeanor.



**Jodi K. Humphrey Inspirational Staff Award** (\$1000 and a plaque), established in 1995 in memory of Joleen “Jody” K. Humphrey, which honors a current staff member who inspires people to do their best, remains positive under stressful conditions, serves as a positive role model to others, shows eagerness toward the job, displays a cheerful attitude toward customers, and motivates self and others.

**Staff Incentive Award** (\$1000 and a plaque), which honors three current, full-time benefited staff members who display exemplary incentive in performing their duties.

**Unsung Hero Full & Part Time Award** (\$1000 and plaque), which honors two full-time and two part-time benefited staff members who are deserving of recognition for outstanding duties performed.

**Off-Campus Award** (\$1000 and a plaque), which honors two staff members who work off the main UW campus and display an outstanding attitude toward furthering the mission and goals of UW off-campus.

**Pete Simpson Golden Gloves Award** (plaque), founded in honor of Pete Simpson, which recognizes a current outstanding Staff Senate member.

**Skilled Crafts Award** (\$1000 and a plaque), which honors one current benefited staff member who exemplifies outstanding work ethic and a positive attitude in the Physical Plant Trades at UW.

**Skilled Services/Maintenance Award** (\$1000 and a plaque), which honors one current benefited staff member who exemplifies outstanding work ethic and a positive attitude in Custodial, Maintenance, or Technician services.

**Friends of UW Award** (certificate of appreciation), which recognizes an individual or department at UW that demonstrates a commitment to UW by going above and beyond regular work duties to further the mission of the University.

**Sponsors of UW Award** (recognition plaque), which honors a business or corporation that demonstrates a commitment to UW staff through its willingness to go above and beyond to further the mission of the University.

## Ask a Question: Working During Winter Closure

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

**QUESTION:** Can an employee be required to work during winter closure by their supervisors if they are not previously designated as an “essential employee” by their Appointing Authority [as stipulated on pages 22-23 in the Employee Handbook]? If not, do employees have the ability to deny the request for working over winter closure?

**ANSWER (from Director Delacastro, Human Resources):** Yes. Supervisors may require employees, either exempt or non-exempt, to work over the winter closure. If the employee was not previously designated as “essential,” and the supervisor asks the employee to work, it is reasonable for the employee to ask the supervisor why he/she needs to come in. The supervisor does have the authority to require the employee to work. The employee is required to follow the legitimate directions of the supervisor.

If a supervisor asks an employee to work over winter closure, that employee will have the benefits associated with an “essential employee.” In other words, the employee who is asked to work over winter closure will be able to take an equivalent time off, in accordance with the policy. It is only when an employee chooses to work that the employee is not given subsequent time off.

Hours worked during winter closure are paid at straight time, and overtime policies and compensatory time also apply.

## Points to Ponder: Governor’s Budget Recommendation

Staff Senate recognizes that salary and compensation issues are top-most in the minds of our constituents, particularly after four years without raises and also with adjustments to insurance and retirement contributions. One of the main undertakings of the Senate this year has been to advocate for salary increases for all employees. So now that the 2014 Wyoming Legislature is in session and the State budget is under discussion, we thought it best to highlight to the Governor’s budget recommendations concerning UW:

“I recommend \$13.23 million general fund for pay increases at the University of Wyoming of 2.5% for 2015 and 2.5% for 2016.

This recommendation also includes \$1.77 million (of the \$49.97 million) over the biennium for one-time merit pay. I recommend the State absorb both the employee and the State’s share of last year’s retirement contribution increases and the proposed 1.5% increase being considered for this year. Finally, I recommend that the \$17.1 million general fund in the State Auditor’s budget be used to cover estimated insurance increases and that the Legislature evaluate insurance on an annual basis going forward.”

These last two recommendations are important. Wages at UW have not only remained flat over the last four years, but have declined in real terms with increased mandatory contributions to retirement plans and increased premiums for insurance. If modest pay increases are instituted this biennium, but increasing retirement and insurance contributions are not addressed, employees over the short- and long-term will see little real increase in wages.

The Joint Appropriations Committee has already been at work revising these recommendations and preparing a general appropriations bill for the Legislature to consider.

You can view the Governor’s full budget proposal [here](#).

You can get up-to-date information on the 2014 budget session [here](#).

## Did You Know? Ice on Campus

It’s icy out there!

UW crews are up bright and early on wintry days clearing snow from sidewalks, stairways, and walkways in order to create a safe campus environment for everyone. But with temperature changes come melting and refreezing, which can cause ice to form in even previously cleared areas. This is especially true on the north-facing side of campus.

If you notice ice on campus while on your way to work or out and about, **please call 766-6225** to report it and request that it be cleared.

## Know Your Senators – Lori Dockter

**Lori Dockter** is Office Associate, Sr., in Academic Affairs/Statistics/Arts & Sciences at the University of Wyoming. She has been employed at UW for 14 years and has been on Staff Senate for four years, currently serving as Secretary. Lori is married with two children, one a freshman at Casper College and the other a junior in high school. She enjoys fishing and volunteering with 4H.

You can reach Lori at [DockterL@uwyo.edu](mailto:DockterL@uwyo.edu).