



Contact Us

Staff Senate
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9/10 Meeting Agenda

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

Dates to Remember

September 8, 2014
Fall STEP applications due to HR

September 12, 2014
Employee of the 3rd Quarter nominations due

September 19, 2014
Tuition and Fee Payment Deadline
UW Family Weekend



STAFF SENATE NEWS

July-August 2014

Nominations for Employee of the 3rd Quarter Close September 12

Nominations for the UW Staff Employee of the 3rd Quarter close on **Friday, September 12, at 5:00 p.m.**

The award recognizes deserving staff members for their efforts toward excellence in the workplace. Winners receive a variety of prizes and qualify for the Employee of the Year award. Nomination forms and instructions can be found on the Staff Senate [website](#).

Staff Senate Officers for 2014-2015

Staff Senate would like to introduce the officers for the upcoming academic year, who were elected this past spring.

- **President Rachel Stevens** comes from the Division of Academic Affairs, the College of Business: 766-3124 | rstevens@uwyo.edu.
- **Vice President Arron Sullivent** works in the Division of Administration, Real Estate Operations: 766-2936 | asulliven@uwyo.edu.
- **Secretary Megan Monahan** works in the Division of Academic Affairs, American Heritage Center: 766-3753 | meggie@uwyo.edu.
- **Member-at-Large Beverley Bell** comes from the Division of Academic Affairs, Outreach Academic Offices: (307) 754-6203 | bbell1@uwyo.edu.
- **Parliamentarian Kathy Kirkaldie** works in the Division of Academic Affairs, College of Arts & Sciences, Depts. of Theatre & Dance and Music: 766-2160 | kirisk@uwyo.edu.

Join Staff Senate!

Be Informed. Inform Others. Join Staff Senate! Staff Senate currently has member-at-large openings (for all interested parties) and Division Openings in: Academic Affairs, Administration, Government, Community & Legal Affairs, Institutional Advancement, Office of the President\Athletics, Research & Economic Development, and Student Affairs. If you are a benefited staff member who has been at the University for at least a year and work at least 20 hours per week, you're eligible to serve as a Staff Senator.

Why Join?

- Receive at least 8 hours of release time per month for participation in Senate activities/duties
- Take a leadership role in campus initiatives related to staff
- Advocate for UW Staff
- Work with University, Outreach, and Laramie communities





Congratulations to Beth Buskirk, Employee of the 1st Quarter!

- Participate in community service projects such as the collection of holiday food baskets for deserving UW families
- Be a part of the planning and coordination of the annual Staff Recognition Day

For more information, go to [About Serving](#).

Have More Questions?

Send an email to staffsen@uwyo.edu, call 766-5300, or visit us in Wyo Hall 225.

Ask a Question: Leave Blackouts

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

QUESTION: Can a university office publish and enforce blackout dates for taking vacation leave or comp time? If so, are there limits on how long a continuous leave blackout can occur? How would a leave blackout affect an employee who is at or near the vacation leave maximum accrual (352 hours)? How would it affect an employee at the federal compensatory time maximum (240 hours)?

ANSWER: The Employee Handbook does not directly address the issue of blackouts concerning vacation leave or other leave usage, so there is not yet a definitive answer to this question. Staff Senate will continue to pursue a codified policy in this regard. In general, departments can restrict vacation leave and compensatory time based on the needs of the department and business necessity. However, HR does not anticipate that extended leave restrictions would be necessary in most cases.

If restrictions are deemed necessary, the leave should be applied consistently to all affected employees. Employees who are at or close to the earned vacation cap of 352 hours should work with their supervisor to make arrangements to use the leave despite the restrictions, as it is never the intention of the University of Wyoming to have employees lose a benefit. If an employee is at the federal cap of 240 hours of compensatory time, the HRMS system is set up automatically to pay out any additional time earned.

Points to Ponder: Staff Senate Goals

Staff Senate has a retreat each summer to introduce new members to the Senate, to hear from administrators and campus constituencies such as ASUW and Faculty Senate, and to identify Senate goals for the upcoming year. This year we had a lively and productive discussion, and these are some of the goals that we hope to pursue:

1. **Improved communication with UW staff.** This year, Staff Senate hopes to communicate with staff on the projects and accomplishments of Senate, as well as the benefits that are available to staff. We would also like to collect more information from staff on any issues of which we should be aware. Measures to improve communication include:
 - (a) increased presence at campus and community events,
 - (b) increased electronic communications, and
 - (c) encouraging senators to bring their coworkers to Senate

meetings as guests.

2. **A stronger working relationship with HR to address UW staff concerns.** Issues that Senate would like to partner with HR to address include:

- (a) Retention measures
 - Confidential mediation for staff members who experience conflict
 - Review of policies and procedures and their implementation
 - Universal exit interviews
 - Retention data made easily available to facilitate dialogue surrounding staff issues
 - Flexible work schedules when possible
- (b) Salary and compensation
 - Timely salary matrix reviews that are publically available and presented alongside comparator institution data
 - Possible implementation of a step system within positions
 - Possible implementation of longevity pay per State standards
- (c) Evaluations
 - Common criteria for staff evaluations across campus
 - 360* evaluations
 - Improved supervisor training, including faculty, on performance evaluations

3. **Increased administrative participation in Staff Recognition Day.** Staff Senate would like to encourage division directors, deans, and/or top level supervisors to present staff awards and top years of service to staff members in their units.

We look forward to a productive year. If you have issues you would like Staff Senate to address, we encourage your questions and comments at staffsen@uwyo.edu. You can read Senate meeting agendas and minutes at our website at uwyo.edu/staffsenate/, and stay updated on Senate news and events at <https://www.facebook.com/UWStaffSenate>. And as always, our meetings are open to the public. We hope to see you there!

Did You Know: Right-of Way in Crosswalks

As pedestrian numbers increase with students returning to school and more people walking to and from work, we offer the following friendly reminder for the UW community about right-of-way in crosswalks, as stipulated by Wyoming State Statute and adopted into [Laramie's Municipal Code: 10.16.330 Section 31-5-602](#):

- When traffic-control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be, to yield to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
- When traffic-control signals are not in place or not in operation at a school crosswalk, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be, to yield to a pedestrian crossing the roadway within a school crosswalk when the pedestrian is upon the roadway upon which the vehicle is traveling.
- No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.
- Subsection (a) of this section shall not apply under the conditions stated in Sections 10.16.335(b) of this code.
- Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.