Staff Senate Cordially Invites You To Attend

STAFF RECOGNITION DAY

Cowboy Unity 2014

Please Join Us For Staff Recognition Day 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

Staff Recognition Day is an annual event honoring the hard-working staff of the University of Wyoming. It provides an opportunity to show all staff members how much they are appreciated for everything they do to keep the main UW campus, and the facilities throughout the State of Wyoming, functioning and providing a top-notch educational experience to thousands of students.

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 of the University of Wyoming with the Sponsors and Friends of UW awards.

We are proud of the quality of work being done by UW staff members. We encourage you to come and celebrate with us on April 16!

Wyoming Health Fairs Has Moved!

Wyoming Health Fairs offers blood screenings in various locations around the state and are now offering these services in Laramie, Cheyenne, and Casper from 7:00 to 10:00 a.m. every Tuesday, Wednesday, and Thursday.

The new location in Laramie is 920 E. Sheridan St. Suite A. Services will no longer be offered at the Laramie Recreation Center.

Employees and their dependents are encouraged to take advantage of these services (the $30 blood chemistry profile is free for those covered by Cigna). Please remember to fast for 12 hours prior to the blood draw, drink plenty of water, and take medications as usual.

If you have questions, please contact Wyoming Health Fairs at 800-979-3711 or http://WHETO.
Ask a Question
Got a question of about the University of Wyoming or your employment here? Ask away at: staffsen@uwyo.edu.

QUESTION: My building is under construction and is scheduled to have power, heat, and water outages for part of one day to complete work while students are out on break. During this time, my supervisor has advised me not to report to work. Do I need to report at my normal office, elsewhere on campus, or should I do as my supervisor has advised and not report until power/heat/water are restored?

ANSWER: Human Resources does not have a specific policy regarding reporting for work when construction affects the normal operation of a building. If some normal job functions can be completed and the building does not become too hot or cold (which would then be an EHS matter), employees should follow their normal routine to the extent possible. If employees are unable to perform key job functions due to the power/heat/water outages, then they should discuss a reasonable accommodation with their supervisors that takes into account the type of work being performed and whether and how students will be affected.

Points to Ponder: UW - A Diverse Workplace (OFCCP Training)
In response to the growing number of Protected Veterans and Individuals with Disabilities around the country and in order to create more diversity with the workplace, the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) has developed new programs to encourage employers to focus marketing and recruiting efforts towards qualified workers within these two segments of the population.

To assist in fulfilling the OFCCP mandate, Human Resources is offering training to the campus community to provide an opportunity to present information on best practices in fair hiring and to increase awareness of the employment issues pertaining to Protected Veterans and Individuals with Disabilities.

The OFCCP course is required for any and all employees involved personnel decisions, including:

- All aspects of hiring (e.g., sitting on an interview committee)
- Tenure and promotion,
- Performance evaluations, and
- Disciplinary actions including termination.

The OFCCP training covers Equal Opportunity Employment, Affirmative Action, and specific regulations related to Protected Veteran and Individuals with Disabilities.

Individuals participating in or assisting with searches should complete the OFCCP training no later than March 21. You can register for this online course here.

Did You Know? Performance Evaluations for 2013 Are Due March 15
Campus performance evaluations should be mostly complete by this time, but if yours is not, please contact your supervisor immediately to get the process started. You must have a satisfactory 2013 performance evaluation completed by March 15 in order to be eligible for any potential 2014 pay increases.

The evaluation process must be initiated by the supervisor in HRMS (https://hrteller.uwyo.edu/HRPD/signon.html). Please contact Human Resources at 766-5484 if you have questions or concerns.

Employees also need to ensure that their Classified Staff Position Descriptions (PDQs) are updated and approved by Human Resources, as if a PDQ is still in draft form, it cannot be used in the performance evaluation.

Employees can view and print PDQs via Employee Self Service. To get there, log into WyoWeb, click on the My Workplace tab, and click on UW Employee Self Service. Once you are in ESS, click on Main Menu, then Self Service, and lastly click on View PDQ. For questions about your PDQ, please contact your supervisor or call Class/Comp at 766-5608.

For the general steps involved in conducting a performance evaluation, click here.

You can step through the performance evaluation process in detail using the ePerformance Employee Guide.

Staff Senate Senator-at-Large Seats Open
Are you interested in serving on Staff Senate, but the seats for your division are full?

Consider the one-year term position of Senator-at-Large, created for divisions who have no other representation and are struggling to find staff in their division able to serve.

There are openings now in the divisions of Government, Community & Legal Affairs and Institutional Advancement.

Senator-At-Large seats are used to fill seats that have been vacant for three months or more in a division that has no other representation. The Senator-At-Large, though not from that division, will represent the staff of that division. The Senate shall vote to confirm the nominee for a Senator-At-Large seat.

A Senator-At-Large term is limited to one year, unless there are no nominees for that seat in the next election, in which case the Senator-At-Large term can be extended to follow customary Senate membership term limits.

Know Your Senators – Katy Hudson, Senator-At-Large
Katy Hudson is the Coordinator, Financial Services in the Division of Administration, Office of the President/Athletics and has worked at the University of Wyoming for 19 years. Katy has served on Staff Senate since July 2013, with a previous term from 2000-2002.

Katy would like to see more people involved in Staff Senate, and encourages supervisors to support employees who wish to serve as Senators. In addition, Katy feels that this is an important time for Staff Senate to work on ways to help strengthen staff morale.

Katy has lived in Laramie for the majority of her life. She has an Associate’s degree from LCCC, and is currently pursuing a Bachelor’s degree in Sociology from UW. Katy tries to utilize every opportunity afforded to her as a UW employee to further her education. Whenever she can find the time, Katy enjoys researching her. She also loves to travel and tries to escape to someplace new (and warm!) as often as possible.

You can reach Katy at kahudson@uwyo.edu.

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