5/14 Meeting Agenda
I. Roll call
II. Approve April minutes
III. Approve May agenda
IV. Administration reports
   A. Div. of Admin.
   B. Human Resources
V. Guests and Special Programs
   A. Maggi Murdock and Alyson Hagy, USP Diversity and Gender update
VI. Officer Reports
VII. Old Business
VIII. New Business
   A. Election of Officers – Senator Hysong
   B. Resolution #208, 1st reading “Additional Vacation”
IX. Liaison Reports
IX. Committee Reports
XI. Open forum

Dates to Remember
May 26, 2014
Memorial Day. Most UW offices closed.

2014 Staff Recognition Day Wrap-Up
Sponsored by the UW Staff Senate, with support from the UW Office of the President, Staff Recognition Day encourages and acknowledges the work of all UW staff members. The 2014 Staff Recognition Day was attended by more than 650 staff members from across the UW campus. Dozens of staff members were honored for their years of service to the university, with specific staff awards as follows:

- **Employee of the Year**: Bill Finnerty, facilities/grounds attendant, Custodial Services.
- **E.G. Meyer Family Outstanding Staff Service Award**: Susie Hooker, head cashier, Cashier’s Office; Linda Osterman, Research Services manager, Research and Economic Development Office.
- **Jody K. Humphrey Inspirational Staff Award**: Juanita Carroll, accounting manager, Accounting Office.
- **Pete Simpson Golden Gloves Award**: Vince Bath, accountant, Auxiliary Services Director’s Office.
- **UW Staff Incentive Award**: Rob Bennett, computer support specialist, IT Client Support Services; Erin Dobyns, assistant project coordinator, School of Nursing; and Rick Walters, senior photographic technician, American Heritage Center.
- **Skilled Crafts Award**: Dylan Whitmer, electrician, Electrical Shop.
- **Skilled Services/Maintenance Award**: James Moulton, assistant supervisor, Facilities/Grounds Residence Life and Dining Services.
- **Unsung Hero Award (full-time)**: Tom Barnett, office associate, Outreach Credit Programs; Amanda Larson, accountant, Wyoming Cooperative Fish and Wildlife Research Unit.
- **Unsung Hero Award (part-time)**: Kim Glidden, greenhouse assistant, Department of Botany; Clayleen Rivord, office associate, Philosophy and Religious Studies.
- **UWOff-Campus Staff Award**: David Lutterman, livestock manager, Laramie Animal Science Livestock Center; Tanya Southerland, coordinator of student advising, UW-Casper.

Nominations for Employee of the 2nd Quarter Now Open
Nominations are now open for the UW Staff Employee of the 2nd Quarter. The nomination deadline is June 13. 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.
Salaries and Benefits

Salary Increases: Market Adjustments vs. Merit Pay

With the state legislature's allocation ($4.15 million) and increases in tuition revenue ($1 million), $5.15 million is available for salary increases at UW this fiscal year.

Many UW staff members have asked Staff Senate representatives how these salary increases will be allocated for their July paychecks, as a lot of numbers and percentages have been thrown around over the last several months. Here is the bottom line:

- Roughly 48% of the available salary increase monies were set aside for a market adjustment for all eligible employees (select administrative personnel and underperforming employees are ineligible).
- All eligible employees will receive a 1.44% market adjustment to their annual salary beginning July 1.
- Roughly 52% of the salary increase monies were set aside for merit-based salary increases. The merit portion has been disbursed proportionately to UW divisions relative to their salary base. Deans, department chairs, and individual supervisors are making recommendations about how merit pay is to be distributed based on a number of factors, including, but not limited to, employee evaluations. These recommendations are to be approved by the administration.
- As merit pay increases are unlikely to be distributed equally among all employees, we will not present an average percentage increase here, which does not account for differences in allocation.
- Increases in Employer Paid Benefits (EPB) are to be taken from the salary increase monies provided by the state legislature.
- UW will increase its EPB contribution for employees by 0.875% beginning July 1.
- Employees will also begin contributing an additional 0.375% to retirement/health benefits as of July 1.

Can an employee on FMLA be penalized for work not performed during FMLA leave?

ANSWER: If a person is eligible for FMLA leave and it is approved by HR based on medical certification provided by a health care provider, he or she can be off work for up to 12 weeks in a 12 month period, and cannot be required to make-up or flex the time missed. The person will not be penalized for work not completed while on FMLA. Every situation is unique, so specific questions should be directed to HR.

Points to Ponder: UW Alert System

The University of Wyoming is dedicated to providing its students, faculty, staff, and visitors with a living and learning environment that is safe and secure. UW Alert, a text messaging notification system designed to keep students, faculty, and staff informed during closures and emergencies, is an important part of this effort.

To create a safe and optimally functional campus environment, it is desirable that as many UW employees as possible sign up to receive notifications through the UW ALERT system.

To obtain more information about UW Alert, check out the FAQ. Signing up for UW Alert is easy! Click here to get started.

Did You Know? Summer Hours and CAC Events

The UW campus has officially moved to summer hours, 7:30 a.m. to 4:30 p.m. Hopefully, winter weather is also officially over!

With summer comes special events sponsored by Campus Activities Center, including:

- May 28: Free Outdoor Concert, UW Faculty Jazztet, 11:45-1:00 p.m., Simpson Family Plaza
- June 4: Free Outdoor Concert, Mosey West, 11:45-1:00 p.m., Simpson Family Plaza
- June 23: Elitch Gardens Amusement Park, bus leaves Union at 9:00 a.m., tickets on sale June 9
- July 7: Rockies vs. Padres, bus leaves Union at 3:00 p.m., tickets on sale July 23
- July 26: Tim McGraw at Cheyenne Frontier Days, bus leaves Union at 4:30 pm, tickets on sale July 7

Ask a Question: FMLA Leave

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

QUESTION: Can a UW employee approved for FMLA leave be required to report for work during or make up time taken off during the FMLA leave period (i.e., is FMLA leave considered to be "flex time")?

ANSWER: FMLA leave period (i.e., is FMLA leave considered to be "flex time")?

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