



## Contact Us

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## 11/12 Meeting Agenda

- I. Roll call
- II. Approve October minutes
- III. Approve November 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

### November 30, 2014

Deadline for Insurance and Flexible Benefits Plan Open Enrollment (11/25 in office; fax only to 766-5636 during Thanksgiving break)

### December 5, 2014

Employee of the 4<sup>th</sup> Quarter nominations due  
Wyoming Union Holiday Market

### December 14, 2014

Holiday Food Drive nominations due



Staff Senate wins "Best Overall Float" in 2014 Homecoming Parade!

# STAFF SENATE NEWS

## November 2014

### Nominations for Employee of the 4<sup>th</sup> Quarter Close December 5

Nominations for the UW Staff Employee of the 4<sup>th</sup> Quarter close on **Friday, December 5, 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](#).

### Holiday Food Drive

UW Staff Senate, in partnership with UW Faculty Senate and UW Transit and Parking, will begin accepting donations for the 2014 Holiday Food Drive on December 1. It is the goal of the Staff Senate Holiday Food Drive to assist those University employees and their families that may need a little extra help during the holidays.

Food donations will be accepted on campus at various locations through noon, December 18. Contact your staff senator for donation box locations.

To nominate a UW employee to receive a food basket, please [click here](#). Nominations are open now through December 14th. All current employees are eligible to be nominated.

### Ask a Question: Minimum Vacation Accrual

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

**QUESTION:** Apart from enforcing the rule not to take vacation leave in the month in which it is accrued, can departments require employees to have a minimum amount of vacation leave before they are able to use what they have accrued?

**ANSWER:** (from Associate Vice President Nell Russell, Human Resources): "The short answer is 'no.' **The Employee Handbook does not make any provision for departments to amend the vacation policy.** I believe that requiring all departments to adhere to the vacation policy as currently published in the Employee Handbook is absolutely necessary in order to maintain consistency in the application of this university rule and to ensure fairness for all university employees. To allow otherwise will only serve to compromise the university's standards."

Mark your calendars! The **Wyoming Union Holiday Market** is Friday, Dec. 5!



UW Regulations and Presidential Directives are available online as follows:

- [University Governance and Structure](#)
- [Facilities](#)
- [Business Practices](#)
- [General Employment](#)
- [Academic Personnel](#)
- [Academic Policy](#)
- [Regulations of Academic Units](#)
- [Students](#)

### Know Your Senator: President Rachel Stevens

Rachel came to Laramie from Seattle, WA, by way of Southern California. She works in the College of Business, where she coordinates the 30K Entrepreneurship Competition, manages many of the College's websites, and provides faculty support in Management & Marketing. In her spare time, Rachel teaches Philosophy and Critical Thinking courses, gardens, and plays with her six year-old daughter, Quinn.

On Staff Senate, Rachel would like to work toward the following goals:

- Improving the employee evaluation process;
- Creating a confidential mediation process for staff members who are experiencing conflict;
- Establishing comprehensive training for all individuals on campus who supervise staff members; and
- Cultivating an organizational culture in which all staff members feel that they're making a valuable contribution.

### Points to Ponder: Insurance Rate Increases Begin January 1

As reported in the [October 2014 Benefits Press](#), premium and employer contribution rates for Active Employees and retirees for all Medical and Dental Plan options will increase beginning January 2015 due to increases in plan costs over the past calendar year.

The rate increase will be shared nearly equally by employees and employer, averaging ~15% increase for employees and ~14% increase for the employer. 2015 rates are available in the in the [October 2014 Benefits Press](#).

Other changes to the Medical Plan are as follows:

- Prescription drugs administered through MedImpact will have a \$2,000 annual out of pocket maximum for all preferred generic drugs (\$10 co-pay), preferred brand drugs (\$20 co-pay), and specialty drugs (\$80 co-pay). (Non-preferred medications are not subject to the annual out-of-pocket.)
- Precertification will be required prior to high-cost radiology.
- The Wyoming Health Fair (WHF) blood draw incentive will be eliminated December 31, 2014.

Note that, with the withdrawal of the WHF blood drawn incentive this year, all the behavioral incentives formerly offered through the Healthier Wyoming program (including monthly premium rate decreases for program completion and the health assessment and WHF incentives) have been eliminated.

### Did You Know: University Regulations and Presidential Directives

The University of Wyoming Board of Trustees adopted a new regulatory structure in July 2008 that outlines how the UW campus should function. Former Trustee Regulations and University Regulations (UniRegs) were combined into a single set of regulations called **UW Regulations (UW Regs)**. Only the UW Board of Trustees may create new, amend, or repeal UW Regs. Information Circulars have become Presidential Directives. Only the UW President may create new, amend, or repeal Presidential Directives.

It is important that all UW employees, whether faculty or staff, be familiar with the **UW Regulations** and **Presidential Directives** in order to facilitate the efficient and effective operation of all campus units and to ensure that all UW policies and procedures are implemented appropriately and equitably.



**CAN ONE**  
*Employee*  
**MAKE AN IMPACT?**

**YOU CAN**

*Serve on Staff Senate*

- Have a voice on campus
- Participate in service projects
- Build connections on campus

[www.uwoyo.edu/staffsenate/](http://www.uwoyo.edu/staffsenate/)

*go for gold*  
**Be a Cowboy.**



**UW**

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