



Contact Us

Staff Senate
Department 3413
1000 E. University Ave.
Laramie, WY 82071

Room 102, Merica Hall
Phone: (307) 766-5300
E-mail: staffsen@uwyo.edu
Web: www.uwyo.edu/staffsenate



9/2 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
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

Dates to Remember

September 2, 2015
Staff Senate Meeting

September 18, 2015
Tuition and Fees Due

September 26, 2015
Campus Pass/Family Weekend



Welcome Back Students!

STAFF SENATE NEWS

August 2015

Staff Senate Meeting Date Changes

The UW Staff Senate has traditionally met on the second Wednesday of each month at 1:15 p.m. in the Union Staff Senate Chambers, with the Staff Senate executive committee meeting the Wednesday prior at the same time. This has allowed full Senate to meet before the monthly UW Board of Trustees meeting, which previously met on Thursday and Fridays.

Due to extension of the current Board's meetings into Wednesday each month, the Staff Senate has elected to move its full meetings and executive meetings up by one week each. Full Staff Senate will now meet the first Wednesday of each month, while the Staff Senate executive committee will meet the Wednesday prior, which is the last week of the previous month.

Ask A Question: Union Parking Lot Reconfiguration

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

QUESTION: "How has recent construction affected the configuration of the Union parking lot?"

ANSWER: (From Facilities Engineering) Pre-construction, the Union lot had 255 "A" parking spaces, four "U" parking spaces, and seven ADA parking spaces. The new lot with bus stop has 205 "A" parking spaces, three "U" parking spaces, and seven ADA parking spaces for a net loss of 50 spaces.

Points to Ponder: New Trainings Available from HR

The University of Wyoming's Department of Human Resources has ramped up the number and types of trainings it offers to UW staff employees in order to enhance opportunities for staff learning and professional development.

Recently, 23 training classes were held for 120+ students, and HR projects that ~350 more participants will attend training courses by November of this year.

UW training programs include the supervisor training program HELP (Human Resources Employment Law and Policies), which is open to any employee; STEP (Staff Training and Enrichment Program), available to UW staff by application and with supervisor approval. UW Leadership Academy is currently under review.



UNIVERSITY OF WYOMING

Supervisor training courses include, among others:

- Fair Labor Standards Act (FLSA) Training;
- UW - A Diverse Workplace (OFCCP Training) [online];
- Understanding the New ADA [online];
- Understanding the New FMLA [online];
- Learn to Lead: Lessons with Captain “Sully” Sullenberger [online];
- Screening Evaluation Workshop;
- Crash Course: Filling a Vacant Position;
- Avoiding Litigation Landmines: A Survival Guide For Managers [online];
- Care and Candor: Making Performance Appraisals Work [online];
- Legal and Effective Performance Appraisals [online];
- Recognizing Alcohol and Drug Abuse for Managers [online]

General staff training courses include, among others:

- It’s Not Working: Workplace Etiquette [online];
- No Privacy: Legal Issues in E-Mail [online];
- Office Politics: Not Necessarily the Truth [online]
- People Treatment Investigations [online];
- Responsible Business Communication [online];
- Telephone Courtesy Pays Off [online];
- The Diversity Advantage: Food for Thought [online]

All HR trainings are available to UW staff through UW Self Service **Courses and Conferences** tab on the HRMS, where employees can register for classes and find the record of what they have taken.

Did You Know? Bike Commuting on Campus

As the fall semester begins, Staff Senate wants to remind everyone that bike commuting to campus is a great, affordable, and healthy way to get around. It’s also a fantastic antidote to parking, traffic, and air pollution.

Many **resources** are available to bike commuters to ensure the health and safety of everyone, including information on **how to register your bike, rules of the road**, and the **dismount zones and the campus bike path map**.

The UW Outdoor Program maintains a **Bike Library**, open to staff as well as students, from which individuals can check out bikes on a semester basis. The UW Outdoor Program also provides a complete



UW’s own Pistol Pete practicing bike safety on the UW campus.

set of professional bike tools for students, faculty and staff to work on their own bikes during normal business hours.

Finally, a free air station, provided by UW Staff Senate, is located between the Wyoming Union and Half Acre Gym against the Union building on the northwest side. Push the black button to start the machine. For Presta valves, you will need to visit the UW Outdoor Program for an adapter or ask for their pump.

Know Your Senators – Elizabeth Traver

Elizabeth Traver is the Hydrology Lab manager of the WyCEHG (Wyoming Center for Environmental Hydrology and Geophysics) project which is under EPSCoR. She has spent time at UW in the past as a graduate student (three times) and returned to work here, as she loves Wyoming and Laramie. Elizabeth grew up in the East, but feels like these wide open spaces are home. Elizabeth has worked at a number of different jobs, from landscaping to business manager in places as different as Virginia and Antarctica. During the winter, she teaches skiing and snowboarding on the weekends. While she enjoys living here with her chickens and cats, she is also looking forward to some travel in October and visiting her 47th foreign country.

You can reach Elizabeth at traver@uwyo.edu or 766-5407. Have More Questions? Send an email to staffsen@uwyo.edu or call 766-5300.



Staff Senate receives numerous questions about labor law and UW policy. In this **Policy Corner**, we share resources and information with you that may be of help. For further questions or concerns, employees can contact Human Resources or browse the information available from the **U.S. Department of Labor** or **Wyoming Workforce Services**.

Does the Fair Labor Standards Act Apply to UW?

As a **public agency**, the University of Wyoming is governed by the **Fair Labor Standards Act**, which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

The Department of Labor defines **public agency** as “the Government of the United States; the government of a State or political subdivision thereof; any agency of the United States, a State, or a political subdivision of a State; or any interstate governmental agency.”

Among other requirements, public agencies are required by the FLSA (1) to pay all non-exempt employees at least the federal

minimum wage for all hours worked, (2) to compensate for any hours worked over 40 hours in a workweek at a rate of time and a half as either overtime pay or compensatory time, and (3) to comply with all recordkeeping requirements.

For more information on public agencies under the FLSA, see **Fact Sheet #7**.

For information on FLSA recordkeeping requirements, see **Fact Sheet #21**.

You can access information on this and other Policy Corner issues on the Staff Senate **Policy Corner webpage**.