



Contact Us

Staff Senate
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7/8 Meeting Agenda

- I. Roll call
- II. Approve June minutes
- III. Approve July 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

July 3, 2015

Independence Day Closure

July 8, 2015

Staff Senate Retreat/Meeting

July 14 -17, 2015

UW Board of Trustees Retreat

July 17, 2015

Annual Steam Shutdown



Happy Summer!

STAFF SENATE NEWS

June 2015

Nominations for Employee of the 3rd Quarter Close September 11

Nominations for the UW Staff Employee of the 3rd Quarter close on **Friday, September 11, 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 2015-2016

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

- **President Arron Sullivent** works in the Division of Administration, Real Estate Operations: 766-2936 | asulliven@uwyo.edu.
- **Vice President Mark Gunnerson** works in the Division of Administration, Controls Shop: 766-5573 | mgunner@uwyo.edu.
- **Secretary Lori Dockter** works in the Division of Academic Affairs, College of A&S, Dept. of Statistics: 766-4229 | dockterl@uwyo.edu.
- **Member-at-Large Kathy Kirkaldie** works in the Division of Academic Affairs, College of Arts & Sciences, Depts. of Theatre & Dance and Music: 766-2160 | kirisk@uwyo.edu.
- **Parliamentarian Susan Schulz** works in the Division of Academic Affairs, Library/Coe Reference: 766-5605 | sschulz7@uwyo.edu.

Ask A Question: How Do I Track Trainings?

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

QUESTION: How do I track campus trainings that I complete?

ANSWER: You can track many of the trainings offered by the University through Employee Self-Service on WYOWEB. To obtain a listing of trainings for which you've signed up, including whether they were attended and mastered:

- Sign in to **Employee Self Service**
- Click on **Main Menu** at the top
- Click on the **Self Service** folder
- Click on the **Courses and Conferences** folder and select **Home Page**
- Click on the **My Courses** link (top center). Course name, date, and completion status will be shown for each of your courses.



UNIVERSITY OF WYOMING

UW Staff Senate is still investigating how trainings not included in the UW system are or could be tracked and credited to employees. You can access information on most UW trainings through your **Courses and Conferences** home page and also upcoming **HR trainings**.

Points to Ponder: Policy Bulletin on Compensatory Time

In October 2014, Staff Senate conducted a survey on comp time (compensatory time) and vacation leave. The results of the survey can be viewed [here](#).

The Senate convened a taskforce to work with HR to address issues identified in this survey. In particular, the survey indicated that there are inconsistencies across campus in how compensatory time is calculated, reported, and used, such as reporting time “in-house”, awarding straight time for time worked, and so on.

UW’s policy on compensatory time is set forth on page 24 of the [Employee Handbook](#), and follows the requirements of the federal **Fair Labor Standards Act** (see especially [Fact Sheet #7: State and Local Governments Under the Fair Labor Standards Act \(FLSA\)](#) and [Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act \(FLSA\)](#)). There seems to be confusion or a lack of consistency in the application of this policy across campus. The process for ensuring adherence to this policy is outlined below:

1. Each month, non-exempt employees and their supervisors must review and sign the Report of Time Entered form that is generated after the time has been recorded on HRMS. All departments should adhere to this requirement except for those specific departments that have been granted an exception [because they use automatic time feeds](#).
2. Employees are encouraged to keep a daily or weekly log of time worked for their own records and for their use in confirming the accuracy of the Report of Time Entered form that they receive.
3. If any changes are made to an employee’s timesheet, the employee and supervisor must sign or initial it to acknowledge changes in time reported on the department-held document.
4. Copies of the Report of Time Entered forms are required to be maintained by each department or unit for seven years. These forms are not kept in the Payroll Office.



The annual Staff Senate Retreat is July 8, 2015. At the retreat we welcome new senators and talk about our collective goals and objectives for the coming year. We would love to hear your thoughts about this.

What do YOU think Staff Senate should focus on this year?

Need to subscribe or unsubscribe to a e-mail distribution list on campus? Then check out IT’s **ASK IT** feature to learn how.

5. Employees can request a copy of their Report of Time Entered forms from their department. In departments that do not generate Report of Time Entered forms, employees can make a request to review their time entered. This request should be directed to their supervisor or to department payroll personnel.

Did You Know? EAP Online Resources

UW implemented its Employee Assistance Program through provider MINES & ASSOCIATES in December 2013, and this program continues to provide not only direct, confidential, and often free services to members, but also online resources geared towards meeting the needs of employees from all walks of life.

MINES publishes a monthly newsletter, [TotalWellbeing](#), that addresses issues such as parenting, organizational change, elder care, self-directed work teams, wellness, and so forth.

MINES publishes two quarterly magazines, [Leadership](#), which features articles for supervisors and managers addressing such topics as motivating your team, managing your time, and building listening skills, and [Balanced Living](#), a work/life publication that provides readers with information on everything from keeping a healthy garden to raising teenagers.

MINES also offers many work-life seminars on topics from employee/member and manager/supervisor development to family life, personal development, health care, financial issues, elder care, and language courses. A complete list of available trainings can be found in the [Complete Training Catalog](#).

Know Your Senators – Member-At-Large Kathy Kirkaldie

Kathy Kirkaldie is Fine Arts Coordinator for the UW Departments of Theatre and Dance and Music, where she is responsible for publicity, grantwriting, graphic design, website design and maintenance, archival work, and special projects, among other tasks. Kathy has worked as a writer/editor, scientific editor, grantwriter, publicist, freelance writer, ESL teacher, archivist, band member, and long-time youth leader, both on and off the UW campus. Kathy loves to engage in inquiry of all kinds, whether in the arts, sciences, or humanities. She is married with three young children.

While on Staff Senate, Kathy seeks to help clarify UW policies and procedures and their administration for both the Senate and its constituents; to address staff employment concerns through inquiry and communications to staff and administrators; to encourage and support opportunities for staff development, training, and advancement; and to help involve staff in campus life, including service activities and Staff Recognition Day. Kathy served as Staff Senate Parliamentarian for 2014-2015.

You can reach Kathy at kirisk@uwoyo.edu or 766-2160. Have More Questions? Send an email to staffsen@uwoyo.edu or call 766-5300.