



Contact Us

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11/4 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
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

Dates to Remember

October 28, 2015
Midsemester Grades Due

October 30, 2015
Safe Treat, Student Union

November 2 - 6, 2015
Advising Week for SP2016

November 4, 2015
Staff Senate Meeting



UW Staff Senate, Winner, Best Use of Theme 2015 Homecoming Parade

STAFF SENATE NEWS

September/October 2015

Staff Senate Collecting Box Tops for Education

The UW Staff Senate Staff Senate collects Box Tops and Labels for Education across campus and distributes them to local schools. In past years we've collected over 3000 Box Tops and Labels. To view a list of participating products, click here [Box Tops for Education](#), and here [Labels for Education](#). Below you'll find a list of collection locations on campus.

- AG 252
- Bureau of Mines – West Entrance
- Bus Garage at 14th and Lewis (driver break room)
- BU 310 (COB Dean's Office)
- Cheney Int'l Center mail room
- Coe Library Administration Office
- Coe Library sixth floor breakroom
- Gateway Center, second and third floor break rooms
- HS 292 (School of Pharmacy Office)
- ITC 225
- Knight Hall, Admissions front desk
- Merica Hall, on table outside Rm 111
- Physical Plant Service Building – By the mailboxes
- RH 327 (Statistics Department Office)
- Student Health (Pharmacy window)
- Transit & Parking office (462 N 10th St)
- Union University Building, Office 435, Casper
- Wyo Hall 350 (Aux Serv Copy Room)

UW Staff Senate collects Box Tops and Labels year-round, so it's never too late to bring them in. We appreciate your support!

Ask A Question: Guidelines for An Active Shooter Situation

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

QUESTION: "In light of recent mass shootings, including at an Oregon community college, does UW have guidelines in place for an active shooter situation on campus?"

ANSWER: The [University of Wyoming Emergency Preparedness and Response Guide](#) lists the following as the safest response to an active shooter situation:

- Remain calm, do not engage the intruder.
- Attempt to escape quickly and quietly if you can do so safely.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers.



UNIVERSITY OF WYOMING

- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, stay out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
- Remain quiet, turn off cell phone ringers.
- Only one person from the room should call police at 911 and tell them where you are, where the dangerous person is, and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
- Assist others if they are injured.
- Do not respond to any unfamiliar voice commands until you can be sure they are coming from a law enforcement official.

Further information can be found at the Department of Homeland Security website:

- [Poster](#)
- [Booklet](#)

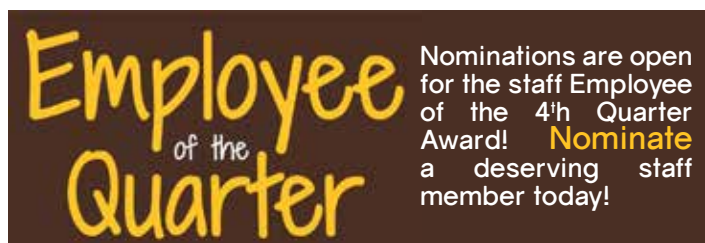
Get the [University's Emergency Response Plan](#).

Points to Ponder: State Fiscal Situation

At the October 7 meeting of the full UW Staff Senate, Janet Lowe, Associate Vice President for Fiscal Administration, indicated that the UW Administration had received a memo from Gov. Matt Mead on October 6 stating the State fiscal situation was of concern and that all State agencies would be required to prepare budget reduction plans by the end of October. The memo further indicated that an immediate freeze be placed on hiring for all permanent and part-time positions.

On October 8, UW Pres. McGinity sent out a memo to all UW Faculty and Staff concerning the State fiscal situation. On October 16, Pres. McGinity sent out a memo to all the UW Vice Presidents and AD Burman *RE: Hiring Freeze and Prudent Management of Expenditures* to help clarify issues identified with the hiring freeze and to encourage prudent cost-cutting to the extent possible among all UW divisions. Pres. McGinity will be meeting with Gov. Mead in early November to discuss budget issues.

Obviously, this is a developing situation for all State entities. UW Staff Senate is committed to keeping its constituents apprised of developments in the state fiscal situation and UW budget.



Did You Know? Diversity Self-Identification

In order to better understand the diversity of its employees, and to enhance the availability of resources and services to diverse groups, UW requests that current employees take a moment to self-identify using [Employee Self Service](#). To access the diversity self-identification screens, enter Employee Self-Service, and click on Personal Information. From there, employees can enter information concerning Ethnic Groups, Veterans Status, and Disability and self-identify. This is a strictly voluntary and confidential process and all information on diversity is maintained separately from employment records. Declining to participate will not result in any adverse action. For questions, please call 766-5608.

Know Your Senators – Kristin Blevins

Senator Kristin Blevins, Accountant, Transit & Parking Services, is from Parker, CO. She first visited the UW campus during a family trip in summer 1998, and kept UW in mind for college, and started attending in 2002. She just never left after graduation. Kristin loves working for UW and being in Laramie, and has decided to stay in Laramie long term, purchasing her first home in 2013. Kristin has been with Auxillary Services for a total of seven years (part time and full time), and is in her second year with UW Staff Senate. She loves living near the mountains, enjoys the colder weather and snow, and playing with her 3-year old Italian Greyhound, Oliver. Her annual vacation is spent in San Diego, CA for International Comic Con. Oliver and Kristin frequent the farmer's market, dog parks and neighborhoods. She looks forward to the challenges her position at UW provides and takes Poke Pride with her everywhere she goes. You can reach Kristin at KBLEVINS@uwyo.edu or 766-9803. Have 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 Law Require Accommodations For Nursing Mothers In The Workplace?

The **Patient Protection and Affordable Care Act** amended the **Fair Labor Standards Act (FLSA)** to require employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth.

This rule applies each time the employee needs to express breast milk. Employers are also required to provide a place for an employee to express breast milk, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public. The break time requirement became effective when the **Affordable Care Act** was signed into law in March 2010.

The University of Wyoming's Campus Breast Pumping Program policy is outlined [here](#).

For more information, you can view the Department of Labor's **FAQ's on Break Time for Nursing Mothers** by [clicking here](#).

Employer solutions for supporting nursing mothers at work can be found at the US Department of Health and Human Services Department website by [clicking here](#).

You can access information on this and other Policy Corner issues on the Staff Senate [Policy Corner webpage](#).