



## Contact Us

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## 1/6 Meeting Agenda

- I. Roll call
- II. Approve December minutes
- III. Approve January 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

### January 19, 2016

Classes begin, Casper College  
Classes begin, Law School

### January 18, 2018

Wyoming Equality Day; offices closed

### January 25, 2016

Classes begin, UW Campus

Thanks for your generosity in providing donations to nine UW employees and their families!



# STAFF SENATE NEWS

## December 2015-January 2016

### Staff Award Nominations Open

Annual Staff Award nominations are now open for 2015. Award recipients will be honored at the 2016 Staff Recognition Day in April. We invite all members of the campus community to nominate individuals. Nominations close February 29, 2016.

Below you'll find a list of the staff awards that are awarded on an annual basis. Click on the award title for more information and access to nomination forms:

#### E.G. Meyer Family Award

Honors two current UW staff members (one non-exempt and one exempt) who show initiative, helpfulness, dependability, and a positive and cheerful demeanor.

#### Employee of the Year Award (voting begins January 11th)

Recognizes a UW Staff member for his or her efforts towards excellence in the workplace. Recipient must be a current calendar year employees of the quarter.

#### Jody K. Humphrey Inspirational Staff Award

Honors current UW Staff members who inspire people to do their best, remain positive under stressful conditions, serve as a positive role model to others, show eagerness toward the job, display a cheerful attitude toward customers, and motivate self and others.

#### Staff Incentive Award

Honors three current, full-time benefited UW staff members who display exemplary incentive in performing their duties.

#### Unsung Hero Full & Part Time Award

Honors two full-time and two part-time benefited UW staff members who are deserving of recognition for outstanding duties performed.

#### Off-Campus Award

Honors two staff members who work off the main UW campus and display an outstanding attitude toward furthering the mission and goals of UW off-campus.

#### Pete Simpson Golden Gloves Award

Recognizes one current staff Senate member who shows outstanding participation on their Staff Senate committee(s); participation at full Staff Senate meetings; outstanding



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service for the Staff Senate causes including community projects, and strong representation to constituents.

#### Skilled Crafts Award

Honors one current UW staff member who exemplifies outstanding work ethic and a positive attitude in the Physical Plant trades at UW.

#### Skilled Services/Maintenance Award

Honors one current UW staff member who exemplifies outstanding work ethic and a positive attitude in Custodial, Maintenance, or Technician services.

#### Supervisor of the Year Award \*new\*

Honors one UW employee who is an outstanding supervisor to one or more classified staff members.

### Ask A Question: On-Call Status & Contact Lists

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

**QUESTION:** “If a staff member’s personal contact info is shared out on an after-hours contact list, is the individual considered to be on-call for the week that they’re listed? Can they be reprimanded if they were not available when called?”

**ANSWER:** (taken from Mark Bercheni, HR) This has been explained recently and on-call is defined in [Presidential Directive 4-2013-1](#). Here are a few observations to answer these questions:

- Employees who volunteer for overtime are not on-call.
- Employees on the emergency list are not on-call.
- Employees who get called and do not respond will not be reprimanded unless there is an established pattern.

### Points to Ponder: State Budget Reductions

With the recent downturn in the minerals industry and the CREG report’s forecast of significantly decreased state revenues, it is no surprise that the Wyoming state budget is being reduced in several areas. While there is no increase in the budget for any State agencies, UW included, UW has largely been spared from the Governor’s recommended budget reductions. For all State employees and agencies, hiring has been restricted to exigency hires and compensation increases have been denied. The governor has recommended the use of the LSRA fund (“rainy day” funds) to help address the projected budget shortfall. For more information, see the [Wyoming State Department of Administration and Information webpage](#).

### Did You Know? Online NYT and Resources

UW employees have free access to the online version of The New York Times. The NYT Readership Program provides the newspapers on campus as well as full electronic access to UW students, faculty, and staff. Just [log on and set up your free account](#).

The program is sponsored by Academic Affairs, College of Arts and Sciences, College of Business, College of Education, ECTL, School of Energy Resources, Haub School of Environment and Natural Resources, College of Health Sciences, Information Technology, International Programs, College of Law, UW Libraries, Outreach School, Research and Economic Development, and RLDS.

A large selection of eBooks and Audiobooks, which can be accessed from any computer or mobile device, also are available to UW employees through the UW Libraries. [Check out](#) an eBook or Audiobook, or [browse](#) the new and featured titles in the 3M eBook library.



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](#).

### How much medical information do I have to share with my supervisor when requesting sick leave?

For example, what happens if an employee feels uncomfortable discussing health issues in front of coworkers, but the employee’s supervisor requires more detail before s/he will approve sick leave?

The UW Employee Handbook states that the use of sick leave is “subject to verification by the Appointing Authority,” and “the employee must provide appropriate written medical documentation when requested” (p. 14, which complies with [HIPAA](#)).

However, this documentation does not have to include confidential medical information, either verbal or written. According to Marilyn Norman, Compliance Officer with Labor Standards in the Wyoming Department of Workforce Services, an employee should not be required to discuss any specific medical information with his or her supervisor or in front of his or her coworkers, when requesting sick leave, nor do supervisors have the authority to deny the use of sick leave if an employee has sick leave accrued. Norman indicated that to ask employees for specific medical information to determine the necessity of sick leave would then indicate the employee is “regarded as disabled,” and specific rules on disclosure of information would then apply under the Americans with Disabilities Act. The [ADA: A Primer for Small Business](#) circular states under the section [Getting Medical Information from Employees](#) that “The ADA strictly limits the circumstances under which you may ask questions about disability or require medical examinations of employees. Such questions and exams are only

permitted where you have a reasonable belief, based on objective evidence, that a particular employee will be unable to perform essential job functions or will pose a direct threat because of a medical condition.” Thus, if an employee is using sick leave for a medical appointment or illness, a supervisor may request a note from the employee’s medical provider to confirm such, but the supervisor may not require that the note contain any confidential medical information or that it be shared with others.

If an employee is requesting accommodation under the ADA, an employer can ask only for the information needed to provide the accommodation. This information must remain confidential and be limited to information that is job-related and consistent with business necessity. See the EEOC circular, [Enforcement Guidance: Disability-Related Inquiries and Medical Examinations of Employees under the Americans with Disabilities Act \(ADA\)](#)

Similarly, if an employee requests leave under the Family and Medical Leave Act (FMLA), his or her employer may ask for information that establishes eligibility for FMLA, but there is no expectation that the employee will have to discuss his or her situation in front of coworkers or provide information on his or her medical diagnosis. See the U.S. Department of Labor’s [Employee’s Guide to the Family and Medical Leave Act](#).

If you are uncomfortable with any conversation concerning sick leave, please contact Human Resources for assistance.