



## Contact Us

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

Room 320, Merica Hall  
Phone: (307) 766-5300  
E-mail: [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu)  
Web: [uwyo.edu/staffsenate](http://uwyo.edu/staffsenate)



## 10/4 Meeting Agenda

- I. Roll call
- II. Approve Sep minutes
- III. Approve Oct agenda
- IV. Administration reports
  - A. Div. of Admin.
  - B. Human Resources
  - C. Academic Affairs
- V. Guests and Special Programs
  - A. Reed Scull, Distance Ed
- VI. Liaison Reports
- VII. Officer Reports
- VIII. Old Business
- IX. New Business
- X. Committee Reports
- XI. Open forum

## Dates to Remember

### October 4

Staff Senate Meeting  
1:15 pm, Union Senate Chambers

### October 3, 4, 5, 7

Listening Sessions on future of 15<sup>th</sup> St

### October 21

The Big Event

### October 21-28

Homecoming 2017



Fall Campus

# STAFF SENATE NEWS

September 2017

## Meeting Updates

### Staff Senate

Several items of interest for UW staff were presented at the September Staff Senate meeting:

- General Counsel Tara Evans presented an outline of the ongoing UW Regulatory Structure Review process. At this time the UW Regulations are being reviewed and updated. Following the overhaul of the UW Regulations, all campus-wide policies will be reviewed and updated, while department-level policies and procedures will be reviewed in the final phase of the project. Most of the policies that impact UW staff will be reviewed in the second round, since they fall under campus-wide policies and procedures. Most notably, this includes the Employee Handbook. As we approach that stage of the Regulatory Structure Review process, Staff Senate will be providing feedback and relaying staff questions on the policies in the Handbook.
- Human Resources reported that they have worked through the backlog of PDQ audits that resulted from recent department reorganizations. They have now lifted the temporary freeze on PDQ audits and resumed the normal process. As a reminder, any employee may submit a request for an audit of their position to their supervisor. If the supervisor rejects the request, the individual may contact HR for assistance. An overview of the audit process can be found on [the HR website](#).
- Vice President for Governmental and Community Affairs Chris Boswell presented on the Wyoming Legislature's directive that the University initiate conversations with the City of Laramie concerning the possible closure of 15<sup>th</sup> street due to safety concerns and to unify the West and East portions of campus. This directive was contained in a budget footnote during the 2017 legislative session. There are currently four listening sessions on this topic scheduled during the month of October. For more information, [click here](#).

### Board of Trustees

The UW Board of Trustees met September 13-15, and discussed a number of issues that may be of interest to UW staff. To view their meeting materials and report, [click here](#). Items discussed during the meeting include updates to the University budget, plans for student housing and the upcoming capacity study, and an enrollment update.



UNIVERSITY OF WYOMING



### Liaison Report

Staff Senate provides liaisons to a number of campus boards, committees, and task forces. If you have questions for any of the boards, committees, or task forces listed below, feel free to contact the representative, or email us at [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu).

#### Advisory Council on Diversity, Equity and Inclusion

Xavier Gonzales  
Preventive Maintenance  
[xgonzale@uwyo.edu](mailto:xgonzale@uwyo.edu)

#### Athletics Planning Committee

Cathy Moen  
Office of Distance Education Support  
[cmoen@uwyo.edu](mailto:cmoen@uwyo.edu)

#### Budget Planning Committee

Rachel Stevens  
School of Pharmacy  
[rstevens@uwyo.edu](mailto:rstevens@uwyo.edu)

#### No More Committee

Renee Ballard  
Residence Life & Dining Services  
[renee.ballard@uwyo.edu](mailto:renee.ballard@uwyo.edu)

#### Student Media Board

Kathy Kirkaldie  
Theatre & Dance  
[kirisk@uwyo.edu](mailto:kirisk@uwyo.edu)

#### Traffic Appeals Committee

Mannie Gallegos  
Custodial Services  
[mannie@uwyo.edu](mailto:mannie@uwyo.edu)

#### UW Facilities Council

Kevin Gonzales  
Information Technology  
[alfonso@uwyo.edu](mailto:alfonso@uwyo.edu)

#### UW Salary Policy Taskforce

Kevin Colman  
Transit & Parking Services  
[dragon29@uwyo.edu](mailto:dragon29@uwyo.edu)

Rachel Stevens  
School of Pharmacy  
[rstevens@uwyo.edu](mailto:rstevens@uwyo.edu)

### Did You Know?

Did you know that Wyoming had a university before it was officially a state? The University of Wyoming was founded in 1886 and opened in 1887. However, Wyoming was not granted statehood until 1890. The cornerstone of Old Main was laid on September 27, 1886.

### Ask A Question

Got a question about the University of Wyoming or your employment here? Ask us at [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu), or use our [anonymous survey](#).

**QUESTION:** "Can my supervisor deny my request to donate sick leave to a coworker who is on FMLA?"

#### ANSWER:

The current process for donating sick leave does not require supervisor approval, or that the donating employee's supervisor be involved in any way. Employees who wish to donate sick leave can complete the form that is posted on the Human Resources [website](#) and submit it directly to the [Employee Benefits Office](#).

According to the [Employee Handbook](#), the employee who is donating the sick leave must be in an active pay status, and they must maintain at least 80 hours of sick leave. Human Resources personnel are responsible for processing leave donations and confirming both that the donating employee is eligible to donate and that the amount donated does not reduce their sick leave balance below the minimum of 80 hours. The employee's supervisor is not responsible for confirming eligibility or processing the paperwork.

For questions on sick leave donation, you can contact the Human Resources Office at 766-2377 or visit them in Wyo Hall, Room 139.



### Employee of the Quarter

Nominations are currently open for the Employee of the 4th Quarter for 2017. To nominate an employee, [click here](#). The Employee of the Quarter program recognizes UW staff members for their efforts toward excellence in the workplace. The winner for each quarter receives \$500 from UniWyo Credit Union, a reception sponsored by Staff Senate and the Office of the President, two tickets each for a UW Department of Theatre & Dance Performance, a UW Department of Music Performance, and a UW Culture Programs event, a gift card to Subway, an Art Museum print and family membership, and automatic entry into the Employee of the Year Award.

### Tip of the Hat

Have you received exceptional service or experienced a friendly interaction with a UW staff member or student worker that brightened your day? Give them a Tip of the Hat! [Click here](#) to tell us about your experience. Your comments will be posted on the Staff Senate website, and the staff member will be entered into a weekly drawing for fun prizes. We appreciate your nominations!

