



Staff Newsletter

April 2021

REPORT FROM THE OFFICE OF DIVERSITY, EQUITY, AND INCLUSION

from Dr. Emily Monago, Chief Diversity Officer

Together we have adjusted to how we live and work due to the pandemic. Challenges have ranged from the disparate impact of COVID-19 on lives and the economy to acts of racism; sexism; ableism; immigrant, religious, and LGBTQ+ discrimination; etc. Considering all the challenges, hope is present because there are numerous students, faculty, staff, and community members addressing these issues across Wyoming.

[The Office of Diversity, Equity, and Inclusion \(ODEI\)](#) and the [Social Justice Research Center \(SJRC\)](#) are two areas among many at UW committed to addressing these concerns and facilitating an inclusive, diverse, just, and equitable campus community. Some selected resources to support this include:

- [The Council on Diversity, Equity, and Inclusion](#). There are six subcommittees of the Council and we invite staff to get involved. The subcommittees are: [Black Lives Matter and Systemic Racism](#); [Community Engagement](#); [Inclusive Physical Spaces](#); [Pay Equity](#); [Employee Recruitment and Retention](#); and [Student Recruitment and Retention](#).
- Staff are encouraged to participate in the [Inclusionary and Global Leadership Program](#) in Fall 2021. This is a 6-week leadership course that equips you with the foundational skills necessary to be the type of leaders and employees needed in an increasingly interconnected and diverse world. Topics introduced are: Social identity, bias/microaggressions, intersectionality, discrimination, cross-cultural competence, and much more. We want to extend a special thank you to Senators Debra Littlesun and Elizabeth Traver for participating in the pilot of this program during Spring 2021.

- We also encourage staff to attend events offered by the [Employee Networks \(E-Nets\)](#). The E-Nets have professional development, social, and networking programs throughout the year.
- The [SJRC](#) is a component of the ODEI. Students, faculty, and staff can apply for grants to fund initiatives that support social justice on campus and in the community.
- Several members of staff are working on President Seidel's Inclusivity Pillar Team. Our goal is to outline a strategic plan for the University of Wyoming's future that is bold and transformative. The plan is to create an institutional climate that is inclusive of all people that sparks innovation and creativity with a sustained infrastructure designed for success for students, faculty, staff, and the state of Wyoming.

Visit the [ODEI website](#) for 2021-2022 updates on the [Search Equity Advisors Program](#) for staff and other programs and services or email diversity@uwyo.edu. Thank you, Staff Senate and staff for your contributions to the campus community and your support for the Office of Diversity, Equity, and Inclusion.



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 [@UWStaffSenate](https://www.facebook.com/UWStaffSenate)

 UNIVERSITY
OF WYOMING

REPORT YOUR COVID-19 VACCINATION

As COVID-19 vaccines continue to roll out among members of the University of Wyoming community, employees and students are reminded to report their vaccinations to allow the university to track overall numbers. Those who've not yet been vaccinated are strongly encouraged to do so. As an incentive for UW employees, those reporting that they've been fully vaccinated through UW's HCM will be eligible for a weekly drawing for a variety of prizes. Additionally, UW employees who've reported being fully vaccinated are eligible for a personal day off. This vaccination appreciation day must be taken before Aug. 15. Employees will need to follow the standard processes for requesting time off, in collaboration with and approval by supervisors. The vaccination appreciation day will be tracked in this manner:

- For salaried exempt employees, managers will track the day manually – it will not be added to the HCM system, and it will be used in whole-day increments.
- For salaried non-exempt employees, eight hours will be added to the Comp Bank and are to be used with normal Comp Bank rules established in the units. The hours will be prorated for part-time workers, if applicable.
- For hourly non-benefited employees, the Payroll Office asks you to use the "Vaccine Appreciation Leave" time-reporting code; the hours will be prorated to their full-time equivalent status; supervisors will track usage entered by employees into the timekeeping system; and units will establish rules for use.

If you are unable to be vaccinated due to medical or religious reasons, you may contact Human Resources to participate in the drawing or the vaccination appreciation day.

Separately, employees who experience reactions from the vaccines are eligible to use emergency sick leave with pay as described in the university's COVID-19 leave policy.

More information on how to access a vaccine or report your vaccination record in HCM [can be found online](#).



Watch **THIS VIDEO** for more information on COVID-19 vaccines and instructions for how to report your vaccination record!



STAFF RECOGNITION

Staff Senate would like to acknowledge the grit, resilience, and patience that staff have exuded throughout this challenging year. Despite the fear, frustration and uncertainty, they kept going, they showed up and they did whatever they could to make this year a success. **Check your inbox in the coming days for the release of our Staff Recognition Day winners!**

JESS WILLFORD SELECTED AS EMPLOYEE OF THE FIRST QUARTER



Jess Willford is the recipient of the University of Wyoming's Staff Employee of the First Quarter Award. Willford is a manager in the LeaRN Program, a unit of the Office of Academic Affairs. She has worked in Academic Affairs since 2005. Before then, she was a student in the

Department of Anthropology. She earned her bachelor's degree in anthropology in 2004 and her master's degree in higher education administration in 2019, both from UW.

In her current position, she manages the STEP Tutor Center and academic support programs.

She added the Early Alert program last year to her job duties. Early Alert is a program that allows faculty members to provide academic feedback on student performance during the fourth week of classes, so they can seek help before it's too late to impact their final grade. An initiative Willford helped to launch this semester is CircleIn, a study group app that helps students be more productive and collaborative, and accelerates their learning. Over 4,000 students have downloaded the app. She also centralized most UW tutoring to a single appointment-taking app, which allows for online and in-person tutoring sessions. Willford's work in the LeaRN Program directly impacts more than 1,000 students each semester.

Comments from nominators include, "She improves the lives of first-year student because of the many programs she supervises and runs with near-perfect execution."

"She sees a project through from beginning to end and never lets anything fall by the wayside."

"She works quickly and efficiently, but she takes time to think about how her decisions impact UW students."

Willford says, "I am so thankful for my co-workers and peers who nominated me for this honor. They are the best people on campus and provide so much camaraderie and support. I am lucky to be a part of their team."

STAFF SENATE 2021-22 OFFICER ELECTION RESULTS

President: Chris Maki

Vice President: Jody Sullivan

Secretary: Jennifer McKenna

Member-at-Large: Kathleen Vick

Parliamentarian: Angela Reddick

COVID-19 VACCINATION ETIQUETTE

UW does not currently require employees to be vaccinated for COVID-19. Due to privacy policies and respect for our fellow community members it should be noted that there is a determined etiquette for assessing vaccination rates in your office. There may be aspects of campus operations that make it relevant for supervisors to ask employees to voluntarily disclose their vaccination status. Federal health officials recently issued guidelines pertaining to fully vaccinated individuals that relax certain requirements for quarantine, interactions in groups, venue capacity and travel restrictions. Supervisors should contact HR before asking questions regarding this subject.

Supervisors may ask questions such as:

- Are you willing to disclose whether you have been vaccinated for COVID-19?

Supervisors should **NOT** ask questions such as:

- When are you getting vaccinated?
- Why haven't you been vaccinated for COVID-19?
- Do you have a health-related reason for not being vaccinated?
- If you have been vaccinated, why aren't you returning to in-person work?

Supervisors should clarify how vaccination status is relevant to unit operations and ensure that employees who are not vaccinated (or who choose not to disclose their vaccination status) are not penalized or prevented from participating in the operations of the University. Additionally, if an employee has received an accommodation through HR and the supervisor is not sure whether the accommodation is still necessary, they should contact HR rather than taking it up with the employee directly. [Contact HR](#) if you have questions or concerns regarding this policy.

● May Staff Senate Meeting

Wednesday, May 5th at 1:15 PM

Virtual meeting via Zoom

Meeting ID: 998 0483 0698

KNOW SOMEONE WHO WOULD MAKE A GREAT SENATOR?

Staff Senate is seeking nominees for open Senate seats to begin July 1st! The following divisions have seats up for election: Academic Affairs, Administration, Information Technology, Institutional Advancement (Foundation), Student Affairs

Even if you don't know your division - nominate yourself or others! We have additional vacant seats that we'll be looking to fill by appointment.

To nominate a staff member email David Keto, Credentials & Elections Chair, dketo@uwyo.edu

OUTGOING SENATOR EMILY EDGAR



Staff Senate would like to congratulate Senator Emily Edgar on her recent promotion to Associate Director of Creative Services in Institutional Marketing. The position is at-will, due to current policy she will no longer be able to serve, leaving a big void in Staff Senate. Edgar has been an instrumental and enthusiastic member of Staff Senate serving as a liaison on Student Media Board and a valuable member of the Communications Committee. She single-handedly designed and put the Staff Senate newsletter together every month and contributed pieces to each issue. She also helped in keeping the website updated. She happily and graciously took on anything we threw at her despite her demanding schedule as a graphic designer. Edgar says, "my time with Staff Senate was well spent. I really enjoyed being more connected to the campus community - it's a great way to be informed and involved. I encourage every eligible staff member to serve on Senate if they feel called to do so." She is a strong voice for UW staff, delightful to work with, and will be greatly missed by all of Staff Senate. We wish her well in her new position!