



Contact Us

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12/2 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

November 30, 2015

Insurance/Benefits Enrollment
Forms Due

December 2, 2015

Staff Senate Meeting

December 4, 2015

Holiday Market

December 11, 2015

Food Drive Nominations Due



Happy Holidays!

STAFF SENATE NEWS

November 2015

Staff Senate Raffles

Don't miss Staff Senate's fall raffles, which will be wrapping up at the Holiday Market in the Union on December 4th.

This year there is a 50/50 cash raffle, as well as a drawing for a meat package from the UW College of Agriculture Meat Lab. The meat package includes:

- 4 NY Strip Steaks
- 4 Filet Mignon Steaks
- 4 Sirloin Steaks
- 2 lbs Smoked Bacon
- 2 lbs Peppered Bacon
- 5 lbs Ground Beef
- 1 Traditional Beef Summer Sausage
- 1 Jalapeno Cheddar Beef Summer Sausage

Tickets are \$1 each or 10 for \$5. They are available from your staff senator or in Merica Hall room 102. Staff Senate will also be selling tickets at the Holiday Market, and the winners will be drawn at the Holiday Market at 4:30 p.m.

Ask A Question: Staff Meetings After Hours

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

QUESTION: "When we have staff meetings after our shift is over, does our boss have to give us advanced notice or is it ok for her to tell us about it that day?"

ANSWER: (provided by Nell Russell, Director of Human Resources)

"The University policy, as codified in the Employee Handbook, does not provide a supervisor the right to require an employee to perform work related duties during his/her personal time.

Some issues do not have to be governed by a specific rule. However, it's reasonable for our employees to be given advance notice when attendance at an after work meeting is required."



UNIVERSITY OF WYOMING

Points to Ponder: UW Teleworking Policy

The University of Wyoming now has an official policy to govern work that is performed at a non-UW location. The UW Telework Manual can be found under the Workforce Management section the [Human Resources website](#).

According to the Manual, telework is defined as “an authorized work arrangement in which some or all work is performed at a location other than the employee’s primary (usual and customary) workplace.” The alternate workplace (i.e., “Telework site”) may include the employee’s home or an alternative location.”

The Manual covers such issues as work schedules and space, expenses and compensable time, emergency situations, and equipment and supplies. It also contains forms that staff and departments would need to set up telework arrangements such as a Request for Telework Approval form and time sheets for employees working remotely.



Did You Know? 2015 Holiday Food Drive

During the holiday season, UW Staff Senate collects food donations to assist any University staff and their families that may need a little extra help during the holidays.

Beginning November 30, you can [donate items](#) at several locations across campus for the food drive; contact your staff senator for



details. You can also [nominate](#) a deserving staff member to receive a Holiday Food Drive package. **Nominations close December 11.**

The 2014 Holiday Food Drive assisted seven families with all the items for a holiday meal and a large amount of staples, as well as fresh produce, bread, and a turkey. In 2013, eleven families received assistance, including holiday meal items, a turkey, and fresh fruit. We are very grateful for all the food contributions that make the Holiday Food Drive a success, and special thanks go to those individuals who donated cash to purchase turkeys and produce.

2015 is the second year that TransPark has partnered with Staff Senate through the [Food for Fines](#) program. Individuals who bring in two non-perishable food items for the Holiday Food Drive will receive a 30% discount off a parking citation valued at \$31.50 or less. For more information, contact TransPark.

Know Your Senators: Kassie Thomas

Kassie Thomas is the Office Associate for the Department of Plant Sciences in the College of Agriculture and Natural Resources. Kassie graduated from the University of Wyoming in 2010 with a B.A. in Biological Science Education. Kassie grew up in Casper, WY and came to Laramie for school. She loves spending time with her family, especially her husband, baby, and puppy dogs.

If you have questions or comments for Staff Senate, send an email to staffsen@uwyo.edu, call 766-5300, or fill out our anonymous comment form at <http://goo.gl/forms/UOJqYP3Bcb>.



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 OSHA Provide Accommodations for Exposure to Communicable Illnesses?

If a coworker has a communicable illness, does an employee have the right to request an accommodation to avoid exposure to the illness? According to the [Occupational Safety and Health Act of 1970 \(OSHA\)](#), an employer must “furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.”

Thus, a supervisor who has an employee with a communicable illness is expected to make a genuine effort to protect other employees from exposure. An employer can require employees

with communicable illnesses to inform their supervisor so that the supervisor can take protective measures. The supervisor is then required to keep that information confidential in addition to taking steps to protect other employees from exposure.

If an employee is exposed to bloodborne pathogens in the workplace, the employer must provide medical testing and treatment at no cost to the employee. For more information, visit the OSHA website [here](#) or the Americans with Disabilities Act website [here](#).

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