

# The Occupational Programs Bi-Weekly Wrap Up

UVA Facilities Management

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## **EDUCATION BENEFITS**

**DEADLINE TO REQUEST: DEC. 15**

*Are you leaving money on the table?*

Up to **\$5,250** for eligible employees:

- **Professional Development:** Up to \$2,000, leaving up to \$3,250 to be used toward the Tuition Benefit
- **Tuition:** The full \$5,250 may be used for tuition toward a degree-seeking program

Learn more: <https://hr.virginia.edu/career-development/education-benefits-1>



**Don't forget:  
Reasons to Celebrate!**

SHOWING UP  
AUTHENTICALLY

PUTTING  
YOURSELF IN  
SOMEONE ELSE'S  
SHOES



LETTING  
SOMEONE  
IN

LISTENING  
WITH  
COMPASSION

Source: [https://www.instagram.com/p/Cz\\_I6e6MIOR/](https://www.instagram.com/p/Cz_I6e6MIOR/)

***Let Us Know:*** You can always email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) if you have suggestions or story ideas. Now there's a new way to get in touch — **Let us know** by answering a few quick questions.

## DIVERSITY, EQUITY & INCLUSION



- **KULTIVATE KONNECTION** - A space that facilitates racial healing through a connection with colleagues, shared experiences, and the cultivation of a sense of authenticity and kinship. Share and learn strategies for challenges you are facing and feel uplifted in a welcoming and soulful environment.
  - Facilitators Pamela Hamilton, from UVA Faculty and Employee Assistance Program, and Arminda Perch, of UVA Population Health, will share other resources available to support you. First Thursday of each month, [learn more and register here for the 12/7 session](#)
- **Virtual Eldercare Support Group**— a safe and confidential space for caregivers to bear witness to each other’s journey and to share resources, tips, and strategies related to self-care and caregiving.
  - For more information or to schedule a brief consult with our Eldercare Enthusiast, Dominique McLaughlin, please call 434 243 2643.

**FEAP + FM**

FM OHS and DEI are partnering with FEAP to bring a Mental Health presentation to FM teams with the goal of normalizing the conversation around mental health and provide in-person access to resources. We’ve visited many FM teams and would love to come to yours!

Interested in scheduling a FEAP + FM Mental Health presentation for your team? Email Emily Douglas at [em4hg@virginia.edu](mailto:em4hg@virginia.edu)

Questions or comments about DEI updates? [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu)

## OCCUPATIONAL TRAINING

### Leadership Connection: Introducing Workday Campaigns



The Occupational Programs team has been working on updates and improvements to our [eLearning programs in Workday](#). One of the newest developments is utilizing features in Workday that enables the automatic assignment, notification, and tracking of eLearning courses for FM employees and supervisors when appropriate.

#### What does this mean for you?

- As an employee, you will be notified in Workday and Outlook prior to the due date for important eLearning courses. *Please read and respond to notifications in a timely manner.*
- As a leader, if you receive an email regarding an eLearning class for an employee, please be sure they complete their assigned course.

*Employees or supervisors who receive unexpected or incorrect training notifications should reach out to [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) for clarification as training requirements may have recently changed.*

This is the first in many efficiencies created by Workday Learning. Developments in 2024 will include self-enrolling in live courses on the date(s) and time(s) that works best for you, as well as the ability to add the event to your UVA Outlook calendar.

For questions regarding eLearning programs, reach out to the FM Training team at [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu)

### Add Your Licenses & Certifications to Workday by Dec. 15!

Starting January 1, 2024, trades licenses and certifications will be managed via Workday. FM OT is holding a drop-in workshop on Tuesday, Dec. 12, 7-9 AM, in Skipwith 112 to help with this task.

Download the quick guide:

<https://at.virginia.edu/ZLLvTg>

If you have questions about this, please email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).

### Upcoming FM Training

#### Building Effective Habits

- ★ Dec. 12, 10:30 AM-Noon, HSPP 'O' Conf. Rm.
- ★ Dec. 13, 1-2:30 PM, Skipwith 112

Register:

<https://at.virginia.edu/FMEffecHab1223>

If you have questions or would like to request a team training, email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).

## OCCUPATIONAL HEALTH AND SAFETY

### Did You Know? Hand Safety and Injury Protection

A serious injury to your fingers or hands can result in a negative impact on your ability to work and your quality of life. Common causes of hand injuries are *carelessness, lack of awareness, boredom, and distractions.*



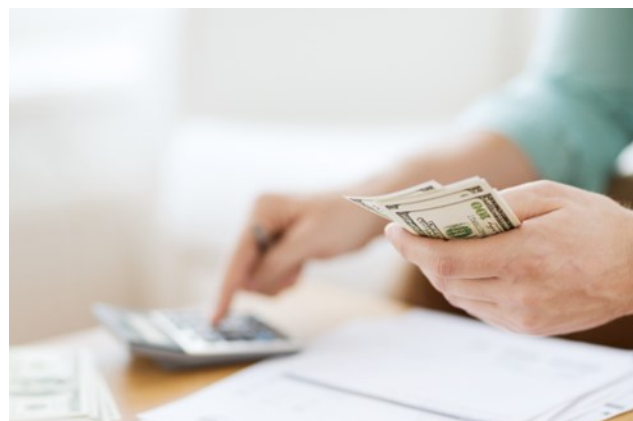
#### Hand Protection Best Practices:

- Use guards provided and use the tool per the manufacturer recommendations.
- Never put your hand in an area where you cannot see it.
- Always wear the proper hand protection for the task you are doing. Understand the limitations of your gloves and what tasks they are appropriate for.
- Never work on an energized piece of equipment.
- Use the right tool for the job.

See UVA FM's list of preferred PPE: <https://at.virginia.edu/iq1DQR>

### Tools for Your Toolbox: Upcoming FEAP Webinar- Financial Well-Being to Alleviate Stress

Financial stress can adversely affect our emotional and physical health as well as our relationships and productivity. In contrast, **having a sense of financial wellbeing can alleviate stress, making it easier to thrive in other areas of our lives.** In this webinar led by a UVA faculty member from the McIntire School of Commerce, you will learn the basics of financial wellbeing—what it is, why it matters, and how you can make it part of your life.



#### Following this webinar, attendees will be able to:

1. Identify and explain the **four components of financial wellbeing**
2. Identify and explain **opportunity costs**
3. **Understand the impact of time and compounding on their finances**
4. **Use a decision-making model to improve their financial decisions.**



The webinar will be held via Zoom on **Wednesday, December 13th from 12-1 PM.**

Register: <https://at.virginia.edu/RLgcVZ>

## APPRENTICESHIP

### Recruitment for the Next Cohort of Apprentices Begins!

The [UVA FM Apprenticeship team](#) has begun reaching out to local schools and workforce development groups to recruit applicants for the next incoming class of apprentices. Outreach includes school visits, job fairs, and/or customized workshops. Expected onboarding for this group will be in summer 2024.

If you know of a school counselor, classroom, or career fair that will benefit from attendance by UVA Apprenticeship representatives, email [FM-Apprenticeship@virginia.edu](mailto:FM-Apprenticeship@virginia.edu).

### Outreach and Recruitment Efforts:

- ★ **Save the Date: UVA's Annual Community Apprenticeship Job Fair** will be held at **UVA Alumni Hall on April 10, 9:30-11:30 AM**. In addition to UVA Apprenticeship, other local community employers that offer entry-level or apprenticeship positions will also be present.
- ★ **On-site visits:**
  - **Job or Career Fair:** We can be scheduled to attend your school or school districts' job fairs, just send us the details!
  - **Informational table set up** during school lunch blocks with a program representative available to answer questions.
  - **A classroom or auditorium presentation** for CTE students or students interested in starting a hands-on career following high school.
  - **A virtual Zoom session** can be scheduled with a group for a Q&A session with a program representative and/or current apprentice.

### Program Timeline – Recruitment & Application:

- ★ **Recruitment** runs January 2024 - April 2024.
- ★ **Applications** will be accepted via [UVA Workday](#) between March and April 2024.

Ruth Schulman, FM OP Community Outreach Coordinator, has begun scheduling our outreach events for 2024.



**Ruth Schulman,**  
FM OP Community  
Outreach Coordinator  
She/her/hers  
[res6j@virginia.edu](mailto:res6j@virginia.edu)  
Ph: 434-320-8280

### Learn more about the program:

- **Application Process & About the Program:**  
<https://apprenticeship.fm.virginia.edu/application.html>
- **Curriculum & Work Processes:** <https://apprenticeship.fm.virginia.edu/curriculum.html>

## SEASONAL REMINDERS

### SAFETY SHOES & WINTER BOOTS REMINDERS

FM does not use shoe issue date to determine eligibility. FM has found that the shoe life varies among FM trades and departments. To best serve those that need shoes more often or less frequently, employees & supervisors must request replacement shoes via the [online request form](#) no later than 7 days before the scheduled shoe truck visit. **It is the supervisor's responsibility to review & approve or deny shoe voucher requests and to keep their employees in compliance with their safety shoes, winter boots, other PPE, and replacement insoles.** Eligible employees will use their UVA ID badge and Red Wing voucher to pick up shoes at the truck.

#### Safety Shoes & One Login

FM IT is currently working to convert IT systems to use [one login](#). For now, **your login to the FM Shoe Request Form will remain behind your old FM password.** This is expected to update by the end of the year.

**Here's how to access the shoe request and other FM forms:**

1. **Open the shoe form** <https://at.virginia.edu/FMShoeRequest>
2. **Your login will be:**
  - ★ Username is **FM\your computing ID (ex: FM\mst3k)**  
(Tip: The \ key is above the enter key on a computer keyboard.)
  - ★ **Password is your OLD FM computer login password, not the one you just set.** If you can't remember your old password, contact the FM IT Help Desk at (434) 982-5579 or [fmhdticket@virginia.edu](mailto:fmhdticket@virginia.edu) to have it reset.

#### Winter Boots

If needed, winter boots are available to UVA employees that must work snow/cold weather duty. *Winter boot distribution is at supervisor discretion.* **To request a winter boot voucher the employee or their supervisor can submit a request via the safety shoe request form:** <https://at.virginia.edu/FMShoeRequest> — Employee requests will go to your supervisor for review and approval.

*If you have a new employee starting and you would like them to pick up winter boots during onboarding, please email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) prior to their start date.*

#### REMINDERS:

- **The Shoe Truck** is at UVA FM on Tuesdays that coincide with New Employee Safety Training. 7:00-8:00 AM is reserved for new employees to pick up shoes.
- **Employees needing safety shoes should submit a request via the online portal:** <https://at.virginia.edu/FMShoeRequest>
- **Vouchers will be released weekly via email and text (if available).**
- **Winter boots are expected to last employees for several years, as our winters have been mild.**
- **The LAST shoe truck of 2023 will be on Tuesday, Dec. 5.**

See the schedule: <https://at.virginia.edu/JgkddF>



# let's celebrate!

*Reasons to celebrate are all around us!*

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

**December 1: Lighting of the Lawn**

**December 2: International Sweater  
Vest-ival**

**December 3: Faux Fur Friday**

**December 4: Wear Brown Shoes Day**

**December 5: Handwashing  
Awareness Week**

**December 6: World Trick Shot Day**

**December 7: Hanukkah begins**

# OCCUPATIONAL PROGRAMS



## View & Apply for UVA FM Jobs

**Current UVA Employees** Search for and apply to jobs using your existing [Workday account](#):

See UVA HR's **How to Apply: for Internal Candidates:** <https://at.virginia.edu/jgLuzS>

**External Applicants** (not currently employed by UVA) will be prompted to create a profile in Workday when applying: <https://uva.wd1.myworkdayjobs.com/UVAJobs>

*Not all listings are available to external applicants.* Questions on job listings should be directed to [AskHR@virginia.edu](mailto:AskHR@virginia.edu)

## FM JOB LISTINGS\*

- R0054449 Landscape & Grounds Worker
- R0046368 HVAC Mechanic or HVAC Senior Assistant
- R0054322 Mechanical Engineering Student Worker (Student Wage)
- R0051133 Electrician
- R0053761 Facilities Services Representative
- R0051985 Electrical Engineer/Engineering Associate
- R0051031 Geospatial Space Analyst
- R0053078 Senior Trades Utility Worker
- R0042657 Carpenter - Construction & Renovation Services
- R0049741 Sign Shop Worker
- R0052510 HVAC Mechanic
- R0053729 Senior Trades Utility Worker
- R0053881 Painter
- R0054244 Engineering Team Leader – Mechanical / Plumbing / Electrical Design
- R0045925 Custodial Services Supervisor, Evening Shift (Sign-On Bonus!)
- R0045925 Custodial Services Supervisor, Evening Shift (Sign-On Bonus!)
- R0054554 Building Automation System (BAS) Service Supervisor
- R0047417 Mason - CC&R
- R0054950 Electrician/Electrician Senior Assistant
- R0044377 Senior Electrician
- R0054347 Instrumentation & Controls Technician
- R0044371 Electrician
- R0046919 Geospatial Space Technician
- R0053783 Heat Plant Operator
- R0048313 Senior HVAC Mechanic, Evening Shift, 3:00pm - 11:30pm
- R0054717 Assistant Director for Construction Services
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)
- R0051420 Project & Construction Management Supervisory Team Leader
- R0054351 Operator/Pipe Layer
- R0052744 Plumber
- R0046590 Utility Locator/Damage Prevention Technician
- R0054044 Elevator Assistant Mechanic
- R0049244 Welder
- R0053786 Heat Plant Supervisor
- R0051116 Recycling Worker
- R0052326 Senior Electrician
- R0052184 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0053076 Custodial Services Worker - Evening Shift
- R0052325 Electrician
- R0049672 Fire Suppression Systems Technician
- R0054806 Construction Project Manager
- R0054807 Associate Construction Project Manager
- R0049950 Plumber Senior Assistant
- R0050407 Utilities Supervisor
- R0053226 HVAC Mechanic or HVAC Senior Assistant
- R0055134 Hazardous Materials Technician

\* As of 11/28/2023