

NOVEMBER 2018

Dear Curry Supervisors:

The Faculty Council and Curry Staff Advisory Committee are pleased to provide information and resources for supervisors. You will receive monthly emails that provide material addressing issues that you have indicated are important to you.

Today's Topic is: Awards and Recognition

Employees may receive bonuses, non-monetary awards, and recognition leave for their contributions to the overall objectives of the University. These rewards are typically provided to employees in recognition of

- teamwork
- special project completion
- identification/implementation of new or modified business practices
- exemplary effort
- employee appreciation

Employees who acquire additional knowledge, skills, abilities, and/or competencies as outlined in the Learning Plan are eligible for a promotional one-time payment in recognition of the completion of the designated action(s). Reward amounts are decided by the school or department, but are limited to the policy maximum of \$2,000 per employee per fiscal year (for Classified Staff) or \$3,000 or 10% of salary, whichever is greater, per employee per fiscal year (for University Staff).

This is the form for an “on the spot” recognition and can be used any time during the year.

<http://www.hr.virginia.edu/uploads/documents/forms/rarf.pdf>

Incentive Pay

Incentive Pay includes items such as a sign-on bonus, retention bonus, project-based bonus plans, or other variable pay options intended to assist with the recruitment and retention of exceptional or mission-critical employees.

Here is a link to the pay action form:

<http://www.hr.virginia.edu/uploads/documents/forms/PayActionRequestForm.pdf>

Education Benefit

Interested in getting a degree or academic certificate? Have a conference you'd like to attend related to your work? The University of Virginia's Education Benefit enables you to do these things with UVA financial support. In 2018, an updated Education Benefit is being piloted. The program has two components, **Tuition Benefit** and **Professional Development Benefit**, provide you flexibility when choosing to use this benefit for formal education or professional development. A maximum of \$4,360 is available for use between the two benefits in 2018. UVA's Cornerstone Plan guides us to *invest in employees to foster a culture of excellence and achievement*. The Education Benefit puts that belief into practice to help you reach your educational and professional goals.

Tuition Benefit:

- Available for use on for-credit coursework toward a degree or academic certificate program
- Coursework must be completed at an accredited educational provider
- Up to \$4,360 may be used for tuition in 2018

Professional Development Benefit:

- Available for use for job- or career-growth related offerings, relevant to your current role
- Offerings must be provided or sponsored by a recognized provider of professional development experiences
- Up to \$2,000 may be used for professional development

Curry Education Benefits Program:

- Provides funds to waive application fees and reduce tuition charges to \$400 per credit hour for enrollment in part-time graduate degree and non-degree programs or for professional development courses. <https://curry.virginia.edu/admissions/uva-employee-funding>

Eligibility Requirements: to use the Education Benefit, an employee must meet the following criteria:

- Be an actively working full- or part-time employee (including Classified Staff, University Staff, Faculty, and Professional Research Staff)
- Have had one year of continuous, benefits-eligible employment at UVA

Potential Taxation of Education Benefit:

- For tax reporting purposes, Education Benefit funds are reviewed from Oct. 1-Sept. 30 to allow time for payroll to appropriately document them on W-2s
- If you receive over the IRS limit of \$5,250 within that time frame, the excess is considered taxable income to you and appropriate taxes will be withheld
- The amount credited to your annual benefit allotment is based on the year the reimbursement was paid

Education Benefits Detailed Information: for more information about the process, benefit approval, eligibility, appeals, and other specific information related to the Education Benefit and its components, use the following links.

- To apply for the benefit, go to employee self-service (button above, right).
- To learn more about policy, access the [UVA Education Benefit Policy](#)
- To check if an educational institution is accredited, visit the [U.S. Department of Education's list of accredited schools](#)
- For information about Student Financial Services for employees, go to [Financial Services Fee Waiver for Employees](#)

Now is the time to: Prepare for Workday Cutover!

- **Calendar year 2018 goals should be approved by managers in Lead@ by October 31st.** All staff should have submitted goals for the calendar year 2018 in Lead@. Managers must approve goals (move to Step 3) by October 31st or they will not migrate to Workday. *Please act now!*
- **DATA CUTOVER: All Core HR data in legacy systems as of 11/30 will be systematically migrated to Workday.** HR actions between 12/1 and 1/6 will be manually migrated by the HR team. In an effort to reduce the chances of error, faculty, staff, and team members are encouraged to minimize HR activities during this critical period.
- **Questions?** Contact your Curry Workday Partners Joey Carls (jcarls@virginia.edu) or Pritpal Kochar (psk8n@virginia.edu).

Tip of the Day: Managers, Protect Your High Performers from Burnout

When a high performer on your team burns out, you might think it's their problem to solve. But as a manager, it's your job to help employees keep their stress under control. You can protect your stars from burnout by giving them some autonomy in choosing their projects. Don't just put them on your toughest tasks; letting them choose ensures they're working on assignments that excite them. Adapted from "[How Are You Protecting Your High Performers from Burnout?](#)" by Matt Plummer, [Harvard Business Review](#).