

Staff Advisory Council Newsletter - December 2020

The Staff Advisory Council is pleased to provide its quarterly issue of the UVA EHD Staff Newsletter. Our goal is to provide updates on topics that may be of interest to you as an EHD staff member.

Today's newsletter includes the following topics:

- Mark Your Calendars
- DEI Resources
- HR Resources
- UVA Staff Senate Update
- New Staff & Transitions

Mark your Calendars

60 for 6 Challenge

With the days getting shorter and the weather turning colder, it may be harder to be active outside. To help motivate our community, we invite you to participate in the 60 for 6 challenge – be active outside for 60 minutes a day, 6 days a week, for the next 6 months. Faculty, students, staff can visit the [60 for 6 website](#) to learn more and register to participate!

New Pharmacy Benefit Town Hall

The UVA Human Resources Total Rewards team is coordinating a live New Pharmacy Benefit Town Hall to occur on **December 14, 2020**, from 12-1 pm. The Town Hall will provide an overview of the new pharmacy program, with presentations by the Benefits team, UVA Pharmacy, Aetna, and CVS Pharmacy. There will be a Q&A session, and participants may pose questions in the webinar's Q&A box. To participate in the Town Hall, register [HERE](#).

Diversity, Equity, & Inclusion Resources

DEI Collective Professional Learning Series

Each month the School of Education and Human Development's Office of Diversity, Equity, and Inclusion (DEI) will engage faculty and staff in Professional Learning focused on DEI. The monthly professional learning will have four parts:

1. **Read:** Short and impactful articles, chapters, or blogs to help frame the topic for the month (Week 1).

2. **Watch/Listen:** Watch a pre-recorded presentation, YouTube recordings, and/or listen to a podcast focused on the topic for the month (Week 2).
3. **Write:** Journal, write reflections, and respond to prompts/questions based on the "read" and "watch/listen" for the month reading and recording (Week 3).
4. **Engage:** Participate in a live Zoom session, which may include authors from the readings, presenters from the pre-recorded session or podcast, or an expert on the topic of the month (Week 4).

The DEI Professional Learning Series is intentionally framed in this way to allow faculty and staff to build a shared understanding of topics and concepts (read and watch/listen) before engaging.

The Common Read

The Diversity Action Committee (DAC) selects Professor Anthony Abraham Jack's *The Privileged Poor* as the Common Read for 2020-2021. Named as one of NPR Book's Best Books of 2019, *The Privileged Poor* shows how disadvantaged students struggle at elite colleges and suggests what schools can do to help students thrive. Read an [op-ed piece](#) by Anthony Jack in the New York Times, and an [interview](#) with him in Vox, then borrow a free electronic copy of the book at the [UVA library](#)! Looking for additional good reads over the summer? Check out Common Read [book nominations](#) made by faculty, students, and staff!

HR Resources

For helpful info and resources, be sure to look for your HR Newsletter in your inbox each month!

Holiday Payroll Deadlines

University closures over the holiday season require changes to the time/absence and data entry deadlines as follows for the Academic Division:

- For the bi-weekly December 7- December 20 pay period, time should be entered by December 16 at 5 pm.
- The time for December 17-20 should be estimated, and any corrections to this estimated time can be made as a retroactive change in Workday after December 24, to be reflected in the January 8, 2021 pay.

Review "Use or Lose" Leave Hours

As the end of the year approaches, it is a good time to log in to Workday and review your "use or lose" leave hours. This year, University Staff can carry over an additional 80 hours over the standard maximum due to the COVID relief policy. School leaders are encouraging managers to accommodate staff requests for leave to the extent possible. Staff who plan to take leave are encouraged to consider 12/14-18 as optimal leave days in the remaining calendar year.

Use these job aids to assess your leave:

- <https://virginia.box.com/v/viewing-leave-balances>
- <https://virginia.box.com/s/8pweosy5d2hwhidpu1yc9r1e6k5ojdlc>

University Staff who have use-or-lose leave over their 2020 carry forward limit with the additional 80 hours, will receive a pay-out of 50% of their remaining use-or-lose balance on the January 8, 2021 paycheck. To be eligible for the pay-out, employees must have used a minimum of 10 days of leave during

the 2020 leave year, which ends on December 20.

There are no changes to the carry-forward limits for Classified Staff as they are subject to the state's Annual Leave policy.

University Staff Performance Management Timeline and Due Dates

- **December 1, 2020** – CY20 Year-End Review Template arrives in University staff Workday Inbox
- **January 15, 2021** – Deadline for University staff to submit a succinct summary of accomplishments and development opportunities in Workday
- **February 26, 2021** – Deadline for managers to hold their final 1:1 review meetings, provide the summaries in the employee year-end reviews, submit in Workday

To reduce administrative burden, University staff are no longer required to submit self-ratings, and appraisals will no longer route to a secondary reviewer. In lieu of the more elaborate process, staff are asked to succinctly summarize 2020 accomplishments and potential development areas. The annual conversation about performance between supervisor and employee will be retained. Managers, please check-in with direct reports to ensure timely reviews. Probationary staff—those with less than one year of UVA service—will continue to follow the normal goal-setting and review process.

Classified Staff Performance Management Timeline and Due Dates

- **December 1, 2020** – CY20 Year-End Review Template arrives in Classified Staff Workday Inbox
- **January 15, 2021** – Deadline for Classified Staff to complete and submit their 'Self-Review' in Workday
- **February 19, 2021** – Deadline for managers to provide the summaries in the employee year-end reviews, submit in Workday
- **March 5, 2021** – Deadline for manager's manager to review
- **March 31, 2021** – Deadline for performance conversations and employee/manager acknowledgement in Workday

The review process for classified staff remains unchanged. Employees will provide a self-assessment and rating followed by the manager's assessment and rating. Evaluations will route to the secondary reviewer for final approval.

UVA Staff Senate Update

As a reminder, EHD staff are also represented at the University level through the Staff Senate. For any regular updates, please visit the [Staff Senate website](#) or contact your representatives Danielle Peacock or Leslie Booren, who are ex-officio members of the Staff Advisory Council.

Parent/Guardian Connection Tool

In light of the childcare challenges posed by COVID-19, the Staff Senate would like to remind you of the resources available through the [Parent & Guardian Connection Tool](#). The Connection Tool brings together UVA employee parents and guardians, helping them identify others who have school aged children with similar educational and social interaction needs. This new tool helps connect UVA parents/guardians with one another as we continue to seek strategies to care for children during Covid-19. UVA employees may use this free tool to connect by email, share resources, brainstorm ideas for school/childcare coverage,

schedule a virtual playdate, or help a parent who is new to the area.

New Staff & Transitions

CASTL

- Carlin Conner is a new Post-Doctoral Research Fellow
- Polina Mischenko is a new Post-Doctoral Research Associate
- Marie Cushing is a new Research Specialist Intermediate
- Pilar Alamos is a new Post-Doctoral Research Associate
- Melissa Smith is a new Project Associate
- Tara Powell is a new Project Associate

Ed Policy Works

- Anna Shapiro is a new Postdoctoral Research Fellow
- Grace Kegley is a new Research Specialist
- Alexis Prijoles is a new Research Specialist

Kinesiology

- Xavier Thompson left his research coordinator position with Sports Medicine to enter his 1st year of the Sports Medicine Doctoral Program
- Thomas Newman is the new research coordinator for Sports Medicine

Sheilah C. Johnson Clinic

- Claire Barbao MA CCC-SLP is a new speech language pathologist and clinical instructor.
- Anne Shackelford MS CCC-SLP, speech language pathologist and clinical instructor, retired in August of this year

Thank you for reading!

This newsletter is brought to you by your Staff Advisory Council. We want to pass along our continued thanks for the work being done across the School by staff. Feel free to contact any of us for questions or suggestions for our next newsletter.

Your 2020-2021 Staff Advisory Council Members

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