1. **Date Submitted:** August 11, 2015

**Web Sub:** University policy allows for retirees to keep their university email address and have emails forwarded to a personal address. However, retirees do not get Spiderbytes, death notices, and important notices sent to the university community. A number of us have been in discussion about this and find it strange that many of us have spent many years at the university and receive retiree benefits and are still very interested in the goings on of the institution but feel left out on important notices. One would think that all that is needed is to include the email addresses of retirees on the same listserv when everyone receives important notices. Some of the Spiderbytes apply to benefits that retirees are eligible for, but we have no idea. Can USAC check into why retirees are not included in this important aspect of the university that we've served? Thank you.

**Response:** To answer this web sub, the Workplace Environment Committee (WEC) of USAC first did a little digging to see if this possible. We learned that this request has been received by the Networking Team, who have the understanding that retired staff do not receive spiderbytes. The reason for this is that Spiderbytes is not a maintained mailing list, it's actually dictated by an employee setting. As retired staff and emeritus faculty do not have an employee setting, they do not receive the Spiderbytes.

With that understanding, we then reached out to Carl Sorensen, Associate Vice President for Human Resources who responded “This decision was made long before I arrived. I do want to create a better way to connect with retirees but I don’t believe Spiderbytes is the answer. They are designed to provide information for the active community of faculty staff and students. I also don’t have a solution right now.”

Continuing our research, the WEC learned of the Dunlora Society that is comprised of Emeritus Faculty & Retired Staff. That the group typically meets once a semester. So while it is a way for them to stay involved in the University, the information they receive at these meetings is dated.

Human Resources has agreed to continue to research this request and work with University Communications on possible options.

2. **Date Submitted:** August 13, 2015

**Web Sub:** I didn’t have the opportunity to bring this up at our last USAC meeting, so I am submitting it for your review through the website. My Admission Constituents have asked me to present an issue to USAC that pertains to their safety. When our office hosts Admission Open Houses on campus, we put signs up on the perimeter streets and on campus. On quite a few occasions, when people were putting up signs on the perimeter streets, they felt their safety was at risk when they were erecting the signs. There was limited parking near the sign site to safely park their vehicles. When actually putting the sign into the ground, the traffic moved at a higher speed since they were on outside perimeter main roads and they felt they may not be seen and be part of an accident. Also, the streets have curves, trees and foliage that limits visibility. Inclement weather intensifies these issues. Other UR offices that erect signs most likely feel the same way. A suggestion that has come up as a possible solution was that facilities could erect the signs prior to an event. They have vehicles that are smaller than personal vehicles and have safety features that privately owned vehicles do not. Since most of the signs for events are placed in the same areas, there may be a better, safer way to erect the same signs consistently. With many Admission Open Houses in the near future, they hope we can come up with a quick resolution to their safety concerns. Thank you for your attention to this matter.

**Response:** To answer this web sub, the WEC sent out an email to ECSS, Facilities, Police and Parking and received the following responses.

University Police responded "Obviously we all would agree that if anyone feels unsafe putting up a sign that
may be too close to the primary roadways, don’t do it. The greater discussion will take a bit longer and include facilities etc. Maybe if we minimize the # of signs facilities may be able to assist.”

ECSS office responded "Events, Conferences & Support Services only posts signs for university signature events, such as Commencement, Orientation or summer camps and conferences which is an operation we run. We simply do not have staff to do so throughout the year, nor is the need still as strong due to the improvement in communication. Websites are more robust, departments using hyperlinks in electronic communication; building and parking lot numbers in their written matter has improved way-finding. This shift has probably hurt Printing Services to some degree, but what a great improvement for our customer service.”.

Facilities responded that with the new construction taking place on campus, a wayfinding consultant is being brought in. This request will be presented to them.

In short, this is a difficult issue to solve. While all departments appreciate the safety concern for faculty/staff putting up signage on campus. The fact that Facilities has smaller vehicles does not significantly lessen the safety concern for their staff. Additionally, Facilities does not have the manpower/staff to erect the signs for all events taking place on campus. The recommendation of ECSS to encourage campus guests to visit our website for campus maps is valid and strong. Including hyperlinks in electronic communications can hopefully help visitors have a positive experience when coming onto campus.

At this time the WEC will also stay in touch with Facilities to continue the conversation with their Wayfinding Consultant.

3. **Date Submitted:** August 13, 2015

**Web Sub:** Could you please clarify if library staff that are considered "librarians" are eligible to serve on USAC? Librarians get better benefits than other staff, but are classified as staff. The usac page does not clarify this detail.

**Response:** The WEC brought this web sub to Carl Sorensen, Associate Vice President for Human Resources. Mr. Sorensen confirmed that professional librarians are staff who hold faculty status. That while they receive a different vacation accrual than other staff, that is the only way their benefits are different. Since they are classified as staff, they are eligible to serve on USAC.

4. **Date Submitted:** August 20, 2015

**Web Sub:** Just a suggestion- We have a lot of talented folks on campus. I often wonder if i could use our electricians in my home (and how i would go about that), or if i can get any discounts through the university's vendor list, or if i can use university catering for personal events. Could you include this information on the staff discounts and information page?

**Response:** As this was a multi-pronged question, the WEC reached out to Human Resources, Facilities and Catering.

Andrew McBride, Associate Vice President for Facilities responded “It is true that a number of my teammates perform side work, which I am fine with and have used from time to time. That said, it is strictly word of mouth. If a person does perform side work, it cannot interfere with his/her job on campus. Regarding contractors, again that is by word of mouth. Plenty of people have asked for recommended contractors, which we are happy to give. Discounts are totally up to the contractor, but that could be a slippery slope (a decision maker could select a contractor for work at the University based on a discount they receive for work at home).”

The WEC has reached back out to Mr. McBride for further clarification on to whom inquiries should be directed within his department.
Joe Wolff, Director of University Catering responded “UR Catering provides service to the University, and to University related events, both on campus and in the metro Richmond area. UR Catering is available to outside parties who have been confirmed to have their event take place on Campus. UR Catering does not cater to outside parties off campus. Heilman Catering, a division of Dining Services, will provided catered foods for pick-up from the Heilman Dining Center, for any outside party, or University employee, that is interested. All Catering is at University pricing.”

Carl Sorensen, Associate Vice President for Human Resources responded ”I would like to suggest that this get mentioned to the new VP for University Communications when they do their listening tour sometime next year. I think there is great value in some type of classified listing like this to include student babysitters, pet sitters ride shares, etc from all parts of campus. In the meantime, there is this service that could be used though it is not endorsed by the university. http://mycampuswall.com/.”

The WEC appreciates this inquiry, but we are trying to determine the proper way to promote these options. Think that HR’s idea of the mycampuswall, might be worthwhile, because it would be up to staff to maintain/promote their services.

5. Date Submitted: August 27, 2015

Web Sub: I would like the University to formally acknowledge their policy about LGBTQ workers at the University. Are LGBTQ workers allowed to be fired for their sexual orientation or not?

Response: Carl Sorensen, Associate Vice President for Human Resources confirmed “The university’s policy is formally acknowledged in our harassment and discrimination policy.

The University of Richmond prohibits discrimination against applicants for admission or employment, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state, or federal law.

The University also prohibits any form of harassment based on race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state, or federal law. The University prohibits such harassment by all faculty and staff and others associated with the University.

As a recipient of federal funds, the University complies with Title IX of the Education Amendments of 1972 (Title IX). Title IX provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The University is committed to preventing and responding to conduct that violates its non-discrimination policy. Any individual whose conduct violates this policy will be subject to remedial action in accordance with applicable University policies and procedures.

If the individual feels that an employment action may be taken against them based on any of the categories above, they should contact Carl Sorensen, Associate Vice President for Human Resources immediately.

USAC would also like to take this opportunity to remind staff that if they have a question/concern that is in regards to the Universities Ethics or Compliance. There is an Ethics and Compliance Helpline that is available 24 hours a day, 7 days a week. To ensure caller confidentiality and anonymity, the service is administered by an independent company The Network. (888) 256-4925 or reportlineweb.com/richmond.