The University of Vermont is closed for business on the following holidays:

- **New Year's**
  Thursday, January 1, 2015
- **Martin Luther King, Jr. Day**
  Monday, January 19, 2015
- **President's Day**
  Monday, February 16, 2015
- **Memorial Day**
  Monday, May 25, 2015
- **Independence Day**
  Friday, July 3, 2015
- **Labor Day**
  Monday, September 7, 2015
- **Thanksgiving**
  Thursday, November 26, 2015
  Friday, November 27, 2015
- **Christmas**
  Thursday, December 24, 2015
  Friday, December 25, 2015
- **New Year's**
  Thursday, December 31, 2015
  Friday, January 1, 2016

**Winter Break Days: Dec. 28, 29 & 30**

Please welcome Valerie Gibbons the new I-Team Referral Specialist and Adobe Connect Coordinator for CDCI. She has a BA in Elementary education with a concentration in studio art. She currently holds a K-6 VT State Teaching License. For over ten years Valerie has worked in classrooms supporting children of all abilities. She has two boys Gage, a sophomore who attends Utah State, and Liam a freshman at Emerson in Boston. Valerie has lived in Vermont all her life and resides in Milton.

**New IT Support**

CESS announced Joe Collier is our new Technical Support Specialist. Joe received his undergraduate degree in Psychology at UVM. He worked for ETS throughout his time as a student and became a Lead Technician and coordinated the UVM Helpline! When you have a technical issue or request, please fill out our online form [https://www.uvm.edu/~cess/cesshelp/](https://www.uvm.edu/~cess/cesshelp/).

This form auto-generates a Footprints ticket in our College's Footprints account. Joe will use this system to help prioritize and monitor our needs in CESS. You may call or walk-in but he will need to respond to your needs in an organized manner. Joe Collier - 802.656.4232
UVM Travel Updates

Please refer to the information below for FY16 travel information. This information is available on the Disbursement 802-656-4192/Travel web site.


CDCI personnel should follow the instructions for submitting travel using the Travel_Expense_ABSC Customers instructions. This will give instructions for Expense Reports and Cash Advance. When submitting expenses other than Mileage, Receipts and an Agenda are required for reimbursement.

All expense reports should be sent to Steve Renaud for approval & submission.

**Mileage** reimbursement rate: .575

**Airfare:**
May be charged to a CESS Purcard. Faculty and staff are to make their own reservations using Angie or Gloria at Accent Travel (phone: 802-872-5694. Accent Travel will confirm and secure payment with your department’s designated administrator.

**Hotel:**
Your personal credit card will need to hold the reservation since they will require it upon check-in. A Cash Advance can be obtained before travel to pay for Hotel and Meal expenses.

**Meals** CESS requires faculty and staff to submit all original itemized receipts for meals. Travel meals are *not* a fixed per diem, the *actual* meal expenses, including tips (not to exceed 20%), are reimbursed up to $60.00 per day domestic meals, $75.00 per day international meals. **No Alcohol is covered** and All Alcohol is to be on a separate receipt. **Travel meals are not covered when provided as part of the conference agenda.**

**Rent a Car**— UVM Contracts discounts from the Hertz Auto Rental. Please use this link to access contact information for the Hertz Direct Booking

http://www.uvm.edu/~cntrllrs/?Page=purchasing/hertz.html

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**So You Plan to Pay Someone to Work!**

Please read the next two sections very carefully if you are responsible for any aspect related to Hiring Independent Contractors, Students or Temporary Employees.

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**Payment Determination Form Information**

It is mandatory that a **Payment Determination Form** is filled out and approved by the CDCI Business office before any work can be started by a non-CDCI employee. This one-page form will insure that the person being contracted to work qualifies as an independent contract and is not now or has not been a Student or Temporary Employee of UVM within the last year. Personnel that are classified as a Student or Temporary Employee need to be pays through the HR system and this needs to be done before they are allowed to work. This includes the occasional, one time or one day work assignment.
The University of Vermont Purchasing department has implemented a New Policy for submitting requisitions. The new policy includes the use of a new contract form attached and the procedure below.

1. Please use the **new Consultant Services Agreement Template** (attached) as a basis for your contract.

2. If contract is $25,000 or more please complete the **Single/Source Justification form** (SSJF) attached.

3. **Scope of Work** should be incorporated into the Section entitled “Services to be Performed/Products to be Delivered” so that the contract is a single document.

4. Send the following to the Business Office for processing:
   
   a) *Unsigned* Contract (must be submitted electronically in Word document format)
   b) SSJF (if applicable);
   c) W-9;
   d) Approved Payment Determination Form
   e) Make note of the PI responsible and Project/Conference acct. to be charged.

5. The Business Office’s process:

   a) Information from the Payment Determination Form is used to fill out an Independent Contractor vs Employee form;
   b) The Business office will submit a Requisition in PeopleSoft for a Blanket PO and attach the Contract (as Word document) and the remaining documents (as PDFs).
   c) PI’s name will be noted when documents are attached to requisition;
   d) Requisition will be reviewed and processed by (Deb Harvey, Purchasing & Contract Specialist; deborah.harvey@uvm.edu)
   e) Contract will review and revise as needed by Wendy Spargo (Contract Analyst, Purchasing Services; wendy.spargo@uvm.edu; 802.656.3035) (allow 2 to 4 weeks for approval).

6. Wendy Spargo will return the reviewed/revised contract to the (PI) for review and to obtain the Consultant’s signature (Consultant to be the first signatory). If the PI or the Consultant have any questions, they should be referred directly to Wendy.

7. Once the Consultant has signed, he/she should return-email a scanned pdf to Deb’s and Wendy’s attention for UVM countersignature. They will obtain the authorized UVM signature and distribute the fully executed contract to the PI, Business Office and the Consultant.

If everything is done correctly a Blanket PO will be sent back to me and payments can be processed. Please work with Wendy to make sure your contracts are approved on time. If you have questions about this process or need assistance please contact her by phone or email.
DID YOU KNOW

You can view the VT Assistive Technology Program’s entire device inventory online?

Visit [http://www.vt.at4all.com](http://www.vt.at4all.com) to view over 2000 pieces of Assistive Technology available for Loan and Demonstrations

Become a Free member and request a loan of an item directly from our website!

To locate the AT Tryout Center in your area visit: http://www.uvm.edu/~cdci/at/atmap.html

Call 1-800-750-6355 to schedule a demonstration

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Links Cheat Sheet

To assist you with finding answers please refer to the links below.

CDCI Home Page: [www.uvm.edu/~cdci/](http://www.uvm.edu/~cdci/)

CDCI Employee Resource Center: [www.uvm.edu/~cdci/employees/](http://www.uvm.edu/~cdci/employees/)

CDCI “How to” Instructions: [www.uvm.edu/~cdci/employees/?Page=howtos.html](http://www.uvm.edu/~cdci/employees/?Page=howtos.html)


UVM Disbursement Center: [~cntrllrs/?Page=disbursement.html&SM=disbursementmenu.html](http://~cntrllrs/?Page=disbursement.html&SM=disbursementmenu.html)

Wellness & Employee Assistance Program: [www.uvm.edu/hrs/?Page=healthy/wellness.html](http://www.uvm.edu/hrs/?Page=healthy/wellness.html)

PeopleSoft Mini Manuals: [www.uvm.edu/hrs/?Page=skills/manuals/manuals.html](http://www.uvm.edu/hrs/?Page=skills/manuals/manuals.html)

Oracle Calendar – Off site access: [https://calendar.uvm.edu/ucas-bin/ucas.fcgi?sub=web](https://calendar.uvm.edu/ucas-bin/ucas.fcgi?sub=web)

UVM Staff Handbook: [www.uvm.edu/hrs/?Page=info/staffhandbook](http://www.uvm.edu/hrs/?Page=info/staffhandbook)

UVM Human Resources: [www.uvm.edu/hr/](http://www.uvm.edu/hr/)

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Business Office
Steve Renaud: Business Manager
Kathleen Raymond: Business Support Generalist
Rachel Cronin: Human Resources & Data Coordinator