Staff Council Standing Committee Membership Form

The Staff Council is composed of four Standing Committees - **Compensation Benefits & Budget, Personal and Professional Development, Outreach, and Social** - which work to address staff concerns on a wide range of issues while building community at UVM. Standing Committees are composed of elected Staff Council Representatives and volunteer participants. Membership is open to non-represented staff*, faculty, retirees, and students. Meetings occur once a month for approximately one hour. (The Time Release Policy for Community and Professional Service encourages supervisors to provide a reasonable amount of release time for non-represented staff to volunteer in this capacity.)

Participation on a Staff Council Standing Committee is a great opportunity for those who wish to expand their knowledge of the University while working to address the needs and concerns of staff. Each Standing Committee has a distinct area of focus to provide effective advocacy on specific issues. Through outreach, research, and investigation, committees work to gain a full understanding of staff needs and concerns in order to represent them to university leaders. Through continued engagement and collaboration with these leaders, as well as organizations, and departments, committees seek to find solutions that contribute to institutional efficacy while promoting a safe and welcoming culture and climate at UVM for all. The majority of the work of the Staff Council occurs within these committees and provides opportunities for multiple opinions and views to be heard and considered.

If you are interested in participating on a Standing Committee, please complete this Membership Form and return it as an attachment to Staff.Council@uvm.edu, or through campus mail to the Staff Council Office, 313 Waterman. If you have any questions or concerns, please contact the Staff Council Office at 656-4493 or visit http://www.uvm.edu/~stffcncl/

Name: ____________________________________________ Pronoun: __________________

Job Title: ________________________________________ Unit/Department: ______________

University Address: __________________________________________

University E-Mail: __________________ University Phone: __________________

Direct Supervisor’s Name: ______________________________________

University Affiliation:

Are you a regular full-time or part-time employee who has successfully completed the probationary period for employment?

Is your position Grant-Funded? What is your FTE? Are you a temporary employee?

Standing Committee Preferences

*Please find committee descriptions on the next page*

1st Choice: ___________________________ 2nd Choice: ___________________________

3rd Choice: ___________________________ 4th Choice: ___________________________

*Although the Staff Council serves as the voice and advocate for all staff, it does not have the same function as Collective Bargaining Units to which some members of the UVM staff belong. Those staff who belong to UE Local 267are not permitted to participate in Staff Council at the request of their union.*
STAFF COUNCIL STANDING COMMITTEES

1. **Compensation, Benefits, & Budget**

   The committee shall be responsible for monitoring and reviewing all matters that deal with non-represented staff compensation as they relate to conditions of employment. It shall work to educate and communicate to non-represented staff on the University’s budget practices and salary raise pools as well as changes, additions or deletions to benefits.

   **Specific responsibilities of this committee include, but are not limited to:**
   - Annual Compensation Recommendation
   - Communications on specific compensation issues, including benefits
   - Communicate monthly to the Staff Council and the non-represented staff community (e.g. monthly committee summary)
   - Work collaboratively with the Staff Council Office
   - Collaborate with other Standing Committees when appropriate and necessary

2. **Personal and Professional Development & Occupational Environment**

   The committee shall be responsible for monitoring and reviewing all matters that deal with personal and professional development of non-represented staff as they relate to conditions of employment. It shall work to promote the continued education of non-represented staff through training and enrichment opportunities sponsored by the university as well as outside vendors. The committee shall also address employee environment and facilities issues including ability and access concerns.

   **Specific responsibilities of this committee include, but are not limited to:**
   - Communicate monthly to the Staff Council and the non-represented staff community (e.g. monthly committee summary)
   - Field occupational environment matters (e.g. parking, office environment, ergonomic assessment)
   - Promote personal development (e.g. work-life balance, retirement planning)
   - Promote professional development (e.g. training, workshops, conferences)
   - Work collaboratively with the Staff Council Office
   - Collaborate with other Standing Committees when appropriate and necessary

3. **Community Engagement**

   The committee shall be responsible for being an ally and advocate for members of the UVM community who are striving to integrate social justice into diversity and inclusion, sustainability, housing affordability, food security, poverty relief, and child welfare. The committee shall collaborate with subject matter experts from existing UVM departments and programs who are otherwise unaffiliated with Staff Council to create and lead relevant educational and promotional campaigns. In addition, the committee shall organize, coordinate, and promote community service opportunities within the UVM and greater Burlington community.

   **Specific responsibilities of this committee include, but are not limited to:**
   - Assisting UVM departments and programs with identifying and creating relevant educational campaigns
   - Assisting with the implementation of educational campaigns through the use of both online (social networks, blogs, etc.) and offline approaches (distributing flyers, participating in community events or conferences, etc.)
   - Advising UVM administration on policies and procedures related to above topics
   - Maintaining and posting a list of volunteering opportunities for UVM staff
   - Tracking the number of hours the committee members are dedicating to the work and the number of employees who engaged with the programs

4. **Social**

   The committee shall be responsible for planning and executing social and recreational activities for non-represented staff and the University community as well as providing community service opportunities within the university and in our larger community.

   **Specific responsibilities of this committee include, but are not limited to:**
   - Promote events, activities, and community service opportunities
   - Maintain and make determinations on the Staff Council Community Service Award program
   - Communicate monthly to the Staff Council and the non-represented staff community (e.g. monthly committee summary)
   - Work collaboratively with the Staff Council Office
   - Collaborate with other Standing Committees when appropriate and necessary