Staff Council Standing Committee - Membership Form

The Staff Council is composed of four (4) Standing Committees - Compensation, Benefits, & Budget; Personal and Professional Development; Outreach; 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 in the UVM Staff Handbook encourages supervisors to provide a reasonable amount of release time for non-represented staff to volunteer in this and other capacities.

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 by fax to 656-8790, 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 267 are 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. **Outreach**

   The committee shall be responsible for maintaining and creating tools and initiatives to gather information from and communicate to non-represented staff. It shall work to create, interpret, and analyze the Staff Council Survey as well as organize or develop special opportunities for non-represented staff outreach and engagement. This committee shall also promote visibility of and engagement between Staff Council and the university community.

   **Specific responsibilities of this committee include, but are not limited to:**
   - Create, interpret, and analyze the annual Staff Council Survey
   - Investigate, assess, and review communication tools (e.g. social media)
   - Communicate monthly to the Staff Council and the non-represented staff community (e.g. monthly committee summary)
   - Review & implement outreach initiatives (e.g. tabling events)
   - Work collaboratively with the Staff Council Office
   - Collaborate with other Standing Committees when appropriate and necessary

3. **Personal and Professional Development**

   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

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