

Quick Fix

MARCH 2013

*Mark your calendar
and save the date!*

The eighth annual **SUMMER SPLASH Employee Appreciation Day** will be held on **Wed., June 5** at Anderson Community Park in Carrboro!

Expect to see some old favorites, newer favorites from the past couple of years and activities and events new to this year's Summer Splash!

And if you were a part of the old Facilities Planning & Construction, everything will be new to you – so come out and see why employees look forward to this annual event!

There will be softball, volley ball, field games, horseshoes, tennis, basketball, cane ball, bingo, food & drinks AND MORE!

Mark your calendars now – you won't want to miss it!

Look for more information in the coming weeks!

Landscape renovation taking place at South Building

A high profile landscape project is currently taking place on campus – in fact, it doesn't get much more high profile than a project affecting the appearance of the South Building.

The landscape plants around the South Building were installed more than 20 years ago, and had reached an advanced state of decline due to age and disease. The landscape was no longer sustainable due to excessive amounts of labor and materials required to maintain it. A plan to refurbish the landscape surrounding the historic building was developed by Grounds Services and includes installing native trees, shrubs and perennials and space for additional benches.

The landscape renovation work is taking place over Spring break to minimize any disturbance to the campus community, so when students return, they'll be greeted by a host of colorful flowers, trees, shrubs and groundcover surrounding one of the campus' most storied buildings at the heart of campus.

March Safety Topic: Choose Your Own

Pick your own shop/zone specific topic

or

pick a prior month's topic that you may have missed



Log on to: <https://ishare.facilities.unc.edu/HR/Safety/default.aspx> for more safety information.

If you do not routinely work with a computer, your supervisor can assist you in accessing and viewing the information.

Training video teaches compactor safety

The Office of Waste Reduction and Recycling has produced a training video that provides trash and cardboard compactor users with information on how to safely operate compactors. Employees who regularly use compactors must watch the safety video and complete the post-test that is available on Environment, Health and Safety's (EHS's) website at http://www.ehs.unc.edu/training/self_study/compactor/. EHS requires that all users – even those who are familiar with compactors and have used them in the past – complete the training.

The video is available in English, Spanish, Burmese and Karen.

In order to ensure that only trained users are able to operate compactors, compactor keys will no longer be left in the compactor key switch. Keys left in the key switches will be removed by OWRR.

Supervisors may order keys for staff by contacting OWRR at (919) 962-1442 or recycling@fac.unc.edu and providing the following information:

- Name and Zone/Unit
- Phone Number
- Campus Box Number
- Number of keys needed
- Which building and compactor staff use

Shared keys may be issued and used by trained employees in a shop or zone, or keys may be issued to each eligible employee.

Reminder: Expiration of FY 13 Leave

The 2012 General Assembly granted a one-time additional five days of special leave (shown in TIM as FY 13 Leave) effective July 1, 2012, to permanent full-time leave-earning employees. This special leave was awarded as a one-time benefit to be used by June 30, 2013.

There are only a few months left to schedule the use of FY 13 leave. Remember: **FY 13 Leave is only available for use through June 30, 2013** – if it is not used by June 30, 2013, it will be forfeited.

As stated in the policy, retroactive timecard adjustments are not allowed. If an employee could have used FY 13 leave earlier in the year, but chose not to, they cannot go back and replace FY 13 Leave for other prior approved use of leave such as sick leave, vacation leave, recognition time off, comp time off or travel time ETO.

Employees can access their leave balances at any TIM terminal, or contact their TIM administrator. TIM administrators can also provide assistance with using the terminal if employees have questions.
