



MAY 2012

## Support the Carolina Blood Drive on June 5

Carolina employees and Triangle residents have the opportunity to show their Tar Heel spirit and help save lives with the American Red Cross at the 24th annual Carolina Blood Drive. The event will take place on June 5, from 7 am to 6 pm at the Dean Smith Center.

Nearly five million people need blood transfusions each year, and just one blood donation can help save three lives! This year's goal is to collect 1,000 units in one day.

Facilities Services employees have historically enthusiastically supported this initiative and are encouraged to support this year's drive, so if your schedule permits on June 5 – and with your supervisor's approval – consider making a donation or volunteering for the event. The American Red Cross has added more donors beds (76 total) so there should not be a significant delay in donation time. Donor appointments are very important, so make your appointment as soon as possible. Walk-ins are welcome, but will be taken after appointments and worked in as a slot is available. To make an appointment, go to [www.unc.edu/blood](http://www.unc.edu/blood) or call 919-493-3551 ext. 380.

All donors will receive a commemorative Carolina Blood Drive t-shirt, and door prizes for donors will include UNC football and basketball tickets, an autographed basketball, football, NC Zoo Silver Passes, and more. In addition, donors are automatically registered into a regional promotion to win a \$1,000 gift card sponsored by the Carolinas Blood Services Region of the American Red Cross.

If possible, take part in this extremely worthwhile cause – and prove you actually do bleed Carolina blue!

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## Revised Facilities Uniform Policy in place

Facilities Services is one of the University's units where the majority of employees are issued uniforms. Uniforms are beneficial for a number of reasons – they protect your personal clothes from work-related damages and wear and tear, save you money from having to purchase clothes specifically for work and they can also help build a sense of unity and “team spirit” among co-workers who wear the same uniform. They also help members of the campus community identify individuals as Facilities Services employees, which is important for campus safety and security. In many instances, Facilities employees must have access to areas in buildings where members of the general public are not allowed, so it's important that they are easily recognized as authorized to be there. University-provided uniforms are also designed to strengthen the professional image of Facilities Services.

Thanks to a team of Facilities Services employees – Doni Posey (Facilities HR); John Olsen and Burke Riggsbee (Building Services); Keith Moser (Business Operations); John McLawhorn (DCS); Hondre Woods (Grounds) and Ann Sasser and Wanda Thompson (Housekeeping) – and input from many employees who are required to wear uniforms, Facilities Services now has a revised Uniform Policy in place. An advance copy of the policy was distributed several months ago by e-mail all to Facilities Services with an announcement that the effective date of the policy was pending acceptance of a new uniform contract, distribution of new uniforms and a transition period from the previous contract to the new contract. All of these action steps were completed and staff from Materials & Logistics are now working with each department to resolve any lingering issues with specialty sizes and uniform item shortages. Anyone who continues to have such issues should contact Wayne Sexton at 962-4165 or Whitney Cheek at 843-3930.

The effective date of the revised Uniform Policy is April 2, 2012. One important aspect of the policy is that it makes clear that **employees who are issued uniforms are required to wear them**. Other significant points addressed in the policy include:

- Employees who are required to wear a uniform is more clearly defined
- Temporary employees who are expected to be employed for at least 6 months are now eligible for uniforms with department director approval
- Uniforms continue to be optional for supervisors but, again, those who elect to receive uniforms are required to wear them

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- Permanent employees who are required to wear uniforms are fitted and uniforms will be ordered after the employee completes the first 30 calendar days of employment
- Department directors determine whether/when shorts/capris may be worn by their staff members; safety, professional appearance, industry/trade norms, management of extreme weather conditions, and staff member comfort are considerations in making this determination
- In order to achieve consistency, maintain the professional image of the department and promote TOP SERVICE values, only certain style, color and material options are issued and may be worn as part of the uniform
- Substitutions to provided uniform items that are considered on a case by case basis include cold weather outerwear (heavy coats or coveralls); and employees' personal denim pants (jeans) and overalls (navy or khaki in color) for the University-provided denim pants
- Employees who are on leave of absence for 30 or more days must return the uniforms issued to them

The revised Uniform Policy is available at <https://ishare.facilities.unc.edu/HR/default.aspx>. Please direct questions about the policy to your supervisor, or to La-Kristyn McLean at 843-3855 or La-Kristyn.McLean@facilities.unc.edu.

COMINGS & GOINGS

**Welcome**

Henry Alston, Housekeeping  
 Roderick Alston, Housekeeping  
 Yaw Boadu, Housekeeping  
 William Cooper, Housekeeping  
 Carl Flagg, Housekeeping  
 Austen Hughes, Business Operations  
 Ja Jet, Housekeeping  
 James Mang, Housekeeping  
 Nicole McDougald, Housekeeping  
 Thein Oo, Housekeeping  
 Eddie Perry, Building Services  
 Brandon Rafalson, Business Operations  
 Monica Riggins-Manning, Housekeeping  
 Phyllis Seymore, Housekeeping

Tracie Shotwell, Housekeeping  
 Cornelius Smith, Housekeeping  
 Gordon Wilkerson, Housekeeping

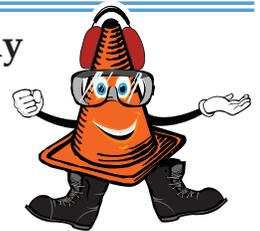
**Thank You & Best Wishes**

Ayeshinaye Holt, Business Operations  
 Patricia McQueen, Housekeeping  
 Day Day Moo, Housekeeping  
 Joshua Pates, Building Services  
 Terry Penley, Grounds  
 David Plummer, Grounds  
 Terry Pollard, Housekeeping  
 Alicia Snipes, Housekeeping

**May Safety Topic: Back Injury Prevention - Lifting Safely**

Log on to <https://ishare.facilities.unc.edu/HR/Safety/default.aspx> for information on this month's safety topic.

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



A group from Facilities Services received Collaboration Awards from Environment, Health & Safety. Pictured are Doug Fleming, EH&S's Mary Beth Koza, Sherwood McLamb, Ron Johnson, Dwayne Ayers and Interim Executive Director for Facilities Services Ray DuBose.



Employees from specific departments within Facilities make up "Facilities Associates." These employees are nominated by fellow employees each quarter to receive awards for displaying TOP SERVICE values. Pictured with the Facilities Associates recognition committee are the latest winners: Johnny Harris from the University Service Station (above left) and EMCS' Dion Long and Herb Vines (above right). Not pictured are EMCS' Jeff Crowder and Matthew Day, and also Business Operations' Mike Hodge who received an individual recognition.



**DON'T FORGET — SUMMER SPLASH IS JUNE 13!!**