THIS ISSUE IS DEDICATED TO:

Carpentry and Painting,
Motorpool Locksmith,
Electrical, HVAC and
Plumbing, Setups,
Grounds, Housekeeping,
Housing Maintenance,
Housing Housekeeping,
Contracts/Services,
Utilities & Sustainability,
Design and Construction,
and Office Personnel

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New Employees:

Julia Hunt:
New Hire 4/17/2023
Building Environmental Service Technician

Kenneth Leviner Jr.:
New Hire 3/20/2023
Building Environmental Service Technician

New Roles:

Travis Chavis:
New Role 4/17/2023
Building Environmental Services Manager

William Deese:
New Role 4/17/2023
Engineer Architect Technician (Project Manager)

Bernice Oxendine:
New Role 4/17/2023
Vehicle Repair Technician (Motor Pool Mechanic)
Not Pictured:
Deborah Jones: 5 Years of Service
George Morales: 5 Years of Service
Timothy Chavis: 10 Years of Service
Tracy Bullard: 10 Years of Service
Johnny Cummings: 15 Years of Service
Judy Oxendine: 15 Years of Service
Steven Locklear: 15 Years of Service
James Strickland: 20 Years of Service
Daryl Chavis: 15 Years of Service

Congratulations!
LIGHTING
Lights account for 17% of building energy use. To combat unnecessary energy use:
- Turn off lights when you leave an empty room.

WATER
An average of 14% of water is lost through leaking fixtures.
- Report leaky faucets.
- Turn faucets off when not in use.

TRASH
On average Americans throw out 1,361.4 pounds of trash a year.
- Recycle all acceptable materials.
- Reduce your consumption/purchasing of materials.

RECYCLING
Americans recycle about 32.1% of our waste.
- Recycle all plastic bottles and paper.
- Opt for reusable products.
WHAT'S COMING UP?

Memorial Day  
MAY 29TH  
UNCP CLOSED

Facilities Cookout  
MAY 26TH

Lumbee Homecoming  
JUNE 30TH - JULY 8TH

Fourth of July  
JULY 4TH  
UNCP CLOSED
REMINDERS

LEAVE REPORTS

Monthly Leave Reports Due by 5 p.m.
- Wednesday, May 31
- Friday, June 30

Bi-weekly Leave Reports Due by 12 Noon
- Monday, May 8
- Monday, May 22
- Monday, June 5
- Monday, June 19
- Monday, July 3

NEW EMPLOYEE ONBOARDING

Monday, May 15 and Tuesday, May 16
Monday, June 5 and Tuesday, June 6
Monday, June 19 and Tuesday, June 20

PERFORMANCE EVALUATIONS

Appraisals should be completed via the Performance Management (PM) module and submitted for approval no later than Friday, May 19, 2023, in order to comply with mandatory reporting requirements. The May 19 date is the final submission deadline (all 9 steps); however, we strongly encourage managers and supervisors to submit Performance Plans with annual ratings as soon as they have been completed. OHR will review submissions and provide feedback.
EMPLOYEE RESOURCES

HR POLICY MANUALS
https://www.uncp.edu/faculty_staff/human-resources/policies-and-procedures

EMPLOYEE BENEFITS
https://www.uncp.edu/faculty_staff/human-resources/benefits

STATE EMPLOYEES ASSOCIATION OF NC

UNCP WORKSHOPS & EVENTS
https://www.uncp.edu/resources/academic-affairs/nasnti/events-workshops

UNCP JOB SEARCH
https://jobs.uncp.edu/hr/sessions/new