

Facilities

NEWSLETTER

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Facilities Management
Facilities Operations, Planning & Construction

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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

Table of Contents:
New EmployeesPage 1
New Roles.....Page 1
Anniversaries.....Page 2
Planet Saving Tips....Page 3
Alerts and Events.....Page 4
Employee Resources....Page 5



Employee Announcements:

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)**



Anniversaries

Dennis Locklear
10 Years of Service



Patricia Locklear
10 Years of Service



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

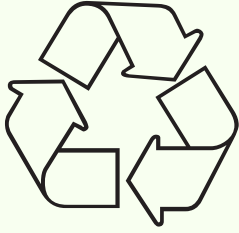


Jimmy Cummings
6 Years of Service

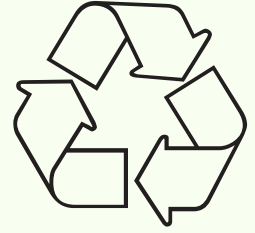


Christopher McGeachy
10 Years of Service

Congratulations!



PLANET *Saving*



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



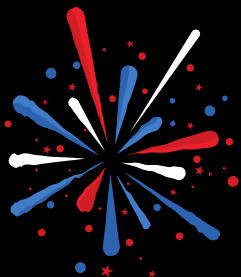
Facilities Cookout

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/facultystaff/human-resources/policies-and-procedures>

EMPLOYEE BENEFITS

<https://www.uncp.edu/facultystaff/human-resources/benefits>

STATE EMPLOYEES ASSOCIATION OF NC

www.seanc.org/news/seanc-in-the-news/

UNCP WORKSHOPS & EVENTS

<https://www.uncp.edu/resources/academic-affairs/nasnti/events-workshops>

UNCP JOB SEARCH

<https://jobs.uncp.edu/hr/sessions/new>