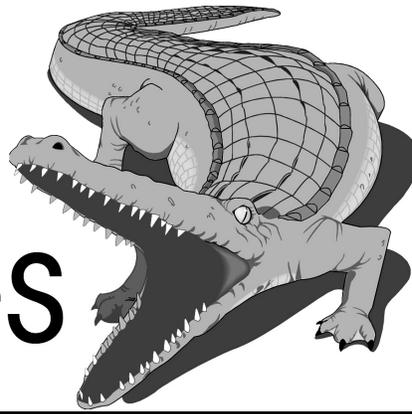


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# Gatortales

*From the Physical Plant Division of the University of Florida*

**Vol. XXII, Number 1**

**Director  
Dave O'Brien**

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**In This Issue:**

**OB'Gram - New  
Appraisal Forms**

**GED Program  
Honors Employees**

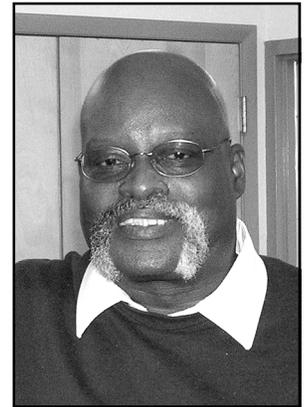
## *Davis, Reece Retirements*

After almost 70 years combined as UF Physical Plant employees, Sr. Refrigeration Mechanics Levon Davis and Ron Reece have retired. A celebration was held in their honor at Main Street on December 16.

Both Ron and Levon spent their entire PPD careers as members of the Systems Department. Levon was hired on January 19, 1970 and Ron was hired on October 21, 1970. Both men served in the armed forces, and both received honorable discharges – Levon served in the US Navy, and Ron served in the US Army.



**Levon Davis**



**Ron Reece**

Maintenance and Construction Superintendent Lacy Rabon worked with Ron and Levon throughout their careers. He said, “We all got hired on as trades helpers back then – that was the old term for what we call support workers, now. Back then there were a lot of buildings being built, and every one of them had their own chiller in the building. PPD used to go around and install the A/C systems in those buildings. We did all the maintenance, too – we were heavily involved in construction and maintenance.”

Rabon said, “Ron and Levon were a pair of very good, experienced workers.

**RETIREMENTS Cont.  
On Page 3**

## *It's A Wrap*



**Main Street was turned into a gift-wrapping party for several hours on December 20th, as PPD employees wrapped presents for PPD Holiday Hope. The program is an annual event, and helps provide gifts for underprivileged children in the Gainesville area.**

**Employees who helped wrap the gifts included: Linda Andrews, Mamie Austell, Caron DeWitt, Barbara Flynn, Kenya Greene, Christina Hopper, Joy Jeffcoat, Sherry Martensen, Ruthie Noland, Carla Oliver, Nong Owens, Irene Thomas, Pam Walker, Dolly Warner, and Brenda Wright.**

# December Communication Breakfast Recap

Mr. O'Brien opened the breakfast with a discussion of the University's new sustainability goals, and what PPD's role might be in completing those goals. He said that President Machen has announced a goal of eliminating waste from campus by 2015. OB also said that PPD is looking at exclusively purchasing hybrid vehicles and/or ethanol-burning vehicles in the future.

Several new facilities will be coming on-line over the next year – the Genetics/Cancer Research building at the corner of Mowry Road and Lemerand Drive, the Law School addition, and the Center for Excellence (in Alachua). OB said, "We are all affected by new buildings coming on board – with new facilities come new responsibilities. I expect PPD to take on the challenges and work through them just fine."

There is a new performance appraisal system which will become effective in March. The new system will be more geared towards merit increases, and also offers an employee feedback section on the appraisal form. Look for more information on the new system in this and future editions of Gatortales.

Question and Answer:

Q: Why are TEAMS employees allowed to cash out vacation days at Christmas but USPS employees cannot?

A: When UF introduced the TEAMS classification, we wanted to give incentives to employees who wished to make the switch to TEAMS. The vacation cashout is one of those incentives, and is therefore only available to TEAMS employees.

Q: What happened to National Housekeeping Week?

A: A survey was conducted within Building Services which revealed that National Housekeeping Week was not nearly as popular as it used to be, and therefore we aren't holding an event this year. We will evaluate future events.

Q: Will the old vehicles that we're phasing out for more energy-efficient vehicles be available for the public to purchase?

A: Any old vehicles which are deemed excess property through the Property Office will be auctioned off to the public.

Q: With these new buildings coming online, and increased responsibility for employees, will we see increased pay as a result?

A: At this time there are no plans that I'm aware of for salary increases. However, our merit increase program is very much in effect for our employees.

Q: Will UF be taking PPD's land anytime soon to build new buildings?

A: The new master plan has designated the land in the northwest corner of PPD's compound (Building 700 area) as the site for a Baby Gator daycare. Building 702 would be rebuilt somewhere else in the PPD compound. Also, the master plan designates PPD's parking lot as the possible site of a new parking garage. However, I don't expect any of these changes to take place in the next 5-10 years.



## *Building 702*

### *Christmas Luncheon*

*Once again the "Crew from 702" put on a great party with plenty of good eating. Those responsible for putting together the feast included: (front row, left to right) Gene Watson, Keith Feagle, Greg Merricks, Betty Standridge, and Albert Gregory; (second row, l-r) Don Short, Caron DeWitt, Chris Roberts, Carla Oliver, Ruthie Noland, and Jamie Elton; (back row, l-r) Erick Burch, Jeremy Tetstone, and Nick Nichols.*

*(More pictures on page 4)*



## *OB'Gram: New Appraisal Process*

The University of Florida is establishing a new Performance Management initiative. This program is a new performance appraisal process that will be used to evaluate employees on campus. There are going to be several changes to how performance evaluations will be conducted at PPD.

- All appraisals will be completed using the same appraisal period. In the past appraisals were submitted to coincide with the anniversary of the employee's hire date. Beginning this year, the evaluation time period will run from March 1 to the last day of February in the next year. Supervisors will complete the appraisals and forward to the HR Department by March 31<sup>st</sup> each year.
  - The appraisal form will look very different, too. There are five categories of performance that supervisors will assess: Work Performance, Attendance/Reliability, Customer Service, Initiative/Productivity, and Teamwork & Interpersonal Skills. In addition, there will be an opportunity for the supervisor and employee to mutually set goals for the next appraisal period.
  - There will also be five different ratings which allows for more flexibility in providing an overall rating for employees. You will remember that the old forms only allowed for three ratings: Exceeds, Achieves, and Below. The new format allows for: Exceeds, Above Average, Achieves, Minimally Achieves, and Below.
  - Each of the five ratings has specific criteria – this will be very helpful to providing consistency to the evaluation process.
  - A page is provided in the new form for an "Employee Self-Assessment", an opportunity for each of us to think about our performance in each of the assessment categories.

PPD Supervisors and Managers are attending training classes offered by HR to review the new process and become comfortable with it before we begin the evaluation period in March. This new process appears to be a really good opportunity to improve the quality and accuracy of performance assessments. It will require a little more time and effort by supervisors and employees, but the performance appraisal provides valuable information and in the future will be used in determining distribution of merit raises. So the assessments are important! We all need to learn about them.

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## *Three Honored In GED Program*



**PPD employees Tameka Howard (left photo), Sharon Seaton (middle photo) and Teresa White (right photo) were recently honored for their accomplishments in the UF GED assistance program. Tameka was awarded her diploma for completing her GED, and Sharon and Teresa were recognized for their substantial progress within the program. The honorees are pictured with Vice President of UF Human Resource Services Kyle Cavanaugh, and Loften Center Principal Dr. Ellen West.**

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## **RETIREMENTS Cont. From Pg. 1**

The two of them were responsible for the northeast area of campus, and there are some very important buildings in that area. All of the customers in that area seemed to know them by name because they had been here for so long. We're going to miss them here at PPD."

Systems Assistant Director Ralph Giro agreed, saying, "These two men's expertise and abilities will be very hard to replace, and they will be missed by the University."



All About PPD Employees...

November Employees of the Month:

New Employees

- Alex Booker, Building Svcs.
- Hoeun Brown, Building Svcs.
- Puttha Eang, Building Svcs.
- Clarence Fox, Grounds
- Nathan Gholz, Building Svcs.
- By Hart, Building Svcs.
- Dwite Knowles, Building Svcs.
- Jessie Matthews, HSC
- Marta Switlik, Building Svcs.
- Sheridan Williams, Building Svcs.



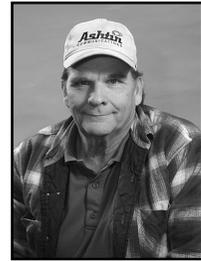
Rhonda Britt Building Svcs.



Leavy Howard Grounds



Tameka Howard Building Svcs.



Terry Matchett Facilities

Promotions

- Steve Craig, HSC



Congratulations!



Sanja Mays Building Svcs.



Charles Parrish Health Center



Mark Stephens Systems



Leola Turner Building Svcs.

Building 702 Christmas Luncheon Pics



Left: Greg Merricks sneaks a peek at the dressing. Middle: Carl Lee tries to figure out how to make more room on his plate. Right: Don Short demonstrates how to cut meat like a professional.