Facilities clarifies practice

Following the winter weather situations from 2014 and 2015, the Facilities Division has revisited and clarified its Adverse Weather/Emergency Situation Practice.

When winter weather happens, the university may suspend operations, but Facilities Division employees must maintain its essential functions.

The Practice, which aligns with the university policy, details how employees are classified and compensated during an emergency event. Each employee has a clearly defined role and compensation plan.

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Inaugural cohort finishes supervisor series

The Facilities Division Professional Development Program began a pilot Supervisor Development Series with members of the Support Services supervisory team in November 2014. The series is in coordination with instructors from Organizational Learning and Development (OL&D).

“We believe that this training is critical to the success of our supervisors,” said Scott Moran, program director III for Support Services. “By having a year-long supervisor training program we were able to go deep into some areas and get to some of the finer points of the concepts. It was a big time commitment form the department and the individual, but we believe that it was important to invest this time into the leadership of our department.”

The series focused on the responsibilities of supervision, administration of policies, effective communication, developing relationships, performance management, customer service and techniques of leadership. It also included ways to organize, manage, motivate, and meet customer service expectations.

“The instructors Matt and Qwin kept us on our toes and made things interesting and interactive, which is what that type of class should be,” said Jon

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Facilities Share Values are a priority

The Facilities Division Shared Values were established by employees during the summer, based on the division’s Core Values. These Shared Values should guide how employees work with each other and for their customers.

A major theme represented in the Shared Values is good customer service. The Facilities Division provides valuable service to the entire university, and all employees should strive to be reliable, accountable, and to provide quality work.

It should also be noted that Facilities Division employees are each other's customers. This large division only works when employee treat each other as customers and provide each other with the same level of service.

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department has also created an addendum, which specifies its essential functions when the university is placed on suspended operations and how they will ensure those functions are fulfilled.

Several members of the committee tasked with updating the Practice held presentations, so that employees were made aware of the Practice and how it would affect them.

The Practice and the departmental addendums can be found online under Facilities HR Resources: www.uab.edu/facilities/images/PDF/HR_forms/Adverse_Weather_Procedure.pdf.

Be familiar with what to do in an adverse weather or emergency event. Ask your supervisor or a Facilities HR team member if you have any questions.

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Paolone, UAB Recycling coordinator. “I even applied one aspect of the Crucial Conversations training that same day on which I learned it.”

Moran said those in the inaugural cohort have given feedback, and that will help them alter the series to better fit the Facilities Division’s needs. “In the end, we believe that we have a very specific training program for Supervisors at UAB that will give real-world solutions to our front-line leadership,” Moran said.

The cohort meets monthly for a year for training. During that time, the supervisors get to know each other and learn more about different units within the division.

“The experience provided us an opportunity to learn about each other in a way that we ordinarily would not had,” said Tim Sullivan, manager of Campus Services and Grounds. “We grew to understand each other on a different level than the routine business day. And we learned about each others challenges and discovered we share some common challenges.”

The Facilities Division Professional Development Program is working with OL&D to fine tune the Supervisor Development Series, and soon will be recruiting for a 30 member cohort to begin classes in the spring.
### Answers to FACE comment box questions

**Q:** The trust has to start at the top, and so far, we haven’t seen any reason to trust management. How does this build trust when you can’t be transparent about pay issues?  
**A:** You’re right. Trust has to be built, from the employer and also from the employee. We have received many questions that have not been specific enough to answer. Those questions are referred to Facilities HR in the hopes the employees will take advantage of the resources available to them to alleviate any workplace issues. Sharon George, our new Facilities HR manager, is available to help any employee with questions and/or concerns. If employees are not comfortable speaking to their supervisor or Facilities HR, they can contact Central HR, which is located on the second floor of the Administration Building. We want employees to enjoy coming to work for the Facilities Division and for UAB. Please communicate any concerns to your supervisor, Facilities HR or Central HR.

**Q:** Why are we, as employees of this fine institution, being told we have to pay additional $50 for smoking?  
**A:** The Facilities Division does not have a role in setting benefits for our employees. It has become a growing trend nationally both in large corporations and within higher education to institute surcharges for tobacco users. The faculty and staff of UAB’s Benefits Committee unanimously recommended the surcharge in an effort to help offset higher health care costs of tobacco users and incentivize healthy choices among UAB’s most important asset—its people. Cessation resources and discounted products are available to UAB employees; as part of the UAB employee benefits packages, tobacco cessation products are available at no co-pay with the annual limit of two 12-week cycles of treatment. If tobacco users would like the $50/month surcharge discontinued, they must register for one of the two cessation courses below by Jan. 31, 2016, and complete the course following registration. Please visit UAB Benefits Office or website for more information regarding these programs.

### Facilities Division Professional Development Center schedule for January 2016

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<td>Outlook Basics</td>
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<td>Scheduled free time for employee computer use.</td>
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<td>Outlook Intermediate</td>
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<td>Closed for Dr. Martin Luther King Jr. Day</td>
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<td>ACCESS (Foundations)</td>
<td>Outlook Intermediate</td>
<td>Gorrie-Regan Basics</td>
<td>Scheduled free time for employee computer use.</td>
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The Facilities Division Professional Development Center is available for additional training on a needs basis. If your department/unit needs specific training, contact Laura Marsh about scheduling classes.

Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.
Winter Weather – Are You Prepared?

Ice, snow, sleet, frost, and extreme cold temperatures have been a threat to Alabama during the past few years and will continue to cause significant issues in the future. The ice event, commonly referred to as “snowmageddon,” in January 2014 underscored the need for personal preparedness plans and supplies. Many people were stranded at work or in their cars or had to walk long distances to get to safety. Most were caught unprepared, without warm clothes and shoes, emergency supplies and medication.

It’s not a matter of “if” but “when” extreme winter weather will affect Birmingham again. Forecasters at NOAA’s Climate Prediction Center are forecasting increased moisture and below-average temperatures for the Southeast. Now is the time to plan and prepare. The lists below will help guide you with some suggestions on necessary supplies. **Are You Prepared?**

### In your car:
- Jumper cables
- Flashlight & extra batteries
- Water for each person and pet
- Shovel
- Ice scraper
- Blankets or sleeping bags
- Cat litter or sand for better traction
- AM/FM radio to listen to traffic reports and emergency information
- Food items containing protein such as nuts and energy bars
- First aid kit
- Extra prescription and nonprescription drugs
- Flares or reflective triangle
- Baby supplies, if a small child is in the household
- Warm clothes, gloves and sturdy walking shoes
- Enough fuel to get home, even accounting for traffic
- Charged cell phone and charger

### At your home:
- Water
- Food
- Flashlight & extra batteries
- Battery-powered or hand-crank radio
- First aid kit
- Wrench or pliers to turn off utilities
- Signaling whistle
- Manual can opener for food
- Emergency Financial First Aid Kit – EFFAK
- Local maps
- Cell phone with chargers or solar charger
- Cash or travelers checks
- Food and extra water for pets
- Paper and pencil
- Prescription and nonprescription drugs
- For baby: formula, powdered milk, diapers, diaper rash ointment
- Canned or boxed freeze dried food
- Matches in water-proof container

### In your office:
- Copy of all prescription drugs, including picture of label on your smart phone
- At least a 72-hour supply of prescription and non-prescription drugs
- Few cans of non-perishable foods, such as soups in your desk or locker
- Manual can opener
- Copy of your family’s emergency and communication plan so you will know what everyone is supposed to do and where to be
- Flash light and extra batteries
- Sealable container to keep all of your supplies in – in case you need to grab and go due to evacuation of your workplace

Much more information and additional preparedness strategies can be found uab.edu/emergency and ready.gov.