10 Expectations

1. Honesty & Integrity
2. Communication
3. Think of the Entire Team
4. Look at the Big Picture
5. Treat People fairly
6. Anticipate deadlines
7. Develop relationships
8. Be a Role Model
9. Accountability
10. Follow Up

New Student Center opens

The new Hill Student Center will be a gathering place for students, faculty and staff, with food options and The UAB Bookstore. Facilities employees integral in conception, execution of construction

After a soft launch in December, the grand opening for the Hill Student Center was held Jan. 20. The much-publicized construction project is just one example of how the many departments within the Facilities Division come together to accomplish great things.

“Facilities as a whole plays a role in a construction project,” said Susan Thompson, Director in Planning Design and Construction and Project Manager for the Hill Student Center.

Administration focuses on expectations

The Facilities Division’s 10 Expectations are printed in every issue of this newsletter. Also printed in the newsletter are questions from employees that indicate those expectations are not consistently being met. This is also evident in the kinds of questions that are received during All-Hands Meetings.

The Facilities Division has been holding those meetings and printing a newsletter for a while, and it’s time to revisit the expectations.

“Our AVP group has been listening to all of the feedback from our employees and have made many improvements based on that feedback, including enhanced communication methods, more training opportunities, a new adverse weather/emergency situation plan, providing internally funded raises and having a presentation on the proposed campus master plan,” said Jolene King, assistant vice president for Facilities Administration. “But what’s
Emphasizing our Core Values

Enhancing Customer Service
Stewarding Facilities Resources
Valuing the Environment
Enhancing Safety
Promoting Sustainability
Valuing Inclusivity

The Facilities Division’s Core Values function in collaboration with the 10 Expectations and the Shared Values to clearly communicate the intentions of the division and its employees. In essence, through having these values and expectations, everyone is on the same page.

Facilities employees can further promote these ideas to both internal and external customers, through their interactions. This is not only helpful in the overall morale of the division, but in the perception our customers have of Facilities.

By providing more valued service to our customers, we can further the overall mission of UAB.

Sign-up | Update | Download

Don’t forget to sign-up or update your B-Alert settings to include text alerts.

Visit uab.edu/balert for more information.

And don’t miss out on the new Rave Guardian app free from your phone’s app store. Sign up using your UAB email address.

EXPECTATIONS
From Page 1

even more important is for employees to speak up immediately when they see an issue.”

King said she would specifically point employees to “Develop Relationships” on the list of expectations.

“Many of the questions or comments we receive pertain to employee relations, and while we need to know if there are problems, we cannot solve these issues through the Newsletter or through anonymous communication,” King said. “Often times, we need more information than is given. However, if you work hard to develop relationships within your own unit and with those who can help you in Facilities HR, there aren’t any problems that cannot be solved.”

Sharon George, Manager of Facilities HR, said employees are always welcome to come by to receive training on how to professionally voice any issues they see, if they don’t currently feel comfortable going to their co-worker or supervisor.

“We want employees to go through the chain of command, because it’s the right way to voice concerns,” said Mike Gebeke, Assistant Vice President of Facilities Management. “That means they will have to work with their supervisor to develop a relationship, increase communication and follow up, when necessary.”

Bob McMains, Senior Facilities Officer, said he is interested in hearing more suggestions employees have.

“We want to get to a place where our All-Hands Meetings and the Newsletter are full of suggestions from employees about how to improve what we are already doing, or what we need to start doing,” McMains said. “No one knows their jobs better than each employee. They see what isn’t working on a daily basis, and we want employees to be empowered to make or recommend improvements.”

McMains said he wants to see employees excited to come to work, especially since Facilities employees play such a crucial role in the daily operation of the university.

“We must look at the bigger picture and recognize that without everyone playing their role in the Facilities Division, researchers couldn’t win million dollar research grants and students couldn’t get a world-class education here at UAB,” McMains said.

Gebeke said he and the other AVPs have an open-door policy and are available for those who have suggestions. “We want to hear how you think we can improve, because we’re focused on continuous improvement.”

CENTER
From Page 1

project. “Building Services plays a huge role in keeping a facility in a usable condition. They also play a role in designing the building. Trash pickup isn’t a sexy item, but, if you don’t plan for it, it can be a disaster when you occupy. Other departments include Maintenance, Energy Management, OH&S, etc. Every department in Facilities touches a major construction project and people on campus don’t see that.”

The construction and project oversight was no small feat, with more than 160,000 gross square feet of meeting, conference and auditorium space; student organization spaces, upgraded dining facilities, including Full Moon Bar-B-Que, Panera Bread, Mein Bowl and Starbucks; a two-story bookstore; retail space; and One Stop Student Services for admissions, course registration, student accounting, parking, financial aid and student ID functions.

Since December, UAB Sustainability has added three solar-powered picnic tables on the East plaza facing University Boulevard. The tables enable visitors to charge their laptops and other small electronics.

Through major projects such as this, the Facilities Division is continuing to demonstrate its ability to help UAB grow and improve facilities for students, faculty and staff.
Answers to All-Hands Meeting questions

We have had some good suggestions in the All-Hands and Comment boxes. We’ve listed them throughout this section and placed a star next to the question to indicate this was a particularly good recommendation and something we can look into solving. Our goal is to have the comments and questions coming in to help move our department forward. At times, it is even pointing out something that doesn’t make sense that is currently done. When pointing out an issue or concern, it is extremely helpful to also note any possible solutions. With your help, we can excel in our Division. You have wonderful ideas that can make us a better team and we’d love to hear those! Keep the excellent suggestions coming!

Q: Why don’t we have employee of the month?
A: This is a great suggestion. UAB has a universitywide Employee of the Month program, administered by Human Resources. UAB recognizes an outstanding employee for their dedication, hard work, and contributions to its success. If you know of a great employee and would like to nominate them for this recognition, send an email or letter to Leticia Tatum at ltatum@uab.edu. The Committee likes to see at least 3 letters of nomination or support for each candidate, so encourage your co-workers and colleagues to send something in, too. The more individual letters of support, the better. Once an employee is selected an article is published on the UAB Reporter website and in the eReporter. The FACE Committee can help any employee with the nomination process. Please contact them at fac-suggest@uab.edu.

With regards to an internal program, we’ll forward this recommendation to Facilities HR and FACE for consideration.

Q: How come Steam Plant workers get to park in front of the plant for free and no UAB sticker, but other workers have to pay $150/month? Parking rates for lots we typically use are $50/month. Remote parking is available for some employees at $11/month. If you are paying $150/month, please contact Transportation because there is an error in your billing. We appreciate you letting us know about the parking situation at the Steam Plant. This should not occur for daily work. You may occasionally see this in emergency situations, and that is permissible. At the Steam Plant specifically, this has been reviewed and addressed. Thank you for letting us know.

Q: Can the biweekly pay statements be simplified?
A: A sample of the UAB payslip with definitions may be viewed on the payroll website: http://financialaffairs.uab.edu/payslip.asp. If you have suggestions, please contact Facilities HR.

Q: Does the safety timer (Rave Guardian app) work if the phone is switched off?
A: The safety timer on the Rave Guardian app will continue to count down and alert your designated guardian when it expires, even if your phone is turned off. Obviously, you will not receive phone calls or text messages from the app until your phone is turned on again. You will also need to deactivate the timer once the phone is turned on.

Q: How do a person who just got hired get paid the same as someone who has been here for 10 years?
A: We are fortunate when we are able to hire experienced employees for our job openings. If this employee brings 10 years of experience with them, they would be placed at the same job rate as an employee with 10 years of UAB experience.

Q: Why does Maintenance never clean up behind themselves after they do their job? I think it is unfair.
A: Maintenance should do a “rough” clean when they are complete and call Building Services to do the final clean once the work is done. Building Services has the training, equipment and materials to do a proper clean while maintenance does not.

Q: Who is responsible for ensuring policies are being followed? (i.e. nepotism)
A: Ideally each member of management from supervisor up should be knowledgeable of policies and enforce them consistently. Concerns may be addressed with a member of management or Facilities HR for further review.

SUPERVISOR INTERACTION

We have grouped all questions regarding supervisor interaction in this area. They are similar and require the same answer.

Q: Why is it that certain supervisors feel like she can talk to you any kind of way then when you go to next chain of command they only thing he can say is “she is stuck in her ways and old.”
A: What do we do with disrespectful supervisors towards Building Services workers?
Q: Why is there still no training for Supervisors to know to govern themselves with respect with their employees? When they do something wrong it is covered up because they are a supervisor or group leader.
Q: When is Building Services/HR Department going to start holding supervisors and group leaders accountable for how they talk to their employees?
Q: How can a member of management discipline an employee for the very same rule that they themselves break? Who holds them accountable?
A: We have received several comments about supervisory/employee interactions. There are some cases in which employees and supervisors both feel that they do not have mutual respect in the workplace. In the Facilities Division, we expect that you will treat people fairly, communicate openly, develop relationships and act with honesty and integrity. All of these are part of the 10 Expectations.

Some complaints are noted above. The UAB Code of Conduct and the Facilities 10 Expectations apply to all employees within our Division. We are all expected to treat other employees, students and visitors with respect. If you have concerns with your supervisor, please address the issue professionally with him/her. Open, respectful communication is essential. If this approach is not successful, your manager or Facilities Human Resources can provide assistance.

Additionally, we are working on improving supervisory interaction through our Supervisory Development Series. This series focuses on giving the supervisor the skills necessary to communicate and manage effectively. Within the next 2-3 years, all Facilities supervisors will receive this training.

Q: When we’re short of help, why can’t the group leader help?
A: It is important for the group leaders and supervisors to help out when staffing situations are strained. It is even more critical that they work to understand the resources needed and gain assistance while managing their other responsibilities at the same time. So, they can help, but they also have to tend to their primary responsibilities as group leaders. If you are a supervisor and are having staffing issues, be open and clear with your managers about the needs of your area.
Facilities Division Newsletter

Answers to All-Hands Meeting questions

SUSPICIOUS INDIVIDUALS IN BUILDINGS

We have grouped all questions regarding dealing with suspicious individuals in this area. The questions are similar and require the same answer.

Q: I want to know why personnel and students are still in the buildings after hours, leaving the door open for homeless people to get inside.

Q: What are you going to do about the homeless people coming into the buildings, sleeping during the day and night. When the workers come to work they are in the buildings. We do not know them from the students, so we cannot tell them to leave. Are we really safe?

A: Please inform your staff to call dispatch about suspicious individuals in the buildings so that we can determine if they have a legitimate reason for being there. You can reach nonemergency dispatch by dialing 334-4434 and emergency dispatch at 911 or 934-3535. The Deans will often authorize students and faculty/staff to be in the building after hours to work on a project and/or special assignment.

WEAPONS POLICY

We have grouped all questions regarding UAB’s weapons policy in this area. The questions are similar and require the same answer.

Q: If you have a pistol permit will you be allowed to carry on campus? Most shootings happen in gun free zones.

Q: We have no gun rules in place right now. Can we look at open-carry or conceal-carry with a pistol permit?

A: UAB’s Dangerous Weapons and Firearms Policy, enacted in 2013, states: “UAB prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus.” The Facilities Division follows UAB policy set forth by the Board of Trustees for all three campuses in the UA System.

UNIVERSITY HOLIDAY BENEFITS

We have grouped all questions regarding university holiday benefits in this area. Some of the questions are similar and require the same answer.

Q: What am I getting for my birthday? A year older!

A: That sounds like a good Laffy Taffy joke! Congratulations and Happy Birthday from your fellow coworkers and friends in Facilities! If you are asking if you receive anything specific such as time off for your birthday, the answer is that you can request to take a personal holiday to celebrate your special day.

Q: Why do we have different holidays from state holidays?

A: UAB is a separate entity from other state organizations and develops policies and procedures that fit its business needs. Employees may request to use their three Personal Holidays to coincide with state holidays.

Q: It would be nice to be off Christmas Eve and Christmas Day. A lot of employees have extended families and use Christmas Eve to celebrate Christmas. Nothing is usually going on anyway with school being out.

Q: Why do we just have one day off for the holidays?

Q: How come we don't get Christmas Eve and New Years Eve off since we get 2 days for Thanksgiving Day. Christmas Eve is for family and New Years Eve for fire works.

A: UAB paid holidays include 8 designated holidays and 3 Personal Holidays. Benefit decisions are made for the whole university and not at our discretion. With a diverse campus, it is difficult to close for each official holiday. The 3 Personal Holidays allow flexibility in requesting time off to celebrate holidays that are important to each person.

PARKING

Q: What about a scalable rate for remote parking? RN's, Engineers. Leaf Blowers, all pay $11. Why not scale it based on hourly pay rate? Engineers pay $20/month, lower rates pay $5/month, etc.

Q: Can parking be negotiated for a cheaper or free rate for Facilities employees?

A: Parking Services is not housed within the Facilities Division. That department determines parking rates based on their needs and operational costs. As such, unfortunately, parking rates are not negotiable or scalable. We will pass your recommendation on to Parking Services for consideration.

Want to submit a question?

If you want to submit a question or comment, place it in a comment box or send an email to fac-suggest@uab.edu.
Hiring

Hiring is one of the most important and strategic processes we manage within the Division. We carefully review the need for each new position and involve multiple employees in the interview process. This process may take time, but we see each new employee as an investment in the future of the Division. We do our best to hire and promote employees that not only have the best technical skills, but also will be a good fit for the Department, which will enable the Division to grow.

The Facilities Division filled 99 job openings last year. Employee referrals are welcome, so you can help us by sharing information about our jobs with people you know who may have the skills we need.

While hiring does take time, the Division fills positions more quickly than the UAB average. We realize that having vacant positions may increase the workload for other employees, and continue to look for ways to streamline our process.

We have gathered some hiring statistics for emphasis:

From January 1, 2015-present:

- New hire, including rehire: 116
- Internal Promotion, including lateral transfer: 29
- Position Title Reclassification: 16
- Total: 161

We have grouped all questions regarding hiring in this area. Some of the questions are similar and require the same answer.

Q: When all these buildings are built, how long will it take to get fully staffed? 2 months? 6 months?
A: We start the hiring process when the budget is included for the new staff. The hiring can take from 2 to 6 months depending on candidates and their availability.

Q: Need to speed up the hiring process. It takes way too long from the time someone quits or retires until they are replaced, which makes it hard on the other employees. The 1/2% raise is a joke. How would you like to have someone quits or retires until they are replaced, which makes it hard on the other employees. The 1/2% raise is a joke. How would you like to have someone that is interested in employment, please ask them to visit the UAB job listings website for more information.
A: Building Services is working with Facilities HR to fill vacant positions in a timely manner. If you know of someone that is interested in employment, please ask them to visit the UAB job listings website for more information.

Q: Why is HR 100% staffed while Campus Maintenance is allowed to drop so low?
A: Maintenance is hiring now and filing positions. Internal candidates fill some positions so it seems like no hiring is occurring. In other cases, new people are selected and they don’t meet the initial hire requirements and we have to repost positions. Hiring is complicated and the process can be tedious at times.

Q: Why is the transition from Building Services Specialist to Group Leader taking so long, if you already had an interview?
A: The process must be completed before a hire can occur. Without more information, we cannot determine if the process was on a typical time frame. However, Facilities HR and Building Services are working to speed up the hiring process whenever or as possible.

Q: We need help in Building Services.
A: Please contact your supervisor or manager if there is a specific concern that you would like to discuss.

Q: When is Building Services going to hire more people?
A: Building Services is working with Facilities HR to fill vacant positions in a timely manner. If you know of someone that is interested in employment, please ask them to visit the UAB job listings website for more information.

Q: Our area is down two general mechanics and has been for a couple of months. When will these positions be filled to cover that area? It hurts our customers and wears us down physically and we cannot be as safe.
A: Hiring is on-going right now. If you know of someone that is interested in employment, please ask them to visit the UAB job listings website for more information.

Q: As a salary employee I came in at the low end of my pay scale. As I gain experience, and years of service at UAB, what is set in place to advance through my scale? As an Engineer for Facilities, this would be nice to stay at a competitive market pay.
A: At UAB our goal is to attract, motivate and retain a qualified and diverse workforce while being cost effective and in support of the Strategic Plan for The University of Alabama at Birmingham (UAB). We focus on ensuring our pay program is competitive. Consider meeting with your supervisor to discuss opportunities for growth within your department and division.
**PAY**

We have grouped all questions regarding pay in this area.

**Q:** Some supervisors are salaried employees and some are not? Why?  
**A:** Great question – your question prompted us to look over this information and we do see some situations that need to be addressed. UAB follows the FLSA guidelines in reviewing job duties and appropriately classifying positions as either exempt (monthly paid) or nonexempt (hourly paid).

**Q:** I need money now. I am underpaid.  
**A:** We worked very hard this year to ensure our pay was competitive with the local market for the positions in Facilities. We will always work to get good increases for our staff that are working hard and doing well. If you want a more significant increase, one possibility is to look for higher level positions. When you work hard, have the right attitude, and you have grown out of your current role, we will be supportive through training to prepare you for new opportunities.

**UAB Police**

We have grouped all questions regarding UAB Police in this area.

**Q:** We need UAB Police to patrol the areas mentioned in B-Alerts.  
**A:** The police department has responded to this comment – that they do patrol the areas mentioned in B-Alerts with undercover officers in unmarked vehicles as well as officers in marked patrol vehicles. Please call the police at 911, if you feel unsafe.

**Q:** We need more UAB Police patrol at 4 a.m. when a lot of us come in. We don’t feel safe coming into work.  
**A:** We need more specifics on where the patrols are requested at 4 a.m., the police want to help, but they need to know where the concerns are specifically. Please send specifics to fac-suggest@uab.edu.

**Q:** Are we about to contract out portions of maintenance? Is that what all the testing is about? Is TME taking over?  
**A:** No. TME is a consultant that is helping us determine our training needs now and in the future. This is the first step to begin a proper apprentice program.

**Q:** Why is it that as an employee and member of the Rec. Center, I have to pay an extra $10 for my son to enter with me on weekends?  
**A:** Questions about UAB Rec Center membership and fees should be directed to membership services at 996-5038 or recmembership@uab.edu. While the Facilities Division has a working relationship with the UAB Rec Center, it does not set its membership prices or fees.

**Answers to All-Hands Meeting questions**
Answers to All-Hands Meeting questions

**HUMAN RESOURCES**

We have grouped all questions regarding HR in this area.

**Q:** Why can’t people who work everyday and stay busy get merit raises based on amount of work instead of making the same wage as people who don’t work, hide, and they try to get out of work, then the hard-working people have to do their work too.

**A:** Several years ago, the Job Rate Program was enacted. While there are some benefits to this type of pay structure, there are also challenges. We are looking at the value of Job Rate and may be making some adjustments in the future. These kinds of situations are some of the challenges that are seen with a program like Job Rate. Additionally, we have worked to standardize the performance evaluation process so employees will receive formal feedback on an annual basis. High performing employees who work hard to take care of our customers will receive higher evaluation scores. High performing employees represent the Division well to the rest of UAB and we thank you for your efforts.

**Q:** Why can’t hourly employees get matched on the H01-B retirement plan?

**A:** The UAB Benefits committee reviews benefit offerings each year, including this one. Hourly employees can still participate in the plan to save for retirement, and contributions are made on a pre-tax basis. Please contact UAB Benefits or Facilities HR if you are interested in learning more.

**Q:** Is it true the maximum accrual of sick time is going to be lowered? What about the ability to use it toward retirement?

**A:** There have been recent changes to the Vacation policy lowering the maximum number of days paid at termination to 22 days. Vacation and Sick Leave accruals have not changed. TRS Tier 1 employees can convert sick leave into retirement credit remain unchanged.

**Q:** What are the chains of command for our Facilities Division?

**A:** Typically this is employee, supervisor, manager, director, AVP, SFO. Organizational charts have been added to the Facilities Division website showing the upper level management of each area.

**Q:** Do you think it is fair to have to train someone in the same position that has the same requirements as you do while they have less experience and getting similar to exact pay as you do? I have 13 years experience while the employee I am asked to train has 3 years or less experience.

**A:** If you’ve been asked to train others, it’s because you’re great at what you do. Thank you for sharing your knowledge and helping another employee. Regarding pay, HR has a process in place to evaluate the prospective employee’s past experiences to determine a hiring rate for the position. A new-to UAB employee may come in with 10 years of experience from another company and will be placed accordingly. Although they have experience elsewhere, specific on-the-job training will still be important so they understand our equipment and processes.

**Q:** Since it is to everyone’s advantage that employee health/fitness be a priority, how about 50% discount on the Rec. Center memberships for employees and families?

**A:** While the Facilities Division has a working relationship with the UAB Rec Center, it does not set its membership prices or fees. However, the Rec Center now offers a discounted rate of $18/month for employees who use the facility during non-prime hours. Check out their website: http://www.uab.edu/campusrecreation/membership/membership-info

**Q:** For the newsletter: 1. have more interesting articles such as highlight employees accomplishments. We have an employee in Building Services who completed a degree at UAB while employed. Stop changing questions. I asked a question, but it was changed when I read the newsletter. 2. Bulletin Board-keep it updated. I like to use it to know the training classes. It was November but the board still had October classes. 3. Pay increase-thank you for the pay increase.

**A:** 1. Thank you for your continued input. Keep ideas coming for the newsletter – we want articles to be of interest to our employee group. Regarding the questions, our goal is to get to the core question that is being asked. Questions are modified when specifically pointing out a person or when inciting remarks are made. While we want all comments, questions and suggestions, we cannot print derogatory comments. So, instead we pull out the root question, comment or suggestion and respond to it. This was addressed in a previous issue of the Newsletter. Most questions are unchanged. 2. We update the DBBs on a weekly basis. This is done remotely, and there have been minor technical issues in the past. We believe these issues to be resolved. If you see a problem with the DBBs, please contact Facilities Communications Specialist Natalie Merrill at nmerrill@uab.edu. 3. We are glad that we were able to find internal money to fund raises for employees this year.

**Q:** Why are yearly reviews not given on time? When you are due an increase based on your time, nothing is done until late and never paid for it.

**A:** Beginning in 2015, we have standardized the annual review process to review current employees annually in the spring. If an employee has not received a review or an increase in their job rate when expected, please alert your supervisor, manager or Facilities HR. We are committed to providing ongoing feedback to all employees.

**Q:** When will we get better equipment? Some of the equipment is very old and it makes it difficult to do our work to the best of our ability.

**A:** Equipment is looked at constantly. Budgets are evaluated and decisions are made to try and update equipment. Right now, we are looking at programs for lease to own equipment in Building Services and Grounds so that we can lower the up front costs and bring in more equipment, as well as requiring new buildings to be brought into the system with all new equipment supplied for the workers. We believe this will get better in the next year.

**Q:** How do we bid on other jobs within or on campus?

**A:** All openings are posted on the UAB Recruitment website, at www.uab.edu/humanresources/home/careers. Employees are encouraged to visit the website and apply for positions they are interested in and meet the minimum qualifications for. You may also discuss promotional opportunities with your supervisor, manager or Facilities HR to learn how to best prepare for the next step in your career. We encourage Facilities employees to grow their skills and advance within the division.

**Q:** Can Building Services employees have a box of gloves per person? Possibly per month? Always shortage of Gloves.

**A:** All personal protective supplies (including gloves) should be available to you on every shift. Please contact your supervisor to get the supplies that you need. If you have not received these items in a timely manner, please notify your manager.
Facilities Division Newsletter

Year-long development series begins again

Following the success of the inaugural cohort, the Facilities Division Supervisor Development Series will begin again this month with a cohort of 30 participants. Through the series, every supervisor in the Facilities Division will be trained on a variety of management topics.

“Although it will take time to have every supervisor complete the series, it is one of the many key steps in moving the division forward,” said Jolene King, Assistant Vice President of Facilities Administration.

Feedback from the inaugural cohort was used to tweak the series, and one key change is that each training module will include on the job application assignments. According to Organizational Learning & Development, nearly 70 percent of learning is done through hands-on experience. The series will enable participants to incorporate what they are learning into their daily roles.

This year’s cohort will be trained in the basics of supervision, HR policies, motivation and performance, effective communication, navigating team dynamics, customer service and leadership.

“The UAB Facilities Supervisor Development Series consists of modules of learning which approach training as a development process,” said Laura Marsh, Training Specialist. “The series includes ways to organize, manage, motivate, and meet customer service expectations providing supervisors the skills necessary for their roles as leaders.”

Recruitment for participants may still be ongoing, as the first training session is scheduled for the end of February. All Facilities Division supervisors/managers are encouraged to enroll in the series. To register as a participant in the 2016 Facilities Division Supervisor Development Series, please contact Laura Marsh at llmarsh@uab.edu or 934-1054.

Facilities Division Professional Development Center schedule for February 2016

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OPEN</td>
<td>2</td>
<td>Outlook Basics 9-11 a.m.</td>
<td>3</td>
<td>OPEN</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>6</td>
<td>Scheduled free time for employee computer use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Intro. to Computers 9-11 a.m.</td>
<td>8</td>
<td>OPEN</td>
<td>9</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>EXCEL (Calculations) 9 a.m.-Noon</td>
<td>12</td>
<td>Scheduled free time for employee computer use.</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>OPEN</td>
<td>15</td>
<td>ACCESS (Storing &amp; Managing) 9 a.m.-12:30 p.m.</td>
<td>16</td>
<td>OPEN</td>
<td>17</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>20</td>
<td>Scheduled free time for employee computer use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Outlook Intermediate 9-11 a.m.</td>
<td>22</td>
<td>OPEN</td>
<td>23</td>
<td>Intro. to Computers 8:30-10:30 a.m.</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26</td>
<td>Scheduled free time for employee computer use.</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.