Recycling expands options

Recycling Center is now accepting electronics such as printers, VCRs & DVD players and cameras.

Recycling begins accepting electronics through partnership

A new UAB Recycling initiative, supported by UAB Sustainability, has enabled the Recycling Center to accept electronics, including household items. Through a partnership with Protec Recycling, a new local business, community members are encouraged to drop off acceptable items.

“We’re excited to be able to offer another recycling option for our customers,” said Jon Paolone, Recycling Coordinator. “Recycling electronics is usually a hassle, and a lot of people throw old printers, monitors, and similar items away. Those things almost certainly end up in a landfill, which is what we want to avoid. Now our customers can bring those manageable items to the Recycling Center.

Please see RECYCLING, Page 2

Fleet replacement plan focuses on need, budget

A plan to address fleet vehicle replacement needs was started a year ago in March 2015. The team looked at every current vehicle, assessed their conditions, prioritized how vehicles should be replaced based on conditions and looked at the standards used when purchasing vehicles.

“The previous fleet policy was drafted in 2008, so it was time to update it and ensure we had quality standards when purchasing vehicles,” said Jason McKnight, Business Process Manager for Facilities Administration. “After assessing all of our current fleet vehicles, we went about prioritizing the vehicles that needed to be replaced first.”

Vehicle assessments were conducted with the University’s Motor Pool Garage/Service, and, in total, 140 vehicles were assessed. Additionally, 9

Please see FLEET, Page 4
Protec Recycling assures that all collected materials will be contained and recycled in a manner that is environmentally safe, and handled in strict compliance with the guidelines set forth by the Alabama Department of Environmental Protection and applicable city and county laws. Protec adheres to a strict “No Export, No Landfill” policy; all electronics and components are recycled with R2 Certified downstream vendors.

Info-carrying devices such as hard drives that are not commissioned to be shredded will be sanitized using the Department of Defense recommended methods such as degaussing prior to recycling. UAB is not responsible for any information left on items accepted or processed by the electronics recycling program.

The center also accepts paper, cardboard, aluminum cans, steel cans, #1 & #2 plastic bottles and used cooking grease. Specifics on accepted items, including where to place the items, can be found on the Recycling Brochure.

The Recycling Center drop-off hours are Mondays, 6:30-9:30 a.m. and 3-6 p.m. If Monday is a holiday, the center will be open on the next regular workday. Drop off recycling at 620 11th Street South. For more information email recycling at recycle@uab.edu or call 996-9043.

Answers to All-Hands, FACE questions

Q: Please explain the new bad weather pay/on-call pay on campus plan again.
A: The Adverse Weather Plan is posted on the Facilities website. Please review the plan, and refer questions to your supervisor, manager or Facilities Payroll.

Q: What about computers in the buildings we work at to put in work orders and clock in and out?
A: There are computers available for use in many areas that allow you to complete your jobs right now. In the future, hopefully, we will have new systems and computers that will allow this to happen in more areas. Currently, clocking in and out is preferred to happen in the home location of each employee. If there is an area that needs more computers, please send a request to your supervisor for approval.

Q: How does Maintenance have keys to all offices and labs and we do not?
A: Certain people in maintenance have keys to areas that are needed in case of emergency or repairs. Certain people in Building Services have keys to areas that are needed in case of emergency. Those keys are not issued to everyone because Key Control would like to limit who has access based on Federal, State and University rules. Also, keys are issued based on assignments and schedules. If you do not have the keys you need to complete your work, please contact your supervisor or manager.

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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.

Core Values

Enhancing Customer Service
Stewarding Facilities Resources
Valuing the Environment
Enhancing Safety
Promoting Sustainability
Valuing Inclusivity
Answers to All-Hands, FACE 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 these! Keep the excellent suggestions coming!

Q: There is a lot of female discrimination in Facilities. I see men getting asked to go to meetings, trips, etc. when the women are completely left out. Why is this still happening in this day and time?
A: Discrimination should not be happening. Not being included, especially if it impacts your ability to do your job effectively, needs to be addressed. If you feel comfortable speaking with your manager, that would be a good place to start. You can also speak with Sharon George in Facilities Human Resources at sharonhr@uab.edu. As we start our second cohort of the Supervisor Development Series, we will be sure to include this in our curriculum.

Q: Since we are not able to get a better raise, how about letting us into the matching retirement program – TIAA-CREF?
A: All benefited employees may contribute to the optional retirement plans managed by TIAA-CREF and Valic. You may receive a tax benefit by saving with UAB, so you are encouraged to contact Facilities HR or UAB Benefits to learn more about this plan. Currently, only monthly employees receive a match. The UAB Benefits Committee has reviewed expanding this benefit in the past, and will continue to do so. Facilities HR has asked the committee to review this request this year.

Q: Some departments get more like uniforms, retirement parties. Some people are different in same department.
A: Employees who are retire with years of service can choose to have a either a party or receive gift card in amounts ranging from $450-$600 based on years of service in the TRS System. New uniforms are being considered by Facilities Management to best meet the business needs of that group.

Q: You need to give all employees parking decals so we can park for free. The parking is too expensive here. The parking here is at least $2-$4 a day.
A: Standard parking permits are $50/month and are available through Parking Services. We do not have the authority to change the rates, however, we will provide your feedback to the Parking department. Remote parking permits are available for qualified employees for $11/month, which is a cheaper option.

Q: We are answering All-Hands questions as space allows in a few issues of the Newsletter, because we had so many.

Q: With so many security question if it’s possible we can get someone from the UAB Police to attend the meeting. We need to start these meetings by addressing the fire escape route and security for us.
A: The police will be attending the next All-Hands Meeting, and will be one of our guest speakers. We will begin including emergency procedures at the start of every All-Hands Meeting.

Q: Job descriptions need to be updated. Will you discuss these upgrades that are needed with each manager?
A: UAB Compensation creates, maintains and updates the official UAB Job Descriptions. Facilities HR maintains our Division’s job descriptions, which are in line with the UAB descriptions, but more specifically tailored to the job duties performed in our area. As mentioned at the All-Hands Meeting, the Facilities HR department will focus on reviewing position descriptions throughout the year. The goal is to review major categories and have the position descriptions updated and reviewed every three years. This process is twofold. At times, there is a specific need or transition in a position that will begin this process. There is also a plan set in place to review positions every three years, so the plan will stay on course unless there is a special situation as noted above.

Q: Why do building services employees have to stay during holidays when there isn’t anyone in the buildings we cover?
A: We must maintain minimal staffing to address issues that may occur. Many preventive maintenance and/or deep cleaning can be more easily completed by our staff during the time when few employees are working in the building. If an employee would like to be off during this time, they should request vacation from their supervisor.

Q: Recently, the question was asked about the duplication of clocking in with a badge and also paper time clock and also putting your work performed on the computer and also filling out a work sheet. Doing all these things is unnecessary and a waste of paper. The response given was to give the supervisors name and/or area involved or be more specific. The correct answer should have been that management will put out the policy on this and email it to all supervisors and management, and that it should be adhered to. Wasting paper, ink, time and money is not going green.
A: We do need to understand the situation in order to address the real issue. Putting a Band-Aid on an issue will not help. We did find one area that had too many systems for documentation and that has been addressed and resolved. If there are other areas, please let us know so we can address the area specifically.

Q: Is it true they are hiring even more supervisors even though we can’t fill craft positions?
A: There is one open supervisor position that we are considering filling in the coming months.

Q: Where do the raises for the AVPs and SFO come from? Those tend to be made annually.
A: Merit and market increases for all Facilities employees, regardless of position, are paid for with UAB funding. AVP and SFO increases, as with all non job-rate Facilities employee increases, are tied to performance. Each employee has to set goals for the year with their supervisor and, based on their accomplishments, are eligible for increases when funds are available.

Q: Why do building services employees have to stay during holidays when there isn’t anyone in the buildings we cover? Why is this still happening in this day and time?
A: Discrimination should not be happening. Not being included, especially if it impacts your ability to do your job effectively, needs to be addressed. If you feel comfortable speaking with your manager, that would be a good place to start. You can also speak with Sharon George in Facilities Human Resources at sharonhr@uab.edu. As we start our second cohort of the Supervisor Development Series, we will be sure to include this in our curriculum.
Facilities HR proactively announcing job openings

Employees who are interested in new job openings within the Facilities Division are encouraged to check out the Digital Bulletin Board (DBB) in their areas. The DBBs are updated weekly with a current list of job openings, and have been since October.

If you do not have a DBB in your area, you can find all UAB job openings at uab.edu/humanresources/home/careers. You can narrow down job listings by using the keyword “facilities.”

Facilities HR is committed to informing employees when job opportunities are available. This allows current employees to apply for higher level positions, recommend someone they know to apply for a job or be aware when our staff is growing.

Employees without regular access to a computer may use one in the Facilities Professional Development Center during scheduled free time to review new openings.

FLEET
From Page 1

vehicles were deemed inoperable or stolen and 1 was unclaimed. A plan has been implemented to replace all 150 fleet vehicles, from worst to best, during the next 10 years, dependent on the budget available each year.

During this process, it became evident that certain purchasing standards needed to be updated. With the new fleet plan, purchased vehicles must not be older than 5 years or have more than 25,000 miles. Emphasis will be placed on replacing current fleet vehicles with street legal golf carts where appropriate, and with purchasing electric vehicles, alternative fuel vehicles when possible to cut down on emissions and fuel usage. When traditionally-fueled vehicles are necessary, Ford vehicles are the standard.

The Facilities Division is committed to replacing fleet vehicles in a timely manner and hope to have the most needed replacements completed shortly.

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### Facilities Division Professional Development Center schedule for March 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></td>
<td>OPEN</td>
<td>OPEN</td>
<td>ACCESS (Using Queries) 8:30 a.m.-12 p.m.</td>
<td>OPEN</td>
<td>Scheduled free time for employee computer use.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>OPEN</td>
<td>Intro to Computers 9-11 a.m.</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>OPEN</td>
<td>Scheduled free time for employee computer use.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
<td>OPEN</td>
<td>OPEN</td>
<td>EXCEL (Get Started) 9-11:30 a.m.</td>
<td>Scheduled free time for employee computer use.</td>
<td></td>
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<tr>
<td>20</td>
<td>Outlook Basics 9-11 a.m.</td>
<td>Intro to Computers 8:30-10:30 a.m.</td>
<td>EXCEL (Finding Data) 9 a.m.-Noon</td>
<td>OPEN</td>
<td>Scheduled free time for employee computer use.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>OPEN</td>
<td>OPEN</td>
<td>Outlook Intermediate 9-11 a.m.</td>
<td>OPEN</td>
<td>OPEN</td>
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</tbody>
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Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.