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

Sustainability hosts events

Earth Week’s festival, lecture and awards prove successful

UAB Sustainability’s annual Earth Week was held in April with events celebrating different ways to incorporate sustainability and recycling into your daily life. Julie Price, Coordinator of UAB Sustainability, worked to bring more than 30 vendors to the UAB Earth Day Festival.

“The festival is a great opportunity for our students and staff to learn about ways to live and work more sustainably through our vendor tables – from electric cars and home efficiency testing to environmental organizations and healthy lifestyle vendors,” Price said.

A new addition to the Festival was the presentation of the Sustainability Leadership Awards. These awards, in their inaugural year, were presented to groups on campus that have given special effort to

Administration update regarding increases

The new UAB minimum wage increase took effect March 20 and was reflected on the April 8 paycheck. This increase in minimum wage follows an internal increase the Facilities Division provided its employees in October 2015.

While the compression issues have yet to be addressed for the most recent increase, administration officials do not anticipate any news on this topic before the new fiscal year begins in October.

Guidance on how to address these issues will be given by UAB Compensation in June during the routine budgeting process.

“We hope to be able to share more information during the next All-Hands Meeting scheduled for early August,” said Jolene King, Assistant Vice President for Facilities Administration and Occupational Health & Safety. “Thank you for your continued support as we work through the details.”
support new sustainability programs on campus. The awardees were UAB Print & Mail, UAB Shipping & Receiving, and UAB Student Housing and Residence Life.

UAB Print & Mail and UAB Shipping & Receiving worked together to execute the ink and toner cartridge recycling program. In the first six months, the program recycled 4,800 pounds of toner and ink cartridges.

UAB Student Housing and Residence Life worked with UAB Sustainability to execute an Investment Fund project submitted by Green Initiative. The project placed recycling bins on every floor of every residence hall, which required input from Housing and Residence Life regarding size and locations of the bins.

The Festival is just one of the events featured during Earth Week. A Household Hazardous Waste and Electronic Waste Collection was held at the UAB Recycling Center, enabling UAB staff and students to safely dispose of paints, motor oil, pesticides, electronics, etc.

UAB Campus Services and Grounds also helped spread the word about litter during the week by placing displays around campus containing the trash they had picked up during the previous week. The displays were placed in highly visible locations including the Campus Green and outside of the Kirklin Clinic. Signs attached to the displays provided information about the time the group spends collecting litter and emphasized individual responsibility in keeping the campus clean.
**Group Spotlight**

*This is a new feature in the Facilities Division Newsletter. We will be spotlighting a group from our division in each issue of the newsletter, showing what they do and what they enjoy about working at UAB.*

As a Supervisor in Building Services, Georgia Smith relies on her Group Leaders to ensure her employees have what they need to maintain their buildings.

“When all of the employees under my supervision help each other with a smile, that’s the best part of my job,” Smith said.

Group Leader Yvonne Henderson is responsible for 13 areas on campus, and she says it all comes back to her customers.

“My customers make my day better,” Henderson said. “We tell jokes and have fun.”

The Building Services employees on her team echo her sentiments.

“My favorite part about working at UAB is interacting with staff and customers, making sure every customer is being provided great service,” said Corey Walker.

“(The best part is) when the students and faculty say thank you for a great job,” said Kevin Ricks. “It gives me a very good feeling.”

This customer-service focused group maintains buildings such as Heritage Hall, Hardy Building, Recycling Center and others.

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**Answers to All-Hands, FACE questions**

**Q:** Why did the employees from Area 4 have to clock out and take their personal vehicles to the CraneWorks Christmas dinner? CraneWorks is a vendor. Maintenance has always been allowed to go. They are an important vendor. Why are the rules so totally different from one area to the other? Seems like writing rules down in a handbook is a total waste of time. No wonder we run off our talent.

**A:** Thank you for your request for clarification. It appears that the Area 4 staff were following the correct procedures. We sought guidance from the UAB Compliance Officer about holiday meals and our policies state that if a vendor wants to have a drop in holiday thank you meal,

- We need to use personal vehicles since it is not a UAB event
- We need to use personal time
- It should be of “de minimis” value which means less than $25 for the meal. This would typically be snacks, or light refreshments and not a large or expensive meal
- We are not allowed to accept gifts

This policy was created by the Alabama Ethics Commission and we must abide by those regulations. More information can be found at: http://ethics.alabama.gov/default2.aspx.

**Q:** What is UAB policy on an employee being on limited duty as per a doctor’s orders?

**A:** There are times when employees are unable to fully perform their job duties due to medical restrictions. Many departments can accommodate restrictions for a limited time, but this may not always be the case. Requests are reviewed on a case-by-case basis. The employee, department, Facilities HR and UAB Employee Health may work together to review the job description and restrictions to determine if the employee can safely perform their duties. The employee’s health and safety are of primary concern.

**Q:** What does it mean to be a University State Employee?

**A:** Teachers’ Retirement System (TRS) provides benefits to qualified members employed by state-supported educational institutions, including public employees of K-12 school systems, two-year Community Colleges, four-year higher education institutions, and state education agencies.

**Q:** Does the University really believe that a sign for UAB to replace a Pepsi Cola sign for a small $300,000 yearly fee is a good deal? Most of the Birmingham area knows about UAB already. We can put a sign on one or more of our own buildings if needed for a lot less and a one time cost. Why not rent billboards further out of town to advertise UAB to potential students that don’t drive past the campus often?

**A:** Thank you for your question. This is something that has yet to be settled with the city, and is a university level decision. As such, we cannot comment on the sign or its associated fees.
Departments encouraged to request training classes

As part of an ongoing training effort, the Professional Development Program offered a department suggested training class during the month of April on INSITE – View FM. A class on how to use the read only application was requested from a Project Management Services employee.

The class covered how to use the application that allows floor plans to be distributed and viewed showing space-related data elements. Class participants were taught how to calculate areas, view departmental allocations and produce colorful displays of architectural uses.

The Professional Development Program partnered with UAB Cost & Space Analysis Department to coordinate the training session.

This is just one of the specialized trainings the Professional Development Program is equipped to provide. This month an Intro to Photoshop class is scheduled that was requested by several employees.

Laura Marsh, Facilities Training Specialist, can work with any Facilities department on requests for specific training sessions. These sessions are held in the fully-equipped Professional Development Center and are taught by qualified instructors.

The Facilities Division has placed an emphasis on training by providing the space and resources so that employees can receive enhanced on-the-job application skills. The monthly calendar is printed here in the newsletter and can also be found on the Digital Bulletin Boards.

Those interested in suggesting new training sessions are encouraged to reach out to Marsh at llmarsh@uab.edu or 934-1054.

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**MAY 2016**

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Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.