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

UAB launches safety app

Occupational Health & Safety’s Emergency Management partnered this summer with UAB Police to launch the Rave Guardian app for UAB’s campus.

The app can be downloaded for free and is customized for UAB users when they sign up using their uab.edu or uabmc.edu email address.

The mobile safety app allows users to designate “guardians” — who can be family, friends or even the UAB Police Department — to provide a virtual safety escort.

The user sets a timer and designates a guardian; if the user does not deactivate the timer, the Rave Guardian app will alert the designated guardian.

Information regarding increases coming soon

As announced at the All-Hands Meeting in July, the institution did not receive additional funding to support increases for UAB employees. However, the Facilities Division has drafted a plan to internally reallocate resources to provide increases for our employees.

The Facilities Division has received a decision regarding its plan. More specific information regarding the decision on increases will be announced next week via email to all employees.

That email will include information about the approved plan.

Rave Guardian is a free, personal safety app and service available to anyone with a UAB email address.
Facilities Division Newsletter

Facilities names new HR manager

The new leadership in Facilities HR is an opportunity to reintroduce the team and the services they provide to Facilities employees.

While any member of the Facilities HR team can help with any request, each member does have a specific role they perform.

**Kimberly Heard**, Facilities HR administrative supervisor, and **Joana Ganey**, administrative support specialist, can both help you with any employment needs including PAR/CRFs.

**Laura Marsh**, Facilities training specialist, can assist with any training, Professional Development Program forms and performance evaluations.

**Terry Dillard**, office services specialist III, is available to help with leaves of absence, job descriptions, retirement/temporary employee status reports, retirement gift cards, policies and procedures and separation checklists.

### Facilities Division Professional Development Center schedule for October 2015

<table>
<thead>
<tr>
<th>Sunday</th>
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<th>Tuesday</th>
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<tr>
<td></td>
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<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>Intro to Computers 9-11 a.m.</td>
<td>OPEN</td>
<td>EXCEL (Calculations) 9 a.m.-Noon</td>
<td>Scheduled free time for employee computer use.</td>
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<td>Outlook Basics 9-11 a.m.</td>
<td>EXCEL (Pivot Tables) 9-11:30 a.m.</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
<td>EXCEL (Format &amp; Manage) 8:30 a.m.-Noon</td>
<td>Scheduled free time for employee computer use.</td>
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<td>11</td>
<td>OPEN</td>
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<td>Outlook Basics 9-11 a.m.</td>
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<td>Scheduled free time for employee computer use.</td>
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<td>26</td>
<td>Outlook Intermediate 9-11 a.m.</td>
<td>ACCESS (Storing &amp; Managing) 9 a.m.-12:30 p.m.</td>
<td>Intro to Computers 8:30-10:30 a.m.</td>
<td>OPEN</td>
<td>Scheduled 30 free time for employee computer use.</td>
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Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.
2015 Facilities Division Picnic
Answers to All-Hands Meeting, FACE box questions

Q: I have no light at UAB Task--need a new floor machine.
A: If you have equipment needs, please forward them to your supervisor and/or director.

Supervisors and managers: You have a vital role in solving these issues. Please help by being open to hearing the needs and escalating them if you need help to resolve the issue.

Q: Speaking of lights in Bartow, why couldn’t the old lights (which were still working) have been sold or donated instead of going to the scrap yard?
A: The old lights were brought to the UAB salvage department for sale by the proper University procedures.

Q: Why do the women have to tuck their shirts in?
A: It is all a part of the image that the department projects to the rest of the University. If we look professional, the rest of campus will see us as professionals and treat us like that. Part of being a professional is to wear a uniform that is neat, clean, and presentable.

Q: UAB gave us a set of uniform. Included in the uniform is UAB Blazers t-shirt with pocket. My question is why can’t we wear the shirts to work?
A: The building services staff has been allowed to wear the t-shirts since the question was asked at the All Staff. We are working on a lighter, more breathable fabric for next summer’s uniforms.

Q: If we are asked to log in from home while on duty and fix things or make changes is there any way to get paid for our time?
A: Please share your specific situation with Kimberly Heard at heard@uab.edu or at 996-5012 to resolve, if needed.

Q: Can the air be fixed in the old building?
A: Please submit a work order or call dispatch at 934-WORK (9675).

Q: If we are asked to log in from home while on duty and fix things or make changes is there any way to get paid for our time?
A: Please share your specific situation with Kimberly Heard at heard@uab.edu or at 996-5012 to resolve, if needed.

Q: These uniforms we are wearing all are hot. Most of all employees look alike (male & female). We need uniforms to separate men from females.
A: Uniforms are meant to project a professional image of the department. They need to be clean, neat and project an image of professionalism. The point of a Uniform is to look the same so that we can be seen as one department. If we are seen as professionals, we will be treated as professionals. Additionally, we are planning for some new material to be available for the summer so it breathes easier in the heat.

Q: I ask about people like myself who went back to school and received a long and short certificate in HVACR. Will there ever be an apprentice program? It’s going on 2 years since I asked that question. I have over 20 years as a craft mechanic and I am a self-starter.
A: We are working on this right now. As part of the CEMP program, we are evaluating where we are as a department to determine what we need going forward. Once that is complete, we can look at how to implement a worthwhile apprentice program that will help all of the employees. We should know more by February of 2016.

Q: What are you going to do about 2 people working in a building? You have to work it to understand. I feel like nobody really cares.
A: Assignments are issued based upon the building square footage and the task and frequency schedules. The managers and supervisors have the responsibility to issue assignments based upon the duties and specifics for the building and the routine tasks. If there are additional items that are necessary to discuss, please contact your supervisor or manager.

Q: What can’t maintenance wear t-shirts (UAB approved), jeans and shorts in hot weather, like other departments? And shouldn’t supervisors wear shirts with ties and dress pants instead of jeans and Harley shirts?
A: This is being worked on right now. There will be a plan for next summer.

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Q: I am aware that this question has been asked numerous times but can you tell us what the incentive is for us to work 3+ years with no pay raises? What should our incentive be moving forward?
A: It is hard when costs go up and income doesn’t. Over the past few years: 2013 3% increase; 2014 0% increase; 2015 0% increase. We have recently received information regarding increases available for 2016. We will communicate that information to employees next week. Aside from the issue of increases, Employment at UAB does offer many benefits not always available in other industries: vacation, sick and holiday accruals.
**Trustee tours major Facilities projects**

James W. Wilson III, member of The University of Alabama System Board of Trustees, visited campus to tour the unfinished Hill University Center and the newly completed residence hall. From left to right: Provost Linda Lucas, Ph.D.; Carolyn Farley, director of Academic and Student Services Operations; Trustee Wilson; Allen Bolton, vice president for Financial Affairs and Administration; and Robert McMains, senior facilities officer. Facilities Division Photo

**RAVE**

From Page 1

before it expires, an alert is sent to the guardian with the user’s location.

The app also allows for direct emergency access to UAB PD — essentially serving as a personal panic button through which police can identify the user’s location.

Users can also quickly report suspicious activity directly to UABPD, and even send photos.

More information about the app and downloading instructions are available at www.uab.edu/emergency/rave-guardian.

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

**Q:** This is in response to the July issue of the newsletter which asked about general mechanics working on a 480 volt lighting system. We all know that 480 volts is made up of two 277 volt legs or phases that are united together to make up 480 volts, but the top used on the ballast for these lights has to have 480 volts to run these lights. It sounded as if someone wanted to patronize their answer to general mechanics to make it seem that GM’s are stupid or morons. Some are legal card-carrying electricians, plumbers and HVAC’s. It sounds like an asinine answer to a legitimate question. Her is my question: Why are we having people break the rules you set for us? When you check for power at the ballast, you have to have 480 volts o have the lights work. As a side note—that requires 2 legs of 277 volts to achieve 480 volts to run the lights. This should be a safety issue and addressed as such. Don’t wait for a tragedy to happen before something changes. We know electricians are kept busy running generators, etc. with no OT available.

**A:** The last answer was not intended to be disrespectful. The procedure is the same for systems of 600 Volts or less. 277 Volts and 480 Volts should utilize the same safety standards regarding of the voltage.

We are in the process of changing the standard to say this very thing, that it is for 600 Volts or less. We would prefer that all systems that are worked on are powered down before any work begins. Also, any work that you determine to be unsafe needs to be discussed with your supervisor to get the proper procedures in place before any work is started. To discuss specifics, please contact Mike Gebeke at 975-8453 or mgebeke@uab.edu.

**Supervisors and managers:** You have a vital role in solving these issues. Please help by being open to hearing the needs and escalating them if you need help to resolve the issue.

**Q:** Bob, you told us last meeting that there would be no raises yet several months ago the supervisors received promotions and raises. They are already making a good wage and we already do some of their work. Can we get a raise soon? Morale is at an all time low among the trades, mostly as a result of engineers’ talking down to the working person. We need more communication from them and more respect.

**A:** Supervisor raises have been brought up several times in questions, and, after reviewing the data, it has been determined there was not a standard raise for supervisors or managers across the board. Although there were some increases in specific situations, personnel information cannot be distributed or discussed. We have recently received information regarding increases available for 2016. We will communicate that information to employees next week.

Additionally, we are all responsible for increasing moral together. If you are experiencing employee relations problems, please contact Facilities HR.

**Q:** There is a rumor that there is something coming down the pipeline from upper management that is going to make a lot of people (workers) mad. Is this true? If it is can you elaborate on it? One former supervisor’s philosophy was that if you kept the workers mad you could get more work out of them. Is this management’s philosophy?

**A:** We are not in the habit of addressing rumors, but we want to stress the importance of both the employees and the supervisors continuing to build relationships. Since we don’t know what the rumors are or where they come from, it’s better to focus on working toward continuous improvement in our relationships with each other and building trust.

**Q:** Stop including inflammatory suggestions in newsletter.

**A:** Originally, every question was going to be answered as is. Moving forward, they will be edited to remove inflammatory remarks. While the question will still be answered, the inflammatory remarks will not be published.

**Q:** There is a rumor that self evaluations are a joke if when we evaluate ourselves “y’all” go in an change everything we do the evaluations and write down. My suggestion just let the supervisor do the evaluations and leave us out of the loop. A self evaluation is what you think and what you feel you are worth. So everyone should evaluate their self highly.

**A:** A supervisor viewpoint doesn’t always align with the employees viewpoint regarding evaluations. When the two perspectives are different, this is an excellent time to have a conversation and clarify expectations.

**Q:** This is my question: Why are electricians, plumbers and HVAC’s. It sounds like a vital role in solving these issues. Please help by being open to hearing the needs and escalating them if you need help to resolve the issue.

**A:** We are not in the habit of addressing rumors, but we want to stress the importance of both the employees and the supervisors continuing to build relationships. Since we don’t know what the rumors are or where they come from, it’s better to focus on working toward continuous improvement in our relationships with each other and building trust.

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