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

Open Enrollment starts

With an active Open Enrollment, any benefit-eligible employee who does not select a 2016 medical plan option during Open Enrollment will not have medical coverage for 2016.

Employees must take action to have medical coverage

UAB Open Enrollment began October 30 and will end November 16.

There are four things employees need to keep in mind with this year’s Open Enrollment that are different from previous years:

1. This year’s Open Enrollment is an active enrollment and requires action from ALL benefit eligible employees. Those who do not participate will not have coverage for 2016. You can renew your coverage through the UAB for Me portal.
2. Effective Jan. 1, 2016, the Viva Access and Blue Cross Blue Shield (BCBS) employer portion of the premium will now be the same. With this change, the 2016 employee portion of the premium for BCBS will decrease. Rates for all other medical plans will increase 3 percent for employees on single plans and 5 percent for employees on...

CommuteSmart program open to all employees

The UAB employee CommuteSmart Program is a service provided by UAB Parking and Transportation Services. Employees must sign up in groups of three or more. The program is intended to promote carpooling as an alternative to individual commuting, which helps reduce environmental pollution. Both full-time and part-time UAB employees can participate. Participants must carpool at least three days per week to be eligible to receive incentives. Each carpool will receive a reserved carpool space in close proximity to the primary driver’s office or a nearby bus stop. Emergency passes for days when you need to drive separately and other benefits. Those interested in the program are encouraged to visit the CommuteSmart website at commutesmart.org/birmingham or Parking Services at 608 8th Street South.
ACTION
From Page 1

employee-plus-up to two dependents and family plans. It’s important to note the increase is 3-5 percent of the premium, not of the employee’s income. Premiums on all dental and vision plans will not change. Also medical plan design for each plan will remain the same for 2016.

3. In keeping with UAB’s emphasis on creating a culture of health and wellness, employees will be required to state whether they have used tobacco products in the past six months. A $50 monthly tobacco surcharge will be applied to all declared tobacco users, beginning Jan. 1, 2016. Finally, there is more information on all of these points, including how to enroll in benefits, what the benefit options are and all resources available to employees, can be found on the UAB for Me portal at uab.edu/hrintouch. Employees must log in with their BlazerID and password. Employees will also notice the following changes to the benefits package:

The annual maximum limit for the Health Care FSA plan has changed to be $2,550 in 2016. The Dependent Care annual maximum limit will remain at $5,000. By July 2016, UAB will begin providing up to four weeks of paid leave for eligible employees expecting the birth or adoption of a child.

All of this information, including much more detail, can be found online at uab.edu/hrintouch. The annual benefits newsletter has also been mailed to every employee.

Need help during Open Enrollment?
The Facilities Professional Development Center will be staffed during the following times to assist employees:

Oct. 30 1-5 p.m.
Nov. 6 8 a.m.-Noon
Nov. 13 9 a.m.-1 p.m.

The center is located in the 616 Building, Room 140.

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

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<tr>
<th>Sunday</th>
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<tr>
<td>1</td>
<td>Outlook Basics 9-11 a.m.</td>
<td>2</td>
<td>OPEN</td>
<td>3</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
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<td>5</td>
<td>Benefit help 8 a.m.-Noon</td>
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<td>Noon-5 p.m.</td>
<td>Open hours</td>
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<td>8</td>
<td>Intro. to Computers 8:30-10:30 a.m.</td>
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<td>EXCEL (Get Started) 9-11:30 a.m.</td>
<td>10</td>
<td>GORRIE-REGAN (Basics) 9-11 a.m.</td>
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<td>Benefit help 9 a.m.-1 p.m.</td>
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<td>OPEN</td>
<td>16</td>
<td>Intro. to Computers 9-11 a.m.</td>
<td>17</td>
<td>ACCESS (Using Queries) 8:30 a.m.-12 p.m.</td>
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<td>19</td>
<td>Scheduled free time for employee computer use.</td>
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<td>Thanksgiving Holiday</td>
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<td>Outlook Intermediate 9-11 a.m.</td>
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<td>Thanksgiving Holiday</td>
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Attend a UAB Benefits Presentation for 2016

Learn more about the 2016 benefit changes at one of the following benefit presentations:

**Friday, Oct. 30**
8:30-9:30 a.m.
1st Floor Volker Hall, Lecture Room B

**Monday, Nov. 2**
5-6 p.m.
West Pavilion Conference Center, Room E

**Tuesday, Nov. 3**
2-3 p.m.
Facilities Conference Center

**Wednesday, Nov. 4**
9-10 a.m.
1st Floor Volker Hall, Lecture Room B

**Thursday, Nov. 5**
8:30-9:30 p.m.
Facilities Professional Development Center

**Friday, Nov. 6**
7-8 a.m.
West Pavilion Conference Center, Room E

**Monday, Nov. 9**
8:30-9:30 a.m.
Margaret Cameron Spain Auditorium

**Tuesday, Nov. 10**
11 a.m.-Noon
UAB Highlands Media Center

**Wednesday, Nov. 11**
2-3 p.m.
West Pavilion Conference Center, Board Room

**Thursday, Nov. 12**
2-3 p.m.
West Pavilion Conference Center, Board Room

Answers to All-Hands Meeting, FACE box questions

**Q:** We should get a ham for Thanksgiving and Christmas.
**A:** Since UAB is a state entity and employees are considered quasi state employees, UAB must abide by the state law, which prohibits gifts to employees. Unfortunately, a ham or turkey or other similar items are deemed a gift and cannot be provided to employees. However, our FACE committee continues to work diligently on fun activities that celebrate our employees and cannot be provided.

**Q:** My suggestion is for everyone to monitor their own CAMS alarm system.
**A:** CAMS alarms will be changing in the immediate future. We are in the process of changing to a Siemens system that will make the CAMS system obsolete. At the same time, we are working with the people who are responsible for the alarms to determine how we will respond to them in the future. Hopefully, after the new system is in place, we will have a more complete answer with alarms we monitor and which alarms will be monitored by the researchers themselves.

**Q:** We need a $2 raise.
**A:** The FY16 salary/raise information for Facilities was distributed on October 12, 2015.

**Q:** Do UAB employees get paid for lunch?
**A:** From the You and UAB Handbook: 4.5 Meal Breaks and Rest Periods
Rest periods are allowed, but they are not guaranteed. Where rest periods are allowed, they are limited to two 15-minute breaks per shift. Breaks may not be accumulated to allow employees to leave work early or to extend or replace a lunch period. UAB provides meal breaks of 30 minutes, 45 minutes or one hour depending on the work unit. Meal breaks of 30 minutes or more are unpaid and should be uninterrupted.

**Q:** How often does UAB check employees driving record?
**A:** The Vehicle Safety Management Program states that driving records for any person who operates a vehicle on UAB business on a daily, weekly or regular basis are to be reviewed annually.

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Facilities Division Newsletter

Answers to All-Hands Meeting, FACE box questions

Q: Why is the employee not asked for input prior to evaluations? Many significant accomplishments are not known or remembered by supervisors.
A: Thank you for your feedback. Training is provided to supervisors about how to collect information as it relates to the performance review. Currently, supervisors are encouraged to obtain feedback from staff.

Q: Can we have more workers and group leaders?
A: Budgeted and approved vacant positions are currently being reviewed with the department and Facilities HR, and will be filled in a timely manner.

Q: Why can’t they save the front seats for all the supervisors/group leaders when we have meetings?
A: Supervisors and group leaders should be available to assist in answering questions from the audience, regardless of where they sit.

Q: Why has the state, in the past, mandated pay increases of 5% one year, 3% another year, but hourly employees were only given half of what was budgeted by the state for employees?
A: We’re not aware of this specific situation happening. The state did not provide funding to UAB for increases this year. Our increases were provided by making difficult choices and internally reallocating funds.

Q: Last year raises were given out to supervisors and above in the Maintenance Department. They were also given to the manager and above in Support Services. This seems discriminatory. Why has this been allowed?
A: Last year there were several supervisors in the Maintenance department that received an equity increase that was given to fix a lack of credit for all of their experience. We take pride in the fact that we can correct these problems when they are found and give the employee the appropriate compensation for their experience level. These are not merit or cost-of-living increases.

Q: There is an employee in hospital maintenance that seems to talk down to employees. His attitude has caused myself and others to avoid him whenever possible.
A: If there are issues with any employee, they can be raised with a supervisor, the supervisor’s supervisor, or Facilities HR. The evaluations will change each year based on performance, goals set for the year, goals met and other evaluation methods used to determine how well an employee is doing. Mandatory training is being provided to supervisors in order to continue to become more consistent and fair in the review.

Q: Why is it that when our checks are not right we have to wait 4-5 days to get our money? Something needs to be done.
A: We are committed to paying our employees correctly and on time. Our payroll manager is working with central to develop error reports to catch mistakes before the processing deadline.

Q: We have noticed that UAB has allowed certain religions to have special places to pray during the day. Does this mean that all religions are entitled to take breaks in the middle of the day to pray publicly?
A: UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, gender, faith, etc. Under Title VII, the University does not discriminate against religious practices where the accommodation does not impose undue hardship.

Q: Last year supervisors in the Maintenance department received an 11.02% raise. The supervisors in Support Services did not receive a raise at all. Why did Support Services supervisors not receive the same pay raise?
A: Last year there were several supervisors in the Maintenance department that received an equity increase that was given to fix a lack of credit for all of their experience. We take pride in the fact that we can correct these problems when they are found and give the employee the appropriate compensation for their experience levels. These are not merit increases or cost-of-living increases.

Q: If anyone is concerned about saving time and/or money, this is just one procedure sequence that needs to be fixed or changed. As a campus maintenance worker, I am responsible for: my equipment, my buildings, appearance of my buildings, and most of all, keeping my customer/occupants happy. Situation: Contractors are hired to do various things in our buildings. Hired by either Maintenance, Design build or the occupants of the building themselves or others. There is no accountability for the work that is being done. Everything that contractors do affects everyone: our occupants, maintenance, but most of all me. I have to fix, redo, clean up, or give excuses for shoddy work. Things are done and I don’t even know who does it, when they do it, what all they have done or didn’t do. Solution: Our supervisors should be responsible for every aspect of their building. Every contractor that steps foot in our building should be authorized to do so by our supervisor, no matter who hired them. Our supervisor should then notify us about who is doing work in our building and what they are doing. Our supervisor tells the contractor to contact us on when they are doing the work. We know our buildings better than anyone, we might have information that will save all of us time or money. Also, that way supervisors can get feedback from us so the supervisor can contact the contractors to either finish, clean up after themselves, etc.
A: We agree that this is a problem in buildings all over campus. It is an ongoing issue that we have been seeking solutions for. Greg Parsons and Mike Gebeke have met to work out a plan for design review of projects, project meetings, ongoing construction review and commissioning procedures that will use supervisors as well as building level employee input and the inspection of all projects on campus. The first of many meetings for these projects should happen soon. We hope this will improve over the next year as our processes are implemented and the projects are completed.