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

Express Lot 4 to open soon

Parking lot to add more than 1,000 spaces to UAB campus

As the student and staff population at UAB grows, so does the demand for parking.

The Planning Design & Construction team has been working with UAB Parking & Transportation to create a plan, and the new remote parking lot #4 is part of that plan. The lot is slated to be open by late December.

The project includes an asphalt lot with approximately 1,100 parking spaces at the former Alagasco Operations Center and new concrete sidewalks along 5th Avenue and 10th Street. While the lot is not designated for any one group, Thom Anderson, Project Manager for Planning Design & Construction, said UAB Parking & Transportation

New file storage option rolls out to user groups

Facilities Information Technology has been working to implement a new digital file storage option for the Facilities Division, ensuring files can be easily shared and found when necessary. The eFileCabinet product has been rolled out to some users, and others will get the new system in the next month.

“We’re excited about this new system,” said Clay Boyce, ISS III. “We’ve rolled it out to PD&C. IT’s documents are already in the system. After a few weeks with PD&C, I hope to roll it out to HR and Finance. My plan is to have it rolled out to all departments in the FAB building by the end of this year.”

The new system is a replacement for the ApplicationXtender system, which has been outdated and underutilized by the Facilities Division.
Change to upcoming UAB Holiday Schedule

In order to provide faculty and staff some well-deserved additional time to enjoy the holidays with family and friends, UAB will be closed two additional days during the holidays:

**Friday, Dec. 23 and Friday, Dec. 30**

This will allow employees two four-day weekends, as the university was already scheduled to be closed Monday, Dec. 26 and Monday, Jan. 2. As with all UAB holidays, most campus operations will be suspended but essential services will continue. Managers should provide employees advance notice of the holiday work schedule, and units that receive personal holidays instead of designated ones should check with their supervisors regarding staffing.

**How does this affect the payroll schedule?**

Employees will still be paid according to the annual payroll schedule, which can be found at http://www.uab.edu/images/finance/vpad/pdf/payroll/2017_BW_Schedule.pdf. However, supervisors should be aware that the deadline to ensure information is correct in Gorrie-Regan is 9 a.m. on both Tuesday, Dec. 27 and Tuesday, Jan. 3. Any supervisor questions about deadlines can be directed to FAC-payroll@uab.edu.

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**Group Spotlight**

With experience spanning from 1 day to 15 years, the Building Services group that reports to Group Leader Jamelle Gardner ensures buildings such as Shelby, Bevill, CH19, CH20 and many others are maintained.

“UAB is a good place to work once you’ve learned what you’re supposed to do,” said Annetta Moore, who’s enjoyed working with customers for 13 years.

Tonya Scott says she enjoys the sense of teamwork with her co-workers, and working together to get the job done.

The newest member of the team, Andrea McGraw says the best part of starting her second day at UAB is having the opportunity to start anew.

“The best part of my job is getting to know so many people,” said Debra Calhoun.

Many members of the team say they appreciate the early Building Services shift, which enables them to spend more time with their families. And while the job can be hard, they say their co-workers and customers really make their day easier.

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**Core Values**

Enhancing **Customer Service**
Stewarding Facilities Resources
Valuing the **Environment**
Enhancing **Safety**
Promoting **Sustainability**
Valuing **Inclusivity**
When we got together for the photo, Field Supervisor Doug William’s Hospital Maintenance team was busy taking pages, addressing customer concerns and ensuring customer service was priority number one. It’s clear they take pride in their role.

“My customers make my job easier and joyful,” said Carl King, a General Mechanic.

D.J. Worthy said he really enjoys learning how to fix things he didn’t know how to fix before.

“One thing I would like people to know about Hospital Maintenance is that we do a lot of things that our customers are unaware of that keep things running on a daily basis,” said Kathy Butler, a General Mechanic. “We do preventative maintenance to keep things from breaking down.”

Danny Hutcheson said he relies on his rapport with his customers to keep him informed of maintenance issues ahead of the system.

“There is always a positive attitude projected by the maintenance staff that I have been privileged to work with,” Hutcheson said.

What’s new in construction

In an effort to keep our Facilities staff more informed of what is happening overall, we have included a list of recent projects from Planning Design & Construction:

• Kinesiology Lab/Classroom in Education Building
  Newly renovated space completed in September and the open house was held in early November.

• New sign at Alys Stephen’s Center
  Sign was designed by Chris Faulkner

• Disability Support Services Suite in Hill Student Center
  Project completed Nov. 4 and client moved in over the Thanksgiving Break.

• Steam and Chilled Water Line Utility Expansion
  Construction began in November

• New Collat School of Business & Harbert Institute for Innovation and Entrepreneurship
  Will begin construction in mid-December

Adverse Weather/Emergency Situation Practice available online

As we enter the winter season, which can be a time for adverse weather conditions, it’s a good time to revisit the Facilities Division Adverse Weather and Emergency Situation Practice.

When winter weather happens, the university may suspend operations, but Facilities Division employees must maintain its essential functions.

The Practice, which aligns with the university policy, details how employees are classified and compensated during an emergency event. Each department has also created an addendum, which specifies its essential functions when the university is placed on suspended operations and how they will ensure those functions are fulfilled.

Several members of the committee tasked with updating the Practice held presentations, so that employees were made aware of the Practice and how it would affect them.

The Practice and the departmental addendums can be found online under the Facilities Human Resources tab: www.uab.edu/facilities/fa/policies-procedures.

Be familiar with what to do in an adverse weather or emergency event. Ask your supervisor or a Facilities HR team member if you have any questions.

Happy Holidays from the Facilities Division!
eFileCabinet offers a suite of Electronic Content Management (ECM) products and services that help businesses and individuals work quicker, smarter and more collaboratively. More than 155,000 users worldwide rely on eFileCabinet solutions to store, share and protect their valuable and confidential business data assets.

The software will be a repository for all previously stored documents and a virtual warehouse for all stored documents moving forward. This will enable Facilities employees to more efficiently search and retrieve documents, as well as prevent duplication of data storage.

“Where now there are several versions of the same document stored in many different areas, this new system will enable us to track the correct, most up-to-date documents,” Boyce said.

Toys for Tots

UAB’s Toys for Tots drive ends Dec. 13. Toys can be dropped off at four Facilities locations:

- FAB 1st Floor
- 616 Building
- CH19, Room 445
- Facilities Support Building (822 Building)

FILE

From Page 1

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Winter Weather – Are You Prepared?

Ice, snow, sleet, frost, and extreme cold temperatures have been a threat to Alabama during the past few years and will continue to cause significant issues in the future. The ice event, commonly referred to as “snowmageddon,” in January 2014 underscored the need for personal preparedness plans and supplies. Many people were stranded at work or in their cars or had to walk long distances to get to safety. Most were caught unprepared, without warm clothes and shoes, emergency supplies and medication.

It’s not a matter of “if” but “when” extreme winter weather will affect Birmingham again. Forecasters at NOAA’s Climate Prediction Center are forecasting increased moisture and below-average temperatures for the Southeast. Now is the time to plan and prepare. The lists below will help guide you with some suggestions on necessary supplies. Are You Prepared?

### In your car:
- Jumper cables
- Flashlight & extra batteries
- Water for each person and pet
- Shovel
- Ice scraper
- Blankets or sleeping bags
- Cat litter or sand for better tire traction
- AM/FM radio to listen to traffic reports and emergency information
- Food items containing protein such as nuts and energy bars
- First aid kit
- Extra prescription and nonprescription drugs
- Flares or reflective triangle
- Baby supplies, if a small child is in the household
- Warm clothes, gloves and sturdy walking shoes
- Enough fuel to get home, even accounting for traffic
- Charged cell phone and charger

### At your home:
- Water
- Food
- Flashlight & extra batteries
- Battery-powered or hand-crank radio
- First aid kit
- Wrench or pliers to turn off utilities
- Signaling whistle
- Manual can opener for food
- Emergency Financial First Aid Kit – EFFAK
- Local maps
- Cell phone with chargers or solar charger
- Cash or travelers checks
- Food and extra water for pets
- Paper and pencil
- Prescription and nonprescription drugs
- For baby: formula, powdered milk, diapers, diaper rash ointment
- Canned or boxed freeze dried food
- Matches in water-proof container

### In your office:
- Copy of all prescription drugs, including picture of label on your smart phone
- At least a 72-hour supply of prescription and non-prescription drugs
- Few cans of non-perishable foods, such as soups in your desk or locker
- Manual can opener
- Copy of your family’s emergency and communication plan so you will know what everyone is supposed to do and where to be
- Flash light and extra batteries
- Sealable container to keep all of your supplies in – in case you need to grab and go due to evacuation of your workplace

Much more information and additional preparedness strategies can be found uab.edu/emergency and ready.gov.
Answers to All-Hands Meeting questions

HIRING/STAFFING
We have grouped all questions regarding hiring/staffing in this area.

Q: What are the duties of the group leader and are they required to help out when help is short on heavy work days? When you put in a supply list and don’t receive them and the supervisor is aware of this what is the next step you should take?
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 have spoken to both your group leader and supervisor regarding supplies, please consider making one additional request, and if no response, contact your Director. We want to make sure you have the tools and supplies needed to perform your duties and take care of our customers.

Q: The Grounds Dept. finds itself at a critical juncture of a quickly expanding campus and having/maintaining enough staff to be able to meet the needs levied upon us by said expansion. Many of us find ourselves forced to function within an extremely stressful and high-pressure environment through no fault of ours and yet we are not compensated for it as are other UAB employees. If not wages, at least support us by supplying us with proper funding so that we may hire the help that is so obviously and grossly lacking. This is not a selfish request. All of these things directly correlate to job quality, property aesthetics and customer satisfaction.
A: Thank you for your feedback. We are participating with central administration about more appropriately funding our departments based on the new square footage responsibilities we are acquiring or have already acquired.

PAY/BENEFITS
We have grouped all questions regarding pay/benefits in this area.

Q: Lead Man pay, does this exist at UAB and how does a person obtain this extra pay (dollar per hour). Does it go by knowledge or seniority. How many people in one group can get this extra pay.
A: With Supervisors in place, Facilities has a limited need for Group Leaders. If the department has a need for this role, selection would be based on employee qualifications. If you are interested in an opportunity to take on more responsibility and serve in a leadership role, please speak with your supervisor or manager.

Q: When is UAB going to the new pay system and do we have to clock out for lunch.
A: The new Kronos timeclocks are scheduled to be installed during early 2017. We are working with Central HR to determine if standard lunch schedules can be entered into the system to auto deduct for lunch. We will provide information and training on this system.

Q: Why after working here for over 10 years am I not making top out pay and/or making the same as people with the same job and can’t even do their job?
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.

Q: How is UAB addressing morale issues that stem from a gap between performance/knowledge and wage compensation. Within the body of employees in the Facilities Division, especially in Grounds it seems, there exist a wide spectrum of knowledge, skills, performance, etc. Yet those who perform on each end of the spectrum are compensated the same. Naturally, those who know more and perform better will inevitably incur greater responsibilities and a higher level of security. Why is compensation not on par?
A: The Facilities Division’s Grounds Department uses the job rate structure, which pays employees based on their experience, including experience outside of UAB. This year, HR reviewed all of the jobs in the pay rate structure to ensure they were competitive in the local market. This should have addressed any gaps between skills and compensation. Please contact HR if you have any additional questions.

BONUS/RECOGNITION
We have grouped all questions regarding bonus/recognition in this area.

Q: The month of December need to have Christmas Eve and Christmas Day also New Years Eve and Day.
A: In order to provide faculty and staff some well-deserved additional time to enjoy the holidays with family and friends, UAB will be closed two additional days during the holidays. More details can be found on page 2.

Q: When can 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. Examples of employees who have been recognized universitywide are Demetria Scott, Outstanding Woman Staff Member Award, and Sherri Price, a former Employee of the Month.

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.
Answers to All-Hands Meeting questions

Q: Can we get carpenter or cargo pants for work? It would make it easier to carry hand tools.
A: Please see Hank Bolton in the warehouse and he can assist in identifying a uniform pant as requested. Once the pants choices are identified, unless there is some unforeseen issue, we will add them to the uniform choices for FY2017.

Q: Why is it that we have a UAB computer in our break room that has limited access to UAB websites? We are not able to get on it and look at things like insurance benefits. We are required to do so many things online here at UAB, but we have to make a trip out of our work area to go to the library or other places to do what we could do in our break room. Is this a computer security issue or is the computer just not set up correctly? We also do not have an internet connection that we could use to look up parts or information that could help us do our job.
A: Please provide us the location of the break room so we can ensure that we have adequate access to the needed sites.

Q: How come CCS can’t get any replacement vehicles? We’ve had several taken out of commission over the past few years and none replaced. Other departments have gotten several new vehicles who are located in one area so the vehicle just sits in one spot all day. Our department works campus and hospital in many different locations daily and needs reliable transportation to do so.
A: We are working on the funding and vehicles to be replaced based on vehicle age, use, functionality, and other factors as determined by the motor pool and budget.

Q: I hear a lot about economic “sense” and sustainability from this institution. What kind of sense does it make and how sustainable is it to literally spend twice the amount of the value of a vehicle on repairing it. My vehicle went for repairs upwards of 6 different times last year (still needs several repairs at the moment). In just one of those visits to the mechanic it cost double the amount of the value of the vehicle just to repair it. It seems that money at UAB goes everywhere except raising the quality of life of the Facilities’ workers. (Would UAB support a Union within Facilities?)
A: We are working diligently to improve the fleet in Facilities, but there has been a severe shortage of new vehicle purchases in the past which will take several more years to correct. Each existing vehicle has been assessed and we are replacing the vehicles based on their condition. The Fleet Coordinator works with the departments to determine need and best replacement options. AVPs discuss and plan to have annual purchases. It is true that in some cases we make repairs to a vehicle that exceed it’s value, but given the cost of a new vehicle we are left with the choice of making the repair or surplusing the vehicle without replacement until the next time money is available for a new vehicle.

Facilities volunteers at UAB Habitat House build

On October 7, employees from Facilities Administration volunteered to help the UAB Benevolent Fund build a UAB Habitat House for Ms. Toni Byrd, a Navy Veteran.
Facilities Division Newsletter

Facilities Division launches new website

The Facilities Division has an all new online look, and you don’t have to memorize a new address. The newly designed website, found at uab.edu/facilities, houses the most up-to-date information for customers and employees.

“We really thought about how people used our website and reflected that in our design,” said Natalie Merrill, Facilities Division Communications Specialist. “We hope this new site is much more usable, has information you need and allows you to better serve your customers.”

The website has a few key features, including prominently displaying the Submit Work Orders link, an expansive look at our organization in photo form, and a Guide to Services document for our customers. Feel free to provide any feedback about the website to Natalie Merrill at nmerrill@uab.edu.

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

Check your email and the Digital Bulletin Boards for the January Professional Development Center schedule.