Understanding accident policy

Employees who drive UAB fleet vehicles must attend class

The Facilities Division maintains a fleet of nearly 150 vehicles, and places a high priority on the maintenance and condition of those vehicles. All employees who operate a UAB vehicle as part of his or her regular duties must attend the Defensive Driving Course 4 course every three years. New employees should attend the course within 90 days of employment and every three years after that.

The course is offered through UAB Occupational Health & Safety’s training program and employees can register for the class through the UAB Faculty & Staff Learning System at uab.edu/learningsystem.

After taking the course, employees will be fully trained on the policies and procedures of driving

Universitywide policy clear on weapons

There have been several questions regarding the university’s policy on weapons in the last few issues of this Newsletter. The policy itself can clear up any confusion:

“... the University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, patients, and visitors. University students may not possess firearms at any time on campus .... Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.”

Employee violations may be resolved in accordance with employer policies, up to and including termination. If you see someone with a weapon on campus, who is not a uniformed police officer, you are encouraged to notify UAB Police at 934-3535.

The full policy can be found at http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx.
Budget planning underway for FY17

May-June 2016

Budget Preparation

Last year’s budget will be reviewed for each department. The Finance team will attend training on the new university budgeting system.

June-July 2016

Budget Development

The university outlines an assumed budget, based on approved state funding. The Facilities Division, as well as all the other areas on campus, look at budget needs and create proposed budgets for each department, based on the previous year and the needs for the next year.

July-October 2016

Finalization & Implementation

Funding is delivered from the state and the proposed departmental budgets may be adjusted to reflect any changes between the assumed and real state budget. An approval process is followed, and budgets are finalized in time for the Oct. 1 start date.

FLEET

From Page 1

state-owned vehicles. The training does not apply to personal vehicle use on campus.

One important procedure is the Vehicle Accident Reporting Procedure, which states:

• A driver is to call 911 if anyone is injured and requires immediate medical attention in an accident involving a UAB vehicle or a personal vehicle used for UAB business.

• If there is no emergency medical treatment required and the accident is in Jefferson County, call 934-3535 and report the accident to the UAB Police. The appropriate agency will respond to the scene of the accident and will file an official police report.

• If the vehicle involved is a personal vehicle, the driver should contact the Office of Risk Management and Insurance directly at 934-5382. Speak to the Risk Manager for Campus Affairs. If outside normal business hours, contact the Risk Manager on call, also at 934-5382. The driver will need to provide the police case number and a description of the accident. Risk Management and Insurance also must be kept informed of the disposition of any claims by other parties that arise out of the accident.

If the vehicle involved is a UAB vehicle:

• Contact Risk Management and Insurance (934-5382) and report the accident. The driver will be required to complete a UAB accident report.

• If appropriate, the Office of Risk Management and Insurance will report the accident to the UAB insurance carrier. The driver will be contacted by a claims adjuster to determine the facts of the accident.

• Automotive Services will arrange for, and coordinate, the repair of damages to UAB vehicles.

The full Vehicle Safety Management Program, which includes more detail on reporting accidents and vehicle maintenance, can be found online at www.uab.edu/ohs/images/docs/gen/vehicle_safety.pdf.

Facilities Division Family Baseball Night

Join us at the Facilities Division Family Baseball Night as the Birmingham Barons take on the Mobile Bay Bears.

Date: Tuesday, June 7, 2016
Time: 7:05 p.m.
Location: Regions Field

Limited to 4 tickets per employee. Contact Lauren Godsey at lgodsey@uab.edu or 975-3327 to register.

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
Group Spotlight

The Area 4 team in Campus Maintenance experiences an influx in work during the summer, as the team members are responsible for updating the residence halls to prepare them for students. Supervisor Wayne Nall said the team works together to take on that large task. It’s evident in the way the team talks about each other that they have respect for the roles they each play.

“The painters do an outstanding job getting rooms ready over the summer,” said James Shaw, General Mechanic in Area 4.

“I enjoy working in my Area 4 team; it’s like a family,” said Brian Howard, HVAC Mechanic in Area 4. “Most of the time everyone is willing to help each other out, and the customers, if they know what is going on with a problem, are willing to work with us.”

The group maintains 23 buildings during normal business hours, and after hours is responsible for the entire campus. Nall said in 27 years at UAB, his favorite part of his job is the people he gets to work with.

“(It’s great) when we get a smile from our customers when we get finished with a hard job,” said J.D. Dickerson, Electrician in Area 4.

“(The best part of my job) is the feeling of accomplishing something that helps others attain their goals,” said Michael R. Hill, Plumber in Area 4.

Answers to All-Hands, FACE questions

Q: As a team member of Facilities and UAB employee, I would like to know if this department would consider looking into re-opening or restarting up the Maintenance Apprenticeship program.
A: The redesign of the apprentice program is a Facilities Division Goal for FY17.

Q: When will people be held accountable for jobs they are not completing on time or not at all, i.e. substandard heating and cooling problems that do not get resolved for years. No names or specifics will be given in this case. We would like answers.
A: There are many reasons why an issue might not be addressed including funding and future use of a space. The answer also might be that there is a personnel issue, but without specifics information answering your question is not possible. Please speak to your supervisor about any possible personnel issues.

Q: Does the member of any respective trade with the most seniority get to be exempted from overtime and/or any inconvenient shifts? A writ of exclusion comes with this title?
A: No, however in the absence of volunteers, seniority is one of the considerations used in determining employees needed to perform duties on overtime or at an inconvenient time. Other considerations are an employees familiarity with the situation, specific strengths, assigned area, etc.

Q: Need entrance/exit door to lock on ground floor of Volker Hall on the loading dock side.
A: Please get with your director to identify the specific door your are referencing.

Q: Duplication in clocking in. In Area 1, we are required to clock in and out electronically with our badge as well as on a paper time card. We must also complete a timesheet with the work orders completed. Also, we must enter the same info into the kiosk. That is four systems of documenting work.
A: This question was addressed in the Campus Maintenance Quarterly Meeting earlier in the month. To add to what was shared in the meeting, with TMA coming on-line in the near future, we will be looking for ways to reduce this type of redundancy and paperwork.

Q: We can’t get floor work or any other work done without the proper cleaning and working equipments.
A: Please contact your supervisor or manager if you do not have the equipment that you need to complete your cleaning schedule and assignments. Also, please contact your supervisor if your equipment needs to be repaired.
Update coming soon to Facilities Division website

The Facilities Division website is the first place many of our customers find information about our team’s services. The current website has not been significantly updated in years, and has not kept up with the changes in website design that is present across the university.

A brand new, fully-functional Facilities Division website will be launched later this summer, complete with enhanced details about our units, departments and services.

“The goal of this new site is to give our customers and employees a place to find more details about what we as a Division can provide and the role we play on campus,” said Natalie Merrill, Facilities Communications Specialist. “We really want to make a more functional website that happens to also be more aesthetically pleasing.”

The project has included all areas of the Facilities Division to ensure the new site is comprehensive in its content. There will be a few changes to links, and, as such, employees should expect to familiarize themselves with the new site when it launches.

“We understand a lot of folks bookmark their most often used pages, and we will do our best to prevent any inconveniences,” Merrill said. “However, we will be available to answer any questions and take feedback people have about the new site.”

As part of the new roll-out, a website feedback form will also be available. The form, while helpful during the initial launch, will remain available to help employees and customers direct our communications team when certain parts of the website are out-of-date or not working.

“We are excited to launch this new website and show you what we’ve been working on,” Merrill said.

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<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td>Facilities Division Professional Development Center schedule for JUNE 2016</td>
<td>1 OPEN</td>
<td>2 Intro. to Computers 9-11 a.m.</td>
<td>3 Scheduled free time for employee computer use.</td>
<td>4</td>
<td>5 6 OPEN</td>
<td>7 PowerPoint (Foundations) 8:30 a.m.- Noon</td>
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<td>12 RESERVED</td>
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<td>19 Outlook Basics 9-11 a.m.</td>
<td>20 OPEN</td>
<td>21 Outlook Intermediate 8:30-10:30 a.m.</td>
<td>22 Photoshop Part 2 8:30-11 a.m.</td>
<td>23 Scheduled free time for employee computer use.</td>
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<tr>
<td>26 OPEN</td>
<td>27 Excel (Charts) 9-11 a.m.</td>
<td>28 Intro. to Computers 8:30-10:30 a.m.</td>
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Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.