



Questions and Answers Regarding the 2011-12 INTERSESSION ENERGY SAVINGS INITIATIVE

8:00 AM DECEMBER 17, 2011 through 8:00 AM JANUARY 13, 2012

GENERAL BUILDING INFORMATION

Q: WHAT IS MEANT BY “LIMITED SCHEDULE” OR “LIMITED OPERATIONS”?

The intent of the “Limited Operations Period” (December 23 through January 2), is to limit and consolidate activity to the greatest extent possible in order to reduce heating and lighting costs for campus buildings. Regarding how individual offices are affected, employees should talk with their supervisor, dean, or director, because plans to accommodate the Initiative are being made program by program and building by building.

Q: IF MY BUILDING OR OFFICE DOOR IS LOCKED AND I CANNOT GAIN ACCESS, WHAT SHOULD I DO?

Have your supervisor request card access for your assigned building before Dec. 9, and please verify that your card works. Office locks are not affected and your assigned keys should provide access.

Q: WHEN WILL THE LIBRARY BE OPEN?

The Intersession hours of operation for the University (Main) Library (west end of the Podium) will be as follows:

Dec 19 – Jan 15 Monday – Friday 8 am – 6 pm
(Closed 12/26/11, 1/2/12, Saturdays & Sundays)

The Science Library and Dewey Graduate Library will be open some days during Intersession. Hours can be found on the University Libraries webpage at <http://library.albany.edu/about/hours/>

For periods when the Science and Dewey Libraries are closed to the public, arrangements have been made to retrieve materials from these facilities upon request. Additional information about retrieval of materials from Dewey and Science during these periods will be posted on the Web site of the University Libraries under University Libraries News and Events at <http://liblogs.albany.edu/librarynews/>.

Many library resources are available from outside the Libraries - including the Library Catalog, Databases, and Journals. See the Libraries website (<http://library.albany.edu>) for access. For additional help consult Ask-a-Librarian – <http://library.albany.edu/help/phone> or the Libraries’ guide to Accessing Library Resources from Off-Campus at <http://library.albany.edu/services/technology/access.html>.

Please note that the University Library has been designated as a location for alternative work assignments.

CAMPUS SERVICES

Q: WILL INFORMATION TECHNOLOGY SERVICES BE AVAILABLE?

IT services will be available throughout the Intersession Energy Savings Initiative. If you're working in your usual location, you'll have access to all the IT services you usually have. If you plan to work at the University Library or at an off-campus location, visit the ITS website for information on how to access IT services at <http://www.albany.edu/its/>.

Q: WILL MAIL DELIVERY BE INTERRUPTED?

Campus Mail Services will be in operation from 12/19/2011 to 1/13/2012 from 8:00am to 4:00pm with the following exceptions
Closed weekends, 12/23, 12/26, 12/30 and 1/2

Offices that plan to be closed can call Mail Services (442-3471) ahead of time and request that their mail be held in the Mail Room.

Q: WILL THE CAMPUS CENTER OR OTHER FOOD SERVICE VENUES BE OPEN?

There will be *no* dining services available on the Uptown or Downtown campuses during the Limited Operations Period, Dec. 23-Jan. 2. Limited food services will be available during the Energy Conservation period: Outtakes Store/Deli (Uptown) open M-F from 7:30AM to 3PM and the Draper Café (Downtown) open from 8AM to 1PM.

Q: WILL THE CAMPUS CENTER BE OPEN?

During the Limited Operation period (Dec.23-Jan.2) the Campus Center will close and all dining, retail, and other services will be closed as well. During the Energy conservation Period (12/17-12/22, 1/3-1/12), limited services will be resumed.

Q: WILL RAPID COPY BE OPEN?

Rapid Copy will be closed from 12/23 to 1/2; on limited operations from 12/19 to 12/22 and from 1/3 to 1/13 (open 8:00am to 4:00pm); full service will resume on 1/16

WORK ASSIGNMENTS

Q: IF I CHOOSE TO WORK DURING THIS PERIOD AND MY BUILDING IS RECEIVING REDUCED HEAT AND LIGHT, WHERE WILL I BE ASSIGNED TO WORK?

Few buildings on campus will have heat and light maintained at normal levels, and thus may serve as an alternate work location. The University (Main) Library will be the primary alternate work location (heated to 68 degrees). MSC and UAB will have its offices – and several relocated operations – in spaces heated to 65 degrees. In addition, employees may be assigned to work from home when deemed practical by their supervisors. Supervisors will receive additional information on the details that pertain to alternate work locations.

Q: WHAT WILL THE ACCOMMODATIONS IN THE LIBRARY CONSIST OF?

- Normal level heat at 68 degrees and standard office environment lighting
- Use of the Group Study space on the first floor north side of the building where there are tables and chairs in an open setting with windows. The Library will not provide private office space, supplies, or access to staff areas.
- Wireless access in certain spaces to connect to the Internet via your own wireless cards or laptops with integrated wireless.
- Personal belongings: While working in public areas do not leave valuables unattended due to the risk of theft.
- Lunch Location: University personnel can use the basement level Staff Lounge, LI-B005, to eat lunch. The lounge has a microwave, vending machines, and casual seating.
- Please keep in mind the University Library is open for business and has an obligation to provide the appropriate environment for students and researchers.
- Please also note that calls cannot be forwarded to the University Library. Please be sure to make other arrangements to address personal or business related calls. Should employees need to print, offices can purchase a Library Department Card and use the UniPrint service available in the University Library.
- Any questions or concerns about these arrangements can be addressed by Peter Recore-Migirditch, Business & Facilities Manager, 442-3563, prm@uamail.albany.edu

Q: IF I CHOOSE TO WORK DURING THIS PERIOD AND MY NORMAL WORK LOCATION IS IN A CLOSED BUILDING, WHAT WILL BE MY WORK ASSIGNMENT?

To the extent possible, individual supervisors are being asked to devise assignments for employees who wish to work. It might be your regular work, or work that relates to the mission of the unit. If this is not possible, then each Division has designated one or more Division/Area Coordinators who will assist in identifying alternative assignments.

Q: MY BUILDING WILL BE SUBJECT TO REDUCED HEAT. IF I CHOOSE, MAY I STILL WORK THERE?

Doorway traffic is a significant source of heat loss, so we are encouraging faculty and staff to curtail their use of these buildings and work elsewhere. Nevertheless, you may if you wish work at your normal location with supervisory approval. However we cannot afford to allow individual electric space heaters to operate, except those supplied by the Physical Plant Department for specific problem areas. Electrical heaters can present fire hazards and consume an average of 1500 watts per hour. Use of these space heaters are not only forbidden during Intersession, but generally prohibited in accordance with the University's Temperature Setpoint Policy (<http://www.albany.edu/facilities/documents/TempSetPointPolicy.pdf>).

Q. IF WE ARE NOT ABLE TO BE IN OUR OFFICES, WHAT SHOULD WE PUT ON OUR VOICEMAIL SYSTEM?

Each office will be staffed and monitored based on its work load and deadline circumstances. Voice mail messages should be customized, as appropriate, and, at a minimum, should be periodically checked for messages. A recommended message is as follows: *"Please note that during the Dec. 23 through Jan. 2 period, the University has implemented an energy conservation and savings initiative with selected offices and staff moved from their offices to alternate locations. We may not be able to immediately*

answer this phone call, but we are routinely checking our voice mail, so please leave a message; and we will get back to you shortly.”

Q: IS THERE A RELAXED DRESS CODE DURING THIS PERIOD?

Yes. Due to reduced temperatures in the buildings, you are urged to dress appropriately for your office/function and wear warm and comfortable clothing.

PERSONNEL QUESTIONS

Q: HOW WILL I GET MY STATE PAYCHECK ON DECEMBER 21 and JANUARY 4?

We always encourage employees to enroll in direct deposit; it removes the hassle of wondering how you'll get your check whether you're on holiday, vacation, or out sick. To enroll, call 437-3830 or download forms at <http://hr.albany.edu/content/deposit.asp>. Some banks even post deposits on Tuesday! Enroll by 12/7/11 for the 12/21/11 payday.

Unlike previous years, both the paydays fall within the Green Zone. Therefore, the paychecks will be distributed as they normally are and no special handling arrangements will be made.

DEPARTMENT MANAGERS: Please communicate your office hours to employees and how checks will be handled, if different than usual. All checks should be picked up by, or mailed to, your department employees before you close your office for the Limited Operations Period, if applicable.

Q: HOW WILL I GET MY RESEARCH FOUNDATION PAYCHECK ON DECEMBER 30?

Departments that have their RF paychecks delivered directly to them through campus mail will receive paychecks dated Friday, December 30, 2011, during your normal mail delivery on Thursday, December 29, 2011. Please remember that paychecks should not be distributed before 3:00 p.m. on Thursday.

Departments that pick-up their RF paychecks at Sponsored Funds Personnel (MSC326) can pick them up on Friday, December 30th between the hours of 8 am-12pm or on Tuesday, January 3rd during our normal business hours of 8 am-5pm.

Departments that will not be staffed to receive or distribute pay checks on Friday, December 30th, should contact Sponsored Funds Personnel at 437-4500 to make alternate arrangements.

Q: HOW WILL WORK-STUDY & STUDENT ASSISTANTS GET THEIR CHECKS ON DECEMBER 29?

Checks on Dec 29 will be mailed unless the student signs up for pick-up. Students that sign up to pick up the check dated 12/29/11 will need to pick up the check on Thursday 12/29 or wait until The Office of Human Resources reopens on Tuesday, 1/3/12

Q: WHAT TYPES OF LEAVE ACCRUALS CAN I CHARGE DURING THE PERIOD?

Any accrual can be used (including DRL); excluding sick leave unless an illness occurs.

Q: WHAT ABOUT ACCRUING LEAVE CREDITS IF I GO ON LEAVE WITHOUT PAY (LWOP) DURING LIMITED OPERATIONS PERIOD?

Pay periods impacted: 12/22/11-01/04/12 (Limited Operations 12/23-01/02)

Classified employees must work or charge at least 7 days in a pay period to earn accruals for that pay period. Professional employees must be on payroll for the majority of the month to earn, so there will be no impact on accruals. **Note: you must work or charge the day before or the day after a holiday to earn holiday leave.**

Q: IF I GO ON LEAVE WITHOUT PAY STATUS, WILL MY HEALTH BENEFITS BE AFFECTED?

The Limited Operations Period (12/23/11-1/2/12) does not incorporate an entire pay period, so there is no impact on health benefits. If your leave extends beyond the Limited Operations Period, contact Human Resources at 437-4729 to discuss any impacts on benefits.

Q: WILL MY RETIREMENT BENEFITS BE AFFECTED BY A LEAVE WITHOUT PAY?

Salary reported to retirement systems for the period will be reduced accordingly. Service credit will not be impacted during Limited Operations Period.

Q: IF I CHOOSE A LEAVE WITHOUT PAY ON SOME OR ALL OF THOSE DAYS, HOW DO I PROCEED?

You should notify your supervisor and also Payroll, at email CWilliams@albany.edu or by phone at 437-3830. Research Foundation employees should notify their supervisor and Robyn Steve at rsteve@albany.edu or 437-4502.

Q: WHAT ARE THE EFFECTS OF TAKING LEAVE WITHOUT PAY (LWOP) FOR RESEARCH FOUNDATION EMPLOYEES?

Eligible RF employees must be in pay status (working or on paid leave) for 50% or more work days during the pay period to earn vacation and sick leave accruals for that pay period.

Eligible RF employees will earn holiday leave regardless of time worked or charged. Holiday and accrual eligibility is determined based on an employee's date of hire, position classification and employment status. For eligibility information, contact Robyn Steve at rsteve@uamail.albany.edu or 437-4502.

Benefit coverage will not be disrupted. If an employee's payroll earnings will not cover their health deductions, the employee will be notified and double health deductions will be taken the following pay period.

Salary reported for the period to retirement systems will be reduced accordingly. Service credit will not be impacted.

If you have more questions, you may address them to the appropriate Dean, Director or Department Head, or call Lynne Cable or Robyn Steve.