Questions and Answers Regarding the
2013-14 INTERSESSION ENERGY SAVINGS INITIATIVE
8:00 AM DECEMBER 20, 2013 through 8:00 AM JANUARY 17, 2014

GENERAL BUILDING INFORMATION

Q: WHAT IS MEANT BY “LIMITED SCHEDULE” OR “LIMITED OPERATIONS”? 
The intent of the “Limited Operations Period” (December 20 through January 1), 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 December 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 20 – Jan 19, Monday – Friday 8 am – 6 pm 
(Closed 12/25/2013, 1/1/2014, 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 

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 12/23/2013 to 1/16/2014 from 8:00am to 4:00pm with the following exceptions:

Closed weekends, 12/24, 12/25, 12/26, 12/31 and 1/1

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. 20-Jan. 1. Limited food services will be available during the Energy Conservation period: Outtakess Store/Deli (Uptown) open M-F from 7:30AM to 3PM and the Husted Café (Downtown) hours TBD. For an updated schedule, visit http://www.albany.edu/uas/hours.shtml.

Q: WILL THE CAMPUS CENTER BE OPEN?
During the Limited Operation period (Dec.20-Jan.1) the Campus Center will close and all dining, retail, and other services will be closed as well. During the Energy conservation Period (Jan 2- Jan 16) limited services will be resumed.

Q: WILL RAPID COPY BE OPEN?
Rapid Copy will be closed from 12/23 to 1/3; on limited operations from 1/6 to 1/17 (open 8:00am to 4:00pm); full service (open 8:30am to 5pm) will resume on Tuesday, 1/21.

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.
- Any questions or concerns about these arrangements can be addressed by Peter Recore-Migirditch, Asst. Director for Finance & Administration, 442-3563, prm@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
Please note that during the Dec. 20 through Jan. 1 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 31 and JANUARY 15?
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://www.albany.edu/hr/direct-deposit.php. Enroll by 12/13/2013 for the 12/31/2013 payday.

Because Wednesday, January 1, is a holiday, paychecks will be dated and available December 31, 2013. Checks will be available for INDIVIDUAL PICKUP ONLY beginning December 31 from the Payroll Office in UAB 300 from 8:00-3:30. ID is REQUIRED. Employees may provide a signed note to another individual authorizing pick up. All checks will remain in UAB 300 until the following payday on January 15, 2014.

Q: HOW WILL I GET MY RESEARCH FOUNDATION PAYCHECK ON DECEMBER 27?
Departments that have their RF paychecks delivered directly to them through campus mail will receive paychecks dated Friday, December 27, 2013, during your normal mail delivery on Friday, December 27, 2013.

Departments that pick-up their RF paychecks at RF Human Resources (MSC326) can pick them up on Friday, December 27th or on Monday, December 30th between the hours of 8:30 am – 4:00 pm.

Departments that will not be staffed to receive or distribute pay checks on Friday, December 27th, should contact RF Human Resources at 437-4500 to make alternate arrangements.

Q: HOW WILL WORK-STUDY & STUDENT ASSISTANTS GET THEIR CHECKS ON DECEMBER 26?
Student checks on December 26th will be mailed unless the student signs up for pick-up.

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: 12/19/13-01/01/14 (Limited Operations 12/20-01/01)

Classified employees must work or charge at least seven 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 (12/20/13-1/1/14) does not incorporate an entire pay period, so there will be no impact on health benefits. If your leave extends the duration of 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.

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 payroll@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@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 this 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.