Questions and Answers Regarding the
2015-16 INTERSESSION ENERGY SAVINGS INITIATIVE
8:00 AM DECEMBER 19, 2015 through 8:00 AM JANUARY 15, 2016

GENERAL BUILDING INFORMATION

Q: WHAT IS MEANT BY “LIMITED SCHEDULE” OR “LIMITED OPERATIONS”?  
The intent of the “Limited Operations Period” (December 19 through January 3), 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 7, 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 21 – Jan 19, Monday – Friday 8 am – 6 pm
(Closed 12/25/2015, 1/1/2016, 1/18/2016, 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, library materials will be paged and held for pickup at the University Library. Please request materials via ILLiad (illiad.albany.edu) or by email (send title, call number, and location to circulation@albany.edu). Office delivery services for faculty will be suspended during the Energy Savings Initiative. All delivery services will resume on January 4. If you have questions about these services please call 442-3613.

Many library resources are available from outside the Libraries - including the Library Catalog, Databases, and E-Journals. See the Libraries website (http://library.albany.edu) for access and Libraries’ guide to Accessing Library Resources from Off-Campus at http://library.albany.edu/services/technology/access.html for more information. Reference assistance is available 24/7 through our Ask Us 24/7 service (http://library.albany.edu/help/im).
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/](http://www.albany.edu/its/).

**Q: WILL MAIL DELIVERY BE INTERRUPTED?**
Campus Mail Services will be in operation from 12/21/2015 to 1/15/2016 from 8:00am to 4:00pm with the following exceptions:

Closed weekends, 12/24, 12/25, 12/31, 1/1, 1/18

Business hours resume to 8:30AM to 5:30PM on Tuesday, January 19.

Prior to intersession, Mail Services will send to each mail delivery location a worksheet to complete informing the center of the dates their offices will be closed.

**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. 19-Jan. 3. Limited food services will be available during the Energy Conservation period: Cusato’s (Uptown) open M-F from 11AM to 2PM, Fountain Grill (Uptown) open M-F from 8AM to 2PM, and the Downtown Café (Downtown) open M-F from 9AM to 1PM. For an updated schedule, visit [http://www.albany.edu/uas/hours.php](http://www.albany.edu/uas/hours.php)

**Q: WILL THE CAMPUS CENTER BE OPEN?**
During the Limited Operation period (Dec.19-Jan.3) the Campus Center will close and all dining, retail, and other services will be closed as well. During the Energy conservation Period (Jan 4- Jan 14) limited services will be resumed. Please note that a separate notice will be sent out for the planned shutdowns to electrical services in the Campus Center as part of the ongoing construction project.

**Q: WILL RAPID COPY BE OPEN?**
Rapid Copy will be in operation from 12/21 to 1/15 from 8AM to 4PM with the following exceptions:

Closed weekends, 12/24, 12/25, 12/31, 1/1, and 1/18

Business hours resume to 8:30AM to 5:30PM on Tuesday, January 19.
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. Please review your work assignments and plans with your supervisor and gain their approval before working on alternate assignments or from 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 by contacting Library Accounting (442-3572) ahead of time and use the UniPrint service available in the University Library.
- 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?
During the red zone, with the exception of selected buildings listed on the http://www.albany.edu/facilities/intersessionenergy/, spaces on campus will have minimal
heat, limited ventilation, and reduced lighting, thus making them rather uncomfortable for work purposes. Additionally, doorway use is a significant source of heat loss and the use of power at your normal work site, combined, erode the intent of the energy savings initiative. For these reasons, the University strongly encourages faculty and staff to curtail their use of these buildings and work elsewhere, in alternate locations. Nevertheless, in limited circumstances, with supervisor approval, you may work and access materials at your normal location. Please note that we cannot afford to allow individual electric space heaters to operate in your space 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, further eroding the energy savings intent. 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. 19 through Jan. 3 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 30?
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 12/11/2015 for the 12/30/2015 payday.

Most departments will be directing employees to the Office of Human Resources Management to pick up checks individually. Some departments have arranged to handle their checks normally. ALL employees should confirm with their department regarding how distribution of the check dated 12/30 will be handled.

Employees directed to pick up their own paycheck from the Payroll Office in UAB 300, may do so beginning December 30 from 8:30AM-3:30PM. PHOTO ID IS REQUIRED.

If you want someone else to pick up your check, that person must have an authorization signed by you and their photo ID. All checks will remain in UAB 300 until the following payday on January 13, 2016.
Q: HOW WILL I GET MY RESEARCH FOUNDATION PAYCHECKS ON DECEMBER 18 AND JANUARY 1?
Departments that have their RF paychecks delivered directly to them through campus mail will receive paycheck dated Friday, December 18, 2015, during your normal mail delivery on Friday, December 18, 2015. Paycheck dated January 2 will be delivered via campus mail on Monday, January 4, 2016.

Departments that pick-up their RF paychecks at RF Human Resources (MSC326) can pick them up on Friday, December 18 or on Monday, January 4 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 18 should contact RF Human Resources at 437-4500 to make alternate arrangements.

Q: HOW WILL WORK-STUDY & STUDENT ASSISTANTS GET THEIR CHECKS ON DECEMBER 24 and JANUARY 7?
Student checks will be mailed on Wednesday, 12/23 and Thursday, 1/7 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 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:  
12/17/15-12/30/15 (Limited Operations 12/19-12/30)  
12/31/15-1/13/16 (Limited Operations 12/31-1/3)

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 (12/19/15-1/3/16) includes the majority of the pay period ending 12/30/15. M/C and Classified employees who do not work or charge accruals for at least 50% of the period from 12/17/15-12/30/15 may experience a benefit impact (be required to pay the full share for that period). If you intend to take more than 5 days LWOP, 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 (State) or Robyn Steve (RF).