



Questions and Answers Regarding the 2023-24 INTERSESSION ENERGY SAVINGS INITIATIVE

8:00 AM DECEMBER 13, 2023, through 6:00 AM JANUARY 15, 2024

GENERAL INFORMATION

Q: WHAT IS THE INTERSESSION ENERGY SAVINGS INITIATIVE?

The intent of the "Intersession Energy Initiative" is to limit and consolidate activity and reduce energy use and utility costs to the greatest extent possible while continuing to support mission-critical work. The initiative covers the period from Wednesday, December 13, 2023, through Sunday January 14, 2024, when most students are not on campus. Please refer to the Building Specific Plan to check which buildings will remain operational and which ones will be shut down. With most students leaving campus, on-campus presence may be less critical for some operations.

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?

Buildings will be locked during this period. If you have card access to your building, you should be able to continue to gain entry with your swipe card. If not, have your supervisor request card access for your assigned building and **please verify that your card works prior to start of intersession**. Office locks are not affected, and your assigned keys should provide access.

Q: WILL LIBERAL LEAVE BE IN AFFECT DURING THE INTERSESSION ENERGY SAVINGS INITIATIVE?

Yes. Employees are encouraged to take time off during this period, with supervisory approval. Some employees have accumulated large annual leave balances, and this is a great time to start bringing those balances down. Additionally, fewer employees on campus will help us meet our anticipated energy savings.

CAMPUS SERVICES

Q: WILL THE LIBRARY BE OPEN?

The University Library will be open to the public on Tuesdays and Thursdays from 9:00AM-5:30PM, except for the week between Christmas and New Year's. See <https://library.albany.edu/hours> for the latest hours information or for weather-related closings. Office delivery will not be available during this time.

The Science and Dewey Libraries are closed to the public, but staff will retrieve materials from these facilities upon request. Additional information about retrieval of materials from Dewey and Science Libraries during these periods will be posted on the University Libraries Website. 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 <https://library.albany.edu/technology/offcampus> for more information. Reference assistance is available 24/7 through our Ask Us 24/7 chat service.

Q: WILL INFORMATION TECHNOLOGY SERVICES BE AVAILABLE?

IT services will be available throughout the Intersession. Contact the ITS Service Desk at askIT@lbany.edu, (518) 442-3700 or visit <http://www.albany.edu/its/>.

Q: WILL FOOD SERVICE VENUES BE OPEN?

Please visit <http://www.albany.edu/uas/hours.shtml> for information on dining venues and hours.

Q: WILL THE CAMPUS CENTER BE OPEN?

Except the week between Christmas and New Year, the Campus Center doors will be unlocked Monday through Friday from 8AM to 5PM. However, in accordance with the Intercession Energy Savings Initiative, the building will be on "limited" operation and will only be heated for regular occupancy on Tuesdays and Thursdays 8AM-5PM.

Additionally, services will be limited as Broadview branch will be closed from Friday, December 15, 2023, to Monday, January 15, 2024. Dining operations and AcaDamians will be closed the week between Christmas and New Year. Please visit <https://www.albany.edu/uas/hours.php> for information regarding AcaDamien's Bookstore, banking, retail dining services, and ID card office schedule.

Due to reduced staffing and the Intercession Energy Savings Initiative, most events are being relegated to Tuesdays and Thursdays. Please submit your reservation requests via EMS (<https://uaems.albany.edu/EMSWebApp/>) with the regular 7 business day minimum advance, and reach out to CampusCenterCommunications@albany.edu with any questions.

Q: WILL MAIL DELIVERY BE INTERRUPTED?

Campus Mail Services will be in operation from 7AM to 3PM M-F only. Offices that plan to be closed can call Mail Services (518-442-3272) or email (mailservice@albany.edu) ahead of time and request that their mail be held in the Mail Room and must arrange to pick up their mail/packages at Mail Services.

Q: WILL RAPID COPY BE OPEN?

Rapid Copy will be in operation from 7AM to 3PM M-F only. Please call Rapid Copy (518-442-3245) or email (rapidcopy@albany.edu) with any questions.

WORKING DURING THIS PERIOD

Q: IF I CHOOSE TO WORK SOME OR ALL DAYS DURING THIS PERIOD AND MY BUILDING IS RECEIVING REDUCED HEAT AND LIGHT, WHAT ARE MY OPTIONS?

If your regular work location is in a building that is impacted by the shutdown, please consult with your supervisor to determine if you require an on-campus alternate work location or you can successfully work fully remotely from an alternate work location for the intercession period. Supervisors can approve remote work during this specific period, outside of and entirely separate from the established Telecommuting Program, based upon the unique operational circumstances of this short-term program. Please refer to the building specific plan for a list of buildings where heating will be maintained at normal levels that could serve as an alternate work location. Please review your work assignments and plans with your supervisor and gain their approval before working on alternate assignments or from alternate work locations. 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.

It is the responsibility of the supervisor to ensure that work is completed while at remote work locations. Supervisor's may require daily or weekly reports of work activity and/or completion.

If an employee is unable to perform their regular work assignment from an alternate location, due to access to special equipment, software or specialized research or other reasons, please contact the Energy Office at ilnu@albany.edu to request an exemption from the intercession shutdown and allow the space/building to operate normally.

Q: MY BUILDING WILL BE SUBJECT TO "LIMITED" OPERATIONS. IF I CHOOSE, MAY I STILL WORK THERE?

Please note that in buildings listed as "LIMITED" operations, spaces may be as cold as 55F, and the mechanical ventilation systems may be shutdown. This will create an uncomfortable working environment. Additionally, doorway traffic is a significant source of heat loss, so faculty and staff are strongly encouraged to curtail their use of these

buildings and work elsewhere. Please plan to gather needed materials prior to the start of the intersession. Nevertheless, you may enter a building to collect needed items during the period. Use of space heaters are prohibited in accordance with the University's Temperature Setpoint Policy (<http://www.albany.edu/facilities/documents/TempSetPointPolicy.pdf>).

Q. IF WE ARE NOT IN OUR OFFICES, HOW SHOULD WE MANAGE OUR TELEPHONES?

The University's telephone service offers many advanced features, including [call forwarding](#), receiving voicemails via email, and mobile options to use your business number from any location. If you are relocating to a different space on campus, follow these instructions to [move your phone](#) or use [Jabber](#).

Q: HOW DOES LIBERAL LEAVE IMPACT MY OFFICE?

President Rodríguez is implementing "liberal leave" effective Tuesday, December 26 through Friday, December 29, 2023. Offices will be allowed to close unless specific operational need(s) or work deadlines require otherwise. All offices should clearly communicate hours and closures on their websites, in voice mail messages, and on posted signs.

PERSONNEL QUESTIONS

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

Any accrual can be used excluding sick leave unless an illness occurs. Employees are encouraged to consult with their supervisor and use accrued personal time during this period. As a reminder, employees who have vacation accruals in excess of 40 days on December 30, 2023, will have their accumulated vacation accruals reduced to 40 days on January 1, 2024. During liberal leave, supervisors should be generous in approving leave requests with charge to appropriate accruals.

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

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 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?

If the leave without pay does not extend an entire pay period, there will be no impact on health benefits. If your leave extends the duration of a pay 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 LEAVE WITHOUT PAY ON SOME OR ALL OF THOSE DAYS, HOW DO I PROCEED?

You should notify your supervisor and Time Records, at timerecords@albany.edu or by phone at 437-4700. Research Foundation employees should discuss if that is an option with both their supervisor and RFHR at rfhr@albany.edu.

Q: WHAT IS THE STATUS OF MY TELECOMMUTING PLAN? CAN I TELECOMMUTE?

The Intersession Energy Initiative does not replace nor act in place of an approved telecommuting plan. Additionally, the Intersession Initiative does not extend telecommuting privileges to all employees, nor does it permit employees to permanently work from home upon the Initiative's conclusion. The [SUNY Telecommuting Program](#) governs all telecommuting and supervisors should continue with existing arrangements. Employees with an approved telecommuting program should continue to abide by the requirements of their plans including submission of the bi-weekly work reports. Questions regarding telecommuting plans and requirements should be directed to emprelations@albany.edu.