Questions and Answers Regarding the
2020-21 INTERSESSION ENERGY SAVINGS INITIATIVE
8:00 AM NOVEMBER 26, 2020 through 6:00 AM JANUARY 27, 2021

GENERAL BUILDING INFORMATION

Q: WHAT IS THE INTERSESSION ENERGY INITIATIVE?
The intent of the “Intersession Energy Initiative” is to limit and consolidate activity and shutdown building ventilation, heating, and lighting systems to the greatest extent possible while continuing to support mission-critical work. The initiative covers the period from November 26, 2020 through January 26, 2021, 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 shutdown.

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 IS SHUTDOWN, CAN I STILL WORK IN MY OFFICE?
If your building or space is listed as “Off/Do not occupy” in the Building Specific Plan, it is not safe to work in the building/space as the ventilation system that brings in fresh air to the building may be off. Additionally, the building/space may not be at comfortable temperatures. Due to the ongoing pandemic, working in a building without ventilation and/or heating is not permitted. However, you may stop by for quick errands as long as you are masked, maintain social distancing, and spend less than 15 minutes in the building/space.

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

CAMPUS SERVICES

Q: WILL INFORMATION TECHNOLOGY SERVICES BE AVAILABLE?
IT services will be available throughout the Intersession. Contact the ITS Service Desk at askIT@albany.edu, (518) 442-3700 or visit http://www.albany.edu/its/.

Q: WILL MAIL DELIVERY BE INTERRUPTED?
Campus Mail Services will be in operation throughout the Intersession from 8AM-3PM M-F only. It will be closed on 11/26, 12/24, 12/25, 12/31, 1/1 and 1/18.

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 THE CAMPUS CENTER OR OTHER FOOD SERVICE VENUES BE OPEN?
Please visit [http://www.albany.edu/uas/hours.shtml](http://www.albany.edu/uas/hours.shtml) for information on dining venues and hours.

Q: WILL THE CAMPUS CENTER BE OPEN?
The Campus Center, including bookstore, banking, and retail services will be closed to public from 11/26/20 to 1/31/21 except for limited dining. Please visit [https://www.albany.edu/uas/](https://www.albany.edu/uas/) for information regarding remote/virtual bookstore and banking services. Limited accommodations have been made for certain mission-critical and essential offices to continue to work in their spaces in the Campus Center. Please do not schedule any events in the Campus Center without first contacting Indu Lnu, Energy Officer, 518-496-3445, [ilnu@albany.edu](mailto:ilnu@albany.edu) to discuss plans so that appropriate arrangements can be made for ventilation and heating. Please visit [https://www.albany.edu/covid-19/pooled-testing](https://www.albany.edu/covid-19/pooled-testing) for a list of locations to pick-up/drop-off the COVID testing kits.

Q: WILL RAPID COPY BE OPEN?
Rapid Copy will be in operation throughout the Intersession from 8AM-3PM M-F only. It will be closed on 11/26, 12/24, 12/25, 12/31, 1/1 and 1/18. Feel free to call Rapid Copy (518-442-3245) or email (rapidcopy@albany.edu) with any questions.

Q: WILL THE LIBRARY BE OPEN?
Updated hours can be found on the University Libraries webpage at [https://library.albany.edu/hours](https://library.albany.edu/hours).

Many library resources are available virtually - including the Library Catalog, Databases, and E-Journals. See the Libraries website ([http://library.albany.edu](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](http://library.albany.edu/services/technology/access.html) for more information. Reference assistance is available 24/7 through chat and our Ask Us 24/7 service ([http://library.albany.edu/help/im](http://library.albany.edu/help/im)).

Curbside pickup for library materials is available to students, faculty, and staff at both the University Library and the Dewey Graduate Library from 11/30-12/7. Starting 12/8 curbside pickup of library materials will be available at the University Library only. Please see the University Libraries’ website [http://library.albany.edu](http://library.albany.edu), for more information on the curbside pickup service.

WORK ASSIGNMENTS

Q: IF I CHOOSE TO WORK DURING THIS PERIOD AND MY BUILDING IS SHUTDOWN, WHERE WILL I BE ASSIGNED TO WORK?
If you are able to work remotely from an off-campus location, please continue to do so. If you would like to work on campus, the University Library is available as an alternate work location. Please note that in order to use the Library as an alternate work location, you must notify both your supervisor and Peter Recore-Migirditch at the Libraries and obtain swipe card access to the Main Library building. Some other buildings on campus will also have ventilation, heat and light maintained at normal levels, and thus may serve as an alternate work location. Please refer to the building specific plan for a list of such buildings.

Please review your work assignments and plans with your supervisor and gain their approval before working on alternate assignments or from alternate work locations. Please ensure that you
have card access and have reserved the alternate space (if required) prior to the start of the Intersession.

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

- Adequate ventilation, 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. Use of the available group study rooms is also permitted for one person/room on a first come first served basis. 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.
- Please 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 NEED TO WORK ON CAMPUS DURING THIS PERIOD AND MY NORMAL WORK LOCATION IS IN A CLOSED BUILDING, WHAT WILL BE MY WORK ASSIGNMENT?

Supervisors will continue to determine work assignments, which may be alternate assignments if regular assignments are not possible. Supervisors should contact school/college or divisional leadership for assistance in identifying alternative assignments if necessary.

Q: WHAT IF MY ONLY OPTION IS TO WORK AT MY DESK BUT MY BUILDING IS SHUTDOWN?

Based on the requests received prior to the start of the intersession, the building specific plan was developed to accommodate mission-critical and essential work that cannot be performed remotely or at an alternate location. If you have a new request for consideration, please contact Indu Lnu, Energy Officer, 518-496-3445, ilnu@albany.edu so appropriate accommodations can be made.

Q. CAN I REQUEST TEMPORARY ACCOMMODATIONS IN CASE I HAVE TO USE MY SPACE OCCASIONALLY?

Please make every attempt to perform your duties in a remote location off-campus or at an alternate work location on campus. If you have to use your space occasionally for more than 15 minutes at any given time, please contact Indu Lnu, Energy Officer, 518-496-3445, ilnu@albany.edu minimum 2 working days in advance to discuss plans so appropriate accommodations can be made.

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.

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.
Q: WHAT ABOUT ACCRUING LEAVE CREDITS IF I GO ON LEAVE WITHOUT PAY (LWOP) DURING THIS 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 paid 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 A LEAVE WITHOUT PAY ON SOME OR ALL OF THOSE DAYS, HOW DO I PROCEED?
You should notify your supervisor and also Time Records, at timeres@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.