



In the News for October 12, 2009

LABOR MANAGEMENT COUNCIL HIGHLIGHTS

Here's what you missed at the October 5, CS All-Staff Meeting: There was so much interest in the presentations of Plant Operations director Rich Robben and Chris Miller from the U-M Benefits Office that time ran out before we could get to the LMC items. So here they are:

- **Steve Roberts, electrician, is the LMC's newest member.** Steve will begin serving when the LMC meets October 14.
- **The LMC wants your ideas for improving CS's competitiveness.** Focusing on your own work situation, please give the LMC in writing at least one practical idea that would make you more productive in your job. Please sign your name so the LMC can follow up with you. You can use the CS drop boxes or give your idea to any LMC member.
- **You are invited to the Wednesday, November 11, *Build the Team* meeting, "Accountability at All Levels of Construction Services."** This is an all-volunteer meeting. We'll meet from 1:45 – 3:15 PM at the Kipke Conference Center. Everyone who works in CS is invited. As was noted in a recent Crucial Skills article – In the best performing organizations, everyone can and does hold everyone else accountable. Together, we'll work on answering the question: How can CS be among the best in terms of accountability?

Questions for you from the LMC:

- **What rumors have you heard that you want accurate information about? Where did the rumor come from?** Please remember that it takes everyone's efforts to maintain a positive work environment.
- **What piece of good news about Construction Services would you like people to know about?** – a compliment from a customer, a newly completed project that went well, new business, etc.

Please respond by using the CS drop boxes located near the CS conference room and in the storage cage in the tunnel to Mott – or contact any member of the LMC to let us know what's on your mind.

Next LMC Meeting: The LMC is scheduled to meet Wednesday, October 14, 2009. The Council will welcome and orient its newest member and plan the November 11 "Build the Team" meeting.

Submitted by the Labor Management Council: **Steven Bird, Mike Cobb, Mike Gaubatz, Jim Hadden and Fred Keeling**; consultant/facilitator: **Bernadette Malinoski**

CHIEF HEALTH OFFICER UPDATES CAMPUS COMMUNITY ON FLU'S IMPACT--Rick Fitzgerald—UM Public Affairs

U-M students and staff may be the “leaders and the best,” but they are not immune from the H1N1 strain of the flu virus that is making people sick.

During the first few weeks of the academic year, hundreds of students have become sick with the flu along with a small number of staff members.

Across campus posters remind students, faculty and staff to cover their coughs and wash their hands. Hand-sanitizing stations have been added to the common areas of residence halls, classroom buildings and even the Big House.

Earlier this week we caught up with **Dr. Robert Winfield**, the university's chief health officer and director of the University Health Service, for an update on how the flu is affecting the U-M campus. Here is what he had to say.

Q. How would you summarize the flu situation on campus? What are you seeing among students?

A. The beginning of the Fall Term showed a good deal of influenza activity, especially in the first three weeks. As October begins, it seems to be tapering off. We've been fortunate not to have any students who have been extremely ill. We've had a few students who have been hospitalized but the great majority of students seem to be improving in three to five days. They are missing a few days of classes and are recovering. We've been reassured by the fact that things have not been worse.

Q. Do you have a sense of how the flu at U-M compares to what is happening at other college campuses?

A. For the most part, we've been pretty typical for what has appeared at other colleges and universities in the Midwest. There have been more severe outbreaks of the flu in the Northwest and the Southeast parts of the United States.

Q. At this time of year in Michigan, with allergies, colds and the flu all circulating at the same time, how can people tell if they have the flu? What are the telltale signs?

A. The flu presents itself with a relatively imprecise set of symptoms. Those include a fever of 100.4 F (38.0 C) or higher, along with either sore throat or cough. Now during this time when we ordinarily see colds, some people are going to have a fever with a cold, but it is usually very mild. With an allergy, when you have a runny nose and itchy throat, it's usually sneezing, itchy nose, itchy throat, itchy eyes and no fever. So if you are having a nose discharge, and lot of itching with your discomfort, try an antihistamine, which you can get over the counter. If that relieves your symptoms and you don't have a fever, you almost certainly have an allergy and not the flu.

Q. If I suspect I have the flu, what do I need to do ... or not do?

A. First of all you need to educate yourself. And one of the good places to do that is U-M's flu Web site (www.vpcomm.umich.edu/flu/). Another good place is at the Centers for Disease Control Web site that specifically addresses the symptoms of the flu and how to manage it (www.cdc.gov/h1n1flu/).

If you think you have the flu after reviewing that information, and you are basically healthy and you are not pregnant, and don't have an underlying health problem like asthma, diabetes, heart problems or an autoimmune disease, or other things that put you at higher risk, you can just use self care for your sore throat, your fever and stay home. You should stay isolated until the fever is gone for 24 hours without the use of fever-lowering drugs.

But if you have a high-risk condition, then we'd like you to call in and talk to us or come in and be seen so we can consider whether you ought to be on medication. The most common high-risk condition among college students is asthma. If you have asthma and get sick with a fever, sore throat and cough,

then we would suggest that you come in (to UHS). Other conditions are pregnancy, diabetes, immune disorders or neurological disorders like multiple sclerosis. Those are examples of situations or diseases that would require us to treat you more aggressively.

Also, if you get very sick with the flu — a high fever, chest pain, shortness of breath — you should seek immediate medical care.

Q. You suggest that most people won't need to see a doctor, yet the H1N1 outbreak has been declared a "pandemic" and the world's pharmaceutical companies are rushing to produce a vaccine. That all sounds pretty serious. Help me make sense of all that.

A. Let's start by defining pandemic. It is a novel type of infection that has spread across multiple areas of the world. In this situation we have a pandemic flu virus that is new and moderately dangerous. Because it's new and the population across the world is more susceptible, it poses a special threat. One of the biggest worries is that in communities that are impoverished, where people don't have enough clean water or good nutrition, there's likely to be a higher death rate than what we see in a healthy community like the United States.

Also, the reason we're worried about this pandemic in our society is that during the normal seasonal flu season, we have 36,000-40,000 deaths in the United States. Now, because this is a new virus and our immune systems haven't been exposed to it before, we're expecting two to three times as many people to get sick and two to three times as many people to get very ill or die. That's a lot of deaths when you consider how distressed we are with airplane crashes that involve 250 deaths. So the public health community is working very hard to be sure the fewest number of people get very ill or die.

Q. Let's talk about vaccinations for a moment. I know you've been promoting the seasonal flu vaccine among students. What kind of response are you seeing?

A. We have seen a tremendous response for getting the seasonal flu vaccine. Just in September we have given thousands of vaccinations and we're well ahead of our usual October schedule. And we have a mass flu clinic this week (Wednesday) for 500 more students who have all signed up. So we're seeing a great deal of acceptance about getting flu vaccinations. We're very pleased. We think it will make the community and individuals safer.

Q. What can you tell us about the H1N1 vaccine? When will you have it on campus and how will it be distributed?

A. We believe we will have the H1N1 vaccine available in later October and we'll be doing that entirely at no cost for students when they come to our mass vaccination clinics, which will be situated all around campus. We'll have more information on how that will work once we have better information on when we will get the vaccine.

Q. Some people are questioning the safety of the flu vaccine? Do you have an opinion on that? Would you get the vaccine?

A. There is a rumor that the H1N1 vaccine might not be safe. It's based upon the 1976 vaccine that was created for a different type of swine flu, which had an unexpected neurologic complication in about one out of 100,000 people. Since that time, flu vaccines have no longer had that complication and have been found to be very safe. The current H1N1 vaccine is being made in the exact same way that the usual seasonal flu vaccine is now made. There are ongoing studies that have not yet found any complications. It's my expectation this will be a very safe vaccine. I certainly am going to be getting it as soon as it's available.

Q. I suppose the best approach to dealing with the flu is to avoid it altogether. What advice do you have for avoiding the flu, even though it seems like people all around us are getting sick?

A. We do recommend the approach of frequent hand cleansing with soap and water for 20 seconds or using hand sanitizer, and we do recommend covering your cough for the consideration of others along with staying 6 feet or more away from those who are sick, if you can.

I suspect that one of the reasons we've had a relatively mild spread of the H1N1 flu may be due to a lot of people spending a lot of time keeping their hands clean and keeping their fingers away from their nose, eyes and mouth. So I probably think these techniques, to some degree, have been successful, although it's hard to know for sure.

Q. What do you see in your crystal ball about the flu as we move ahead?

A. Flu season will continue through March or April and we'll be watching to see what happens. In 1957, during that flu pandemic, the first wave of illness came in the spring, the second in the fall and the third in February and March. We may see additional waves this flu season as well.

CONSTRUCTION SERVICES—BUSINESS CONTINUITY PLANNING

Influenza is circulating unusually early this year with cases in all 50 states — nearly all the swine flu variety, government health officials said Friday September 11. The highest concentration of flu cases is in the Southeast and a few other states. The good news is that testing of vaccines for swine flu show that they work with a single dose and take effect rapidly. Supplies of swine flu vaccine are expected to be available in mid-October, but the seasonal flu vaccine is available now and officials have encouraged people to get it.

We will communicate information on the flu in our area as it becomes available. Keep an ear to the news for information regarding the concentration of cases in our area of the country. Should there be a significant increase in our area resulting in an increase in absenteeism Construction Services employees will be moved to tasks which support the operation of University buildings and operations. **All Construction Services employees are considered “essential staff” and will be expected to report to all regular scheduled shifts unless unable to do so due to illness or scheduled vacations.**

FLU AND FREE FLU SHOTS—DELAY!- Gregory Lambert-Wellness Coordinator

Currently, we are experiencing a **Seasonal Influenza Vaccine delay** at the **University of Michigan Health System, State, and National level**. This is in part because of the demand (pharmaceutical companies) to produce millions of doses of the H1N1 vaccines, and also due to seasonal vaccine deliveries being sent in August 2009 with people being vaccinated as early as September 2009. Because of these issues there is a shortage of vaccine. The manufacturers are producing more vaccines, however, one of the strains in the vaccine takes longer to grow. This is hindering prompt dissemination of vaccines and preventing the manufacturers from filling orders to meet the demand.

The good news is we will still be getting all of our vaccine. But it is delayed until an undetermined date in November 2009. All of our remaining October 2009 clinics will have to be postponed to a later date. As of right now, we are keeping ALL of the November 2009 flu clinics as scheduled! We will be canceling these clinics on a week to week basis if the vaccine has not arrived before the clinics.

Please be advised that the Centers for Disease Control and Prevention states that it is acceptable and recommended to get vaccinated into December, January, and beyond. This is because the timing and duration of influenza seasons vary. Influenza outbreaks can happen as early as October, but most of the time influenza activity peaks in January or later. About two weeks after vaccination, antibodies that provide protection against influenza virus infection develop in the body.

If you have concerns or questions regarding the delay in the seasonal influenza vaccine please contact Brad Gebauer (MHealthy Corporate Wellness Services) at (734) 975-3061 or email gebauerb@med.umich.edu and/or Greg Lambert at (734) 647-4796 / (glamb@umich.edu).

2009 Influenza (Free Flu Shots) Vaccination Clinics for all Business & Finance Staff

| <u>Date</u> | <u>Time</u> | <u>Location</u> |
|-------------------|-----------------------|--|
| October 12, 2009 | 1:00 – 4:00 PM | Parking & Transportation-Baxter Rd-Room 1130 POSTPONED |
| October 14, 2009 | 2:00 – 5:00 PM | Parking & Transportation Garage – Kipke Drive POSTPONED |
| October 29, 2009 | 9:00 a.m. – Noon | Arbor Lakes North Dome (Near Dominos Farm) POSTPONED |
| October 30, 2009 | 7:00 a.m. – 10:00 AM | Campus Safety Services Bldg- Room 2043 POSTPONED |
| November 6, 2009 | 9:00 a.m. – 11:00 AM | 2550 Draper Road, Grounds & Waste Mgmt |
| November 9, 2009 | 11:00 a.m. – 2:00 PM | 109 Madison Avenue, Building Services 1 st Floor |
| November 10, 2009 | 7:00 a.m. – 10:00 AM | Model Conference Room – Hoover Street |
| November 10, 2009 | 3:00 p.m. – 5:00 PM | 3231 Baxter Road, Williams Conference Room |
| November 10, 2009 | 10:00 p.m. – Midnight | Campus Safety Services Bldg- Room 2029 |
| November 12, 2009 | 1:00 p.m. – 3:30 PM | Administrative Svcs Bldg-Room 1010A |
| November 13, 2009 | 9:00 a.m. – Noon | Wolverine Tower-Room- Room G228 |
| November 20, 2009 | 9:00 a.m. – Noon | Wolverine Tower-Room- Room G228 |
| December 1, 2009 | 10:00 a.m. – 1:00 PM. | Campus Safety Services Bldg- Room 2043 |

Work Order = UMEDICAL 2010

Phase = SHOP NUMBER

Work Code = SHOT

SKILLED TRADE--SICK TIME SELL BACK:

Per Article 23, paragraph 7, Skilled Trade employees may submit a written request during open enrollment each October, to sell back short-term sick time, while maintaining a minimum accrual balance of 40 hours after the sell back. This sell back option begins with the October 2009 open enrollment period. Per paragraph 23-9, all short-term sick time sell back payments will be made in the last paycheck in January.

All hours in excess of 120 will be sold back to the employee and payment will be made in the last paycheck in January. Please use the attached form to sell back your short-term sick time.

TOOLS

Over the past week we have lost a significant number of tools. These thefts have taken place all over campus and in the hospital. I have also seen on the news that residents of AA are also complaining about a series of thefts which are taking place around town.

It is important that we keep our tools secure. Please make sure we lock up all of our tools (including those located on the 3rd floor of University Hospital) to help prevent these losses from continuing.

DIVERSITY PASSPORT PROGRAM FOR 2010

Please visit the link below to register for the 2010 Diversity Passport Program. The Business and Finance Diversity committee hopes each of you enjoyed participating last year and will journey with us this year. Happy travels. <http://www.bf.umich.edu/dpassport/register.html>

BENEFIT AUDIT--LAURITA THOMAS--AVP FOR HUMAN RESOURCES

REPRINTED FROM SEPTEMBER 28

Do you have a dependent enrolled in a U-M medical plan? If so, please read on to learn about university plans for a benefits audit designed to confirm that enrolled dependents are qualified for coverage. The audit will include all faculty, staff and fellowship holders with one or more dependents enrolled in a U-M medical plan, and will require a response to home mailings that will begin in February 2010.

However, an amnesty period will precede the audit, beginning now and continuing through Dec. 18, 2009. Further details about both the audit process and the amnesty period are provided below.

The personal consequences of enrolling ineligible individuals as dependents in a medical plan are significant. An individual may be subject to disciplinary steps and legal action by the university and the insurance company to recover costs. For that reason, we are communicating early about the audit as well as establishing a lengthy amnesty period – beginning now and continuing through Dec. 18.

During this period, faculty, staff and fellowship holders can voluntarily disenroll dependents who do not meet eligibility requirements for U-M benefits with amnesty from disciplinary or legal action by the university. Amnesty spans this year's Open Enrollment period to make the process of disenrollment more convenient and automated using Wolverine Access self service. During the time before Open Enrollment begins and afterward through Dec. 18, ineligible dependents can be disenrolled without penalty by calling the HR/Payroll Service Center.

Eligibility: Enrollment of an ineligible dependent can be caused by simply neglecting to remove children from coverage after they reach the maximum age of 25 or get married, or failing to remove an adult dependent promptly after a divorce or other life event that affects benefit eligibility. If you have any doubt about the eligibility of a dependent covered under your benefit plans, please review the eligibility information for dependents on the Benefits Office web site (www.benefits.umich.edu/eligibility/) and take advantage of the amnesty period, correcting any oversight by Dec. 18.

Audit process, beginning in February 2010

Home mailings will begin in February to faculty, staff and fellowship holders with enrolled dependents, and will include a questionnaire and a request to provide copies of specific documents to verify the eligibility of dependents. The types of documents requested will vary based on the category of adult or child dependent and will include options such as copies of federal tax returns with information such as Social Security numbers and income figures removed, birth certificates and additional options to be determined prior to the start of audit. No form of documentation will require Social Security numbers.

You will receive a letter only if you have a dependent enrolled in a university medical plan, and the university will coordinate with a firm that specializes in conducting confidential benefits eligibility audits to make the procedure as efficient as possible.

You'll find more information, including Questions & Answers, on the Benefits Office web site at www.benefits.umich.edu/announcements/audit.html. If you have additional questions, please contact an HR Service Center representative at 734-615-2000 (5-2000 from an Ann Arbor campus phone).

OPEN ENROLLMENT BEGINS OCTOBER 26

Please mark your calendar for Open Enrollment, October 26 - November 6. Open Enrollment is an important time each year to consider your personal circumstances and choose the most economical benefit plans that best meet your needs. Changes you make during Open Enrollment take effect January 1, 2010 and remain in effect until December 31, 2010 unless you experience a qualified family status change.

What's new for 2010

The two-year transition to the University's new health plan cost-sharing ratio begins January 1, 2010, and employees and most retirees will begin contributing a greater percentage toward health care costs than they do today. Half of the increase will occur in January 2010; the remainder in 2011. **Health insurance cost sharing increases and retirement contribution waiting period do not affect Skilled Trades employees. Health benefits are addressed in the current agreement which runs through July 2011.**

View medical plan rates exclusively online

Beginning January 1, 2010, medical plan rates will be calculated based on three salary bands, and rates for faculty and staff will only be available online. Finding your rate is simple with the medical plan rate calculator available on the Benefits Office Web site (<http://benefits.umich.edu/events/oe/>) . You will need to enter a valid unickname and UMICH password to login and see your exact monthly rates for 2010.

Reduced Printing and Mailing Costs

In an effort to continue reducing costs, this year the Benefits Office will streamline the ways Open Enrollment information will be shared with faculty and staff. Instead of receiving a postcard at home and a large booklet at work, you will receive a single booklet mailed to your homes in late September. The booklet will include a medical plan coverage comparison chart, information on where to find rates and details about other benefit plans, and instructions for making enrollment changes online through Wolverine Access. **All employees should have received their open enrollment books. If you did not receive your book please contact the benefits office.**

ARE YOU READY FOR SOME FOOTBALL!!

Parking Services and the Athletic Department requests our assistance as we work to provide parking spaces for game attendees. All vehicles (personal and Plant) must be parked away from the football stadium area at offsite locations each Friday by 10 p.m. prior to home football game weekends.

- Any vehicles left in the south campus lots around the Stadium after 10 p.m. Friday night will be subject to towing.
- **Supervisors** are responsible for assuring compliance with their staff in moving their Plant vehicles for these events.
- Athletics has provided Plant with a work request to charge time for moving our vehicles - **1178852-2010**. Please use it
- For years we have facilitated the parking of visiting football team buses at the Plant Operations shipping/receiving dock. This is done in order to provide a safe haven for any visiting teams without concerns of vandalism or pranks. It is very important we facilitate this as it is reciprocal for our team when they travel. During Plants vehicle preparations for the last game or two, we have been parking our service vehicles within the dock creating a problem.
- Vehicle keys are not to be left in the vehicles. One vehicle was found with their keys in the ignition.

Please note there are four remaining home games this year:

October 17-**Delaware State**

October 24-**Penn State**

November 7-**Purdue**

November 21-**Ohio State**

UM CONSTRUCTION TRAFFIC UPDATE

Central Campus

A project to upgrade utilities in the **Thayer Street Parking Structure** will require the displacement of approximately 20 parking spaces. The work is anticipated to be complete on October 15. All proper pedestrian wayfinding signage will be posted.

North Campus

Surface parking lot closure and partial sidewalk closure for **Engineering Programs Building** project-- The project for the Engineering Programs Building addition is scheduled to begin on Thursday, October 1, and will require the closure of surface parking lot NC 23 on the east side of the building until work is anticipated to be complete in October 2010.

Baxter Rd. Fueling Station Project-A project to upgrade the Parking & Transportation Services (PTS) fueling station on Baxter Rd. is scheduled to begin Monday, Oct. 5 with a projected re-opening on Wed. Oct. 21, weather dependent. The work will occur Monday – Friday, at which time, the fueling station will be closed. Access to the fueling system will be available after 5:00 pm and prior to 8:00 am during this period. It will re-open on weekends. On business days during the project please re-fuel at the PTS fueling station on Kipke Dr.

HAVE YOU MOVED OR CHANGED TELEPHONE NUMBERS

Have you moved recently, changed your home or cell phone number or changed your emergency contact information? If so please contact **Sue Nysten** or **Jeanette Craft** and update your personal information card.

RECEIVE “IN THE NEWS” ELECTRONICALLY

Construction Services personnel who would like to receive In The News as an email attachment should email Paul Guttman at pguttman@umich.edu and you will be added to the distribution list.

“IN THE NEWS” IS ON THE WEB

Current and past issues of in the news are available on the web on the Construction Services home page. If you have missed back issues go to the site and check them out. Our home page is <http://www.plant.bf.umich.edu/construction> and the link to the newsletter is currently in the lower left hand corner.

Please let us know if you have anything for the October 26TH edition of “In The News”.

SKILLED TRADES

SHORT-TERM SICK TIME

SELL-BACK REQUEST FORM

To sell back a portion of your accrued short-term sick time you must complete this form and submit it to your supervisor during the October Benefits Open Enrollment period. The short-term sick time payment will be included in your last paycheck in January. Federal taxes will be based on the current supplemental rate. Eligible staff must maintain a minimum of 40 hours in their accrued balance as of the beginning of the second pay period in January each year. There is no maximum on sell back hours.

Once you have submitted your request you may not rescind it.

NAME: _____

UMID #: _____

JOB TITLE: _____

DEPARTMENT: _____

Number of sick time hours you wish to sell back (in whole hours, no partial hours: _____)

Number of sick time hours you want to be maintained in your accrual balance: _____

Note: You may not be able to sell back the full number of sick time hours you have requested. Your short-term sick time balance must be maintained, as of the beginning of the second pay period in January, at no less than 40.0 hours (prorated for part time employees).

Sick Time sell-back hours are deducted from your accrual balance when those hours are paid.

EMPLOYEE SIGNATURE: _____

DATE SUBMITTED: _____

SUPERVISOR SIGNATURE: _____

*(for office use only- **TIME REPORTING CODE "SSB"** is to be used for annual open enrollment sellbacks and **EARNINGS CODE "SPT"** for retirement payouts to process payments)*

Get copies of this form at: <http://www.hr.umich.edu/hrris/forms/pdfs/tradessicksb.pdf>