

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY COMMUNICATION

April 9, 2020

Issue 05

Dear Facilities Management Team,

I want to share important news with you. Starting Friday, April 10, Facilities Management will begin a phased transition to alternate work schedules. Please discuss this with your supervisor to better understand your role in the transition. We are adjusting work schedules to focus on critical services and construction, further reducing the number of essential-in-persons on campus at any one time – therefore, limiting the possibility of coronavirus transmission – a safer environment for all.

For FM essential-in-person employees, critical services are those duties vital to academics, research, caring for animals in university research and medical facilities, or operations continuity including but not limited to: caring for campus landscaping such as lawns, trees and plants; physical maintenance and cleaning of building systems, equipment, roadways and utilities; trash, compost and recycling collection; management and performance of both construction and renovation projects; both district and remote heating and cooling operations; parking and transportation services; direct supervision of those teams performing the aforementioned duties.

Staffing schedules will vary based on the unique requirements of each critical service or construction service provided, on the availability of staff, and on safety, and is being managed accordingly. Summary includes:

- District Energy Plant: No change to normal work schedule, this is a 24/7/365 operation with no ability to reduce staffing per shift due to required duties, tasks and continuity.
- Remodel and Construction Services: Construction (Trades) two-shift strategy, 4d/10hr week, with crews alternating weekly; Remodel (Design, Project Management, Finance) remains on normal shift, 40-hour week, with personnel teleworking and limiting time on campus.

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- Operations: Generally, two-shift strategy, crews alternating weekly; some unique situations will involve different shifts based on limited staff and technical specialty.
- Parking and Transportation Services: Two-shift strategy, two crews.
- Phased Approach: Starting April 10 with most of Operations; RCS will start on April 13.
- Teleworking (w/limited on campus duties): Full work days for balance of FM team of Capital Planning and Design, Building Code, Computer Services, Engineering and Capital Construction, Finance, Human Resources, Master Planning, and Space/Mapping.
- Off-Shift Time (at home): Goal is to maximize this time with tele-training, to include OSHA Safety, Skills/Trade Certifications, Professional Development, Supervisor Development Program and other CSU Talent Development courses, TedTalks, APPA certification program, etc.
- Critical Services Pay Differential: TBD, we are awaiting direction from Central Administration.

FM Human Resources will publish guidance for our Supervisors to ensure time is coded correctly in TimeClock Plus, both for on-shift and off-shift, and soon release our plan for tele-training.

Thank you for your steadfast dedication to FM and CSU during this unprecedented pandemic, I am extremely proud of your resolve, professionalism and 'Can Do' attitude!

"Challenges are what make life interesting and overcoming them is what makes life meaningful." —Joshua J. Marine



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