



FREQUENTLY ASKED QUESTIONS STATE EMPLOYEES

BUILDINGS, LEASED SPACE, AND PARKING FACILITIES

STATE-OWNED OFFICE BUILDINGS

- Q** Will State office buildings be closed during a shutdown?
- A** Yes. Most offices will be closed, and notices will be posted at entrances. Critical employees who will work during the shutdown will have limited access to buildings.
- Q** Will critical staff have access to DMB facilities during a shutdown?
- A** Yes. Employees who have been granted holiday or 24/7 access rights by their department's administrator will be able to enter facilities. Access control systems will be programmed as if it were a holiday.
- Q** If I have the appropriate access rights and enter my building, will the lights be turned on and the temperatures normal?
- A** All building control systems will be set to a holiday schedule. This means that lighting will be limited and temperatures adjusted to those levels. Lighting will be available in areas that have obtained a 24/7 approved-lighting exemption.
- Q** If I am working in my building and encounter a problem, will assistance be available?
- A** In an emergency, you can call DMB Central Control at (517) 373-0190. This number should be used for emergencies only. Non-emergency customer service will not be available during the shutdown.
- Q** If I'm required to work, will elevators be operating?
- A** Yes. All elevators will be available.
- Q** How will I know when my building reopens for normal business?
- A** Employees will have at least three resources for updated information on the shutdown:
- Updated information will be posted to the Department of Management and Budget Web site: www.michigan.gov/dmb, www.michigan.gov/mdcs, and www.michigan.gov.

- A 24-hour telephone line will offer a recorded message to inform employees when they may return to work. The toll-free number is (866) 520-6424.
- Statewide media reports will offer current information about the reopening of State facilities.

Q If a natural disaster or emergency occurs, will someone be available to provide direction?

A No. For emergencies, please refer to the following:

DMB FACILITIES – EMERGENCY INFORMATION

FOR ADDITIONAL INFORMATION ON THE EMERGENCY MONITOR PROGRAM, CONTACT YOUR FACILITY MANAGER

TYPE	HOW TO REPORT	RESPONSE	PROCEDURE
FIRE	Pull the alarm Call 30190 Report location	Alarm will sound <i>inside</i> of building	Evacuate 100 feet from the building Do Not Use Elevators
AMBULANCE	Call DMB Central Control 30190 Report as soon as possible.	Facility Manager and appropriate agency will respond	Ensure unobstructed access to area
CRIME		Obtain as much information as possible. Be observant and remain calm.	Law enforcement personnel will respond. Evacuation may be necessary—if so, follow fire evacuation procedures.
BOMB			
BIOHAZARD			
TORNADO	National Weather Service will issue warning	Civil Defense Sirens <i>outside</i> of building	Evacuate to shelter area Do Not Use Elevators

Please Learn the Emergency Procedures and the Name of Your Monitor

For Non-Emergency Services Call: Regularly Scheduled State Work Days 7 a.m. to 5 p.m.: 36227 After 5 p.m. and Anytime Weekends and Holidays: 30196

Management & Budget

Previous Editions Are Obsolete

Revised 07/03

PARKING FACILITIES

Q Will DMB parking facilities be open during a shutdown?

A No. DMB parking facilities, including ramps and surface lots, will be closed and secured. Individuals with holiday access levels on facility access key cards will have access to DMB parking facilities and buildings.

LEASED OFFICE SPACE

Q Will there be access to leased facilities and parking during a government shutdown?

A Yes. Employees may have access with their department director's approval.

- Q** Will rent payments be delayed?
A It is unknown at this time. There can be no expenditure of State funds without an approved budget, in accordance with the Michigan Constitution.
- Q** Who will notify service providers at leased facilities contracted by the State?
A Purchasing Operations is contacting all service providers about the potential shutdown. Agencies that have contracted for services directly will be responsible for contacting those providers.
- Q** Will there be signs on buildings notifying the public of the shutdown?
A Yes.
- Q** Will construction projects at leased facility also be shut down?
A If construction activity requires involvement by DMB's Real Estate or Design and Construction divisions, the project will be shut down.
- Q** Who should be contacted if an emergency occurs at a leased facility?
A The landlord should be contacted directly.
- Q** What will happen to posted RFPs in the event of a shutdown?
A A notice with revised dates will be posted on the RFP Web page.

FLEET VEHICLES AND MOTOR POOLS

- Q** Will I be able to obtain a fleet vehicle during the shutdown?
A No. In the event of a shutdown, Vehicle and Travel Services will not operate.
- Q** Will outstate motor pool services be available?
A No. Motor pools in Traverse City, Detroit, and Escanaba will be shut down as well.
- Q** If I have access to an agency car, may I use it during the shutdown?
A Yes. Critical employees who are working during the shutdown and have an assigned car or access to an agency motor pool vehicle can use those vehicles to perform their work responsibilities.

MAILING SERVICES

- Q** Will ID mail be delivered during the shutdown?
A No. Mail and Delivery Services will not be open to provide services. In addition, mail cannot be dropped off at our Lansing facility.

LOANS FROM 401(k) ACCOUNTS

Q How can I request a loan from my 401(k) Plan Account?

A You can request a general loan (not residential) from the plan's Web site, <http://stateofmi.csplans.com>, or the call center, (800) 748-6128. You can also find out the total amount available for loans from these two sources. The minimum loan amount is \$1,000.

Q Can I request a loan from my 457 Plan Account?

A No. Loans are not allowed in the 457 Plan.

Q How quickly can I get my money when I make a request for a loan?

A Generally, loan checks are sent by first-class mail from CitiStreet and received in three business days.

Q Are there fees for the loans?

A There is a one-time \$50 fee for each loan.

Q How many loans can I have at the same time?

A You may have a maximum of seven loans, which includes any defaulted loans.

Q When is a loan considered in default?

A A loan is in default if no scheduled payments have been made for 90 days.

Q What happens if I default on a loan?

A The loan amount will be considered a taxable withdrawal. You will owe income taxes on the money. If you are under age 59½, a 10% early withdrawal penalty will also be assessed.