

The Value of Appreciation

Appreciation is important in the workplace. How have you shown appreciation to co-workers, your supervisor, or anyone else? Kind words, short hand-written notes, inexpensive gestures, and thoughtful acts are all ways to express gratitude. There is no obligation to be thoughtful at work, but it does promote collegiality and harmony. When employees feel appreciated they tend to work harder for the supervisor, department and organization. To show appreciation one can make an effort to call attention to things that really matter to employees, like birthdays, anniversaries and accomplishments outside of work.

I would like to challenge supervisors to find three different ways to show appreciation to your employee (s). Additionally, I challenge employees to observe and find three different ways to show appreciation to your fellow co-workers and/or supervisors. Make your gestures big or small, just do something to show appreciation! You will be surprised at the return on investment!

If so inclined, please send us your appreciation gestures to post in a later edition. If you receive an appreciation gesture, please share so we can celebrate with you! Email comments to hr@uthsc.edu

Employee Engagement Survey Begins in November!

**YOUR VOICE.
YOUR UT.**



The 2014 Employee Engagement Survey will be **November 3-21, 2014**. UTHSC is aiming for 100% participation! Your feedback is extremely valuable and will be used to direct future strategies and programs to improve UTHSC and the UT system as a whole. Thank you in advance for completing the survey and encouraging your coworkers to do the same! An [open forum](#) to learn about the survey will be October 13th from 9-10 am in GEB, A104. All are welcome!



Chandra Alston, Assoc. Vice
Chancellor of HR

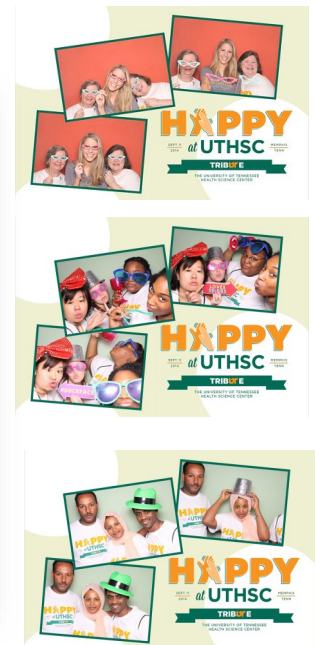
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UTHSC Tribute and Employee Appreciation Day 2014

On September 11th the campus enjoyed Tribute and Employee Appreciation Day festivities. The day included food, music, all you could eat ice-cream, games and dancing! Although we experience torrential downpours at different intervals, the celebration went on without a hitch and we hope everyone who attended had a blast! UT President, Joe DiPietro visited campus to show his support and danced among employees before moving on to the UT Martin campus.

Thank you to all the faculty and staff who came in spite of the weather to participate in the event. Below are a few of the photos taken at the photo booths. Please view additional photos taken in the [Photo Booth Gallery](#). We are looking forward to an even better Employee Appreciation in 2015!



UP NEXT!

The Benefit's Fair!

When: October 1

Time: 10 -1:30 pm

Where: 910 Madison Plaza Lobby

2014 Insurance Open Enrollment Period

The annual enrollment/transfer period for 2015 benefits is October 1 through November 1, 2014. Beginning with this enrollment period, all eligible employees and dependents can enroll in health insurance each fall. There will no longer be a monthly late applicant fee. The options you choose during the enrollment period are effective January 1, 2015, unless you lose eligibility or have a qualifying event or family status change during the year. Subject to eligibility, during this time you can:

- * Add, cancel, or transfer health insurance option and/or carrier
- * Add, cancel, or transfer dental options
- * Add, cancel, or transfer vision options
- * Increase, decrease, or add optional term life insurance
- * Enroll in optional accident coverage
- * Enroll in flexible spending



The State of Tennessee will no longer accept paper forms for health, dental, or vision enrollment or changes. For more information, view the [Edison ESS instructions](#).

If you are happy with your current benefit selections, **no action is required** to remain enrolled in coverage. **Flexible spending is the only benefit requiring enrollment each year.** If you are enrolling for the first time or are currently enrolled and choose to stay in the Partnership PPO, you (and your covered spouse) are automatically agreeing to fulfill the 2015 Partnership Promise.

Important Links!

- [2015 UT Annual Enrollment Letter](#)
- [2015 State of Tennessee Decision Guide](#)
- [2015 Health/Dental/Vision Premiums](#)
- [Partnership PPO– Standard PPO Comparison](#)
- [Assurant Prepaid Plan– Delta PDO Plan Comparison](#)
- [Basic-Expanded Vision Comparison](#)

CorVel Corporation is new Worker's Compensation Manager

NEW!

The CorVel Corporation was awarded the State of TN Worker's Compensation contract on September 1, 2014. All current and future claims will be processed through CorVel. In the event an employee has a worker's compensation claim, the employee or supervisor may call the **Workplace Injury and First Notice of Loss (FNOL) Call Center at 1-866-245-8588 option 1**. The FNOL will connect you with a registered nurse who will evaluate your injury and determine if treatment

All existing claims were transferred from Sedgwick CMS to CorVel. If you have questions regarding an existing claim, you may contact CorVel at 1-888-226-7835.

Both the Accident Report and Supervisory Reports should be submitted to the Benefits Office as soon as possible. The forms and instructions can be found on the UTHSC Benefits website. Questions regarding the new process can also be directed to the Campus Worker's Compensation representative at 448-5577.

Drug and Alcohol Free Campus & Workplace

The University of Tennessee Health Science Center (UTHSC) encourages and maintains a safe, healthy, alcohol and drug free campus and work environment. Therefore, in collaboration with the local, state and federal laws the University prohibits unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees on campus or during University activities. Specifically, the seriousness of this matter is reiterated in the [Code of Conduct](#), [HR Policy/Procedure 0720](#) and the student [Centerscope](#). For more information, please view the [Drug and Alcohol Free Workplace](#) page and/or contact Marian Harris, Employee Relations Counselor in Human Resources at 901-448-5524.

REASONABLE SUSPICION

To report a person you may reasonably suspect under the influence of drugs and/or alcohol contact the UTHSC Campus Police at 901-448-4444.

[Sign up](#) and receive HR 128 Credit for the *EAP – Drug Free Workplace* class, on October 14th at 10:00 a.m., in the HR Conference Rm (910 Madison Ave., Suite 725).



UTHSC: A Healthier Workplace



Governor Bill Haslam's Foundation for Health and Wellness recently launched the "Healthier Tennessee Workplace" program to recognize organizations that encourage employees to live healthier lives at work and at home.

Chancellor Schwab expressed his desire for UTHSC to join the program and charged the Human Resources office with the task of seeking ways to improve employee health. While UTHSC has already met many of the programs requirements, we still have work to do!

HR along with the Campus Recreation office, will implement additional opportunities for UTHSC employees to lead healthier lives. Human Resources along with Campus Recreation worked towards the goal of recognition and UTHSC was awarded this recognition on 9/22/2014!

Once the signed certificate is received from Governor Haslam, we will display our official badge for all employees to see! Thanks UTHSC for being one of Tennessee's Healthier Workplaces and helping to make Tennessee a healthier state.

Welcome to UTHSC!!



Amanda Rudolph is the new Benefits Specialist in the Benefits office. Amanda process all Educational Assistance and HR 128 credits. Amanda joined UTHSC after 8 years in the healthcare industry.



Jacqueline Anderson is the new HR Consultant and works with the Employment Team. Jacqueline comes to UTHSC with 15 years of Employment and Compensation experience after many years with the City of Memphis.

Human Resources Staff

- Chandra Alston.....Associate Vice Chancellor
- Damon Davis.....Compensation Manager
- Debbie Jackson.....Benefits Manager
- Donna Lenoir.....Employment Manager
- Darnita Brassel.....Training Administrator
- Barbara Patton.....Admin. Specialist II
- Phyllis Hubbard.....Insurance Coordinator
- Jacqueline Anderson.....HR Consultant
- Renita Mattox.....Sr. Benefits Specialist
- Karen Weatherly.....Sr. Benefits Specialist
- Demetriss Gilliam.....HR Assistant
- Denise Griffin.....Sr. Records Specialist
- Ronnie Dickerson.....Administrative Assistant
- Marion Harris.....Employee Relations
- Amanda Rudolph.....Benefits Specialist
- Yin-Yen (Helen) Lu.....Administrative Aide
- Chasity Pegues.....Administrative Support