



**Combined Meeting ~ Employee Relations Advisory Committees (ERC/ESC)
Tuesday, July 7, 2015
11:00-1:00pm
SAC 305**

Start Time: 11:00 a.m.

Members Present: Lisa Aitken, Judy Brooks, Shelia Cooper, Jacquelyn Easley, Deonne Edwards, Kathy Gibbs, Ramona Jackson, Andrea Kolen, Jackie McClarin, Vanesa Baker, Connie Childs, Bryan Lemieux, Ebony Smith, Randy Conway, Andria White, Marion Grinston, Chandra Johnson, April Jones, Jeddie Maxwell, Jane McKinnie, Lara Nichols, Wanda Patrick, Stanley Tyler, Netia Watson, Valerie Wheeler, Beverly Avis, Tara Bea

Members Absent: Cindy Deaton, Kalon Owens-Jones, Felicia Washington, Jamie Overton, Bryon Porter, Jane Poulos, Brenda Clark, Jasmine Shorter, Lindsey Price, Toni Baker, David Eppes, Sheri Jackson, Harriet Lang, Mary Tunstall

Welcome: **Chandra Alston, Associate Vice Chancellor of Human Resources:** Chandra Alston, welcomed the committee and the meeting proceeded within the agenda.

Leadership Culture Suggestions presented to Chancellor Schwab and EVC Brown

1. Stanley Tyler, Electrician presented "Increase Visibility of Leadership"
2. Vanesa Baker, Business Manager presented "Anonymous reporting channel for all employees" <http://ideascale.com/education/>
3. Judy Brooks, Staff Assistant presented "Campus Celebrations; Recognition for non-faculty staff" (acknowledge excellence) *Mission Accomplished*
4. Ebony Smith, Director of ED Technology presented "Ensure that merit funding is fairly distributed and not earmarked for other designations."
5. Wanda Patrick, Business Manager presented "Ensure the accountability of supervisors" (upward evaluations, mandatory training and interventions).

Parking Services

Tanara Teal-Tate, Assistant Director of Parking Services: Seeking employees to join the Parking Services Committee. See attached

Special Events

Pamela Houston, Director of Special Events: Seeking employees to join the Employee Appreciation and Community Outreach Committee. See attached

Equity and Diversity Update

Michael Alston, Assistant Vice Chancellor for Student Rights & Conduct and OED Director: The OED newsletter "Diversity Matters" was just released for University review. If you are interested in submitting an article of your own to the newsletter, please contact OED at 901-448-2112.

Jenna Fielding, is the new Associate Equity Assurance Specialist in OED. Ms. Fielding will handle faculty search for College of Nursing and College of Pharmacy. She will handle all intake for complaint investigations and her training topics will cover, Sexual Harassment, conflict



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Resolution, Generational Diversity, Bystander Intervention, Boundaries, Safe Zones, Civility and Title IX.

We have listserv that filters through OED for individuals who like to send their condolences titled the "Condolences Listserv," if you would like to receive or send listservs of this nature, please contact OED to become a member.

OED is in the final drafting stages of creating a Sexual Misconduct and Relationship Violence Policy. It is currently under review and awaiting approval from the attorney general.

Human Resource Updates

Debbie Jackson, Benefits Team Leader: Biometric Screening deadline is July 15, 2015. The Partnership Promise for 2015 include completing a Biometric Screening by July 15th, if you or your covered spouse are contacted for health coaching. It is also important to answer or return all calls received from Partners for Health/Heathway. No response or follow up may result in the member's coverage switching to the Standard PPO the following year.

Tennessee's State and Higher Education employees will see a 3.5% health insurance premium increase in 2016. This revelation came shortly after being notified of a 3% across the board pay raise for eligible employees. The 3.5% premium increase will only require employees to pay an additional \$4 - \$13 monthly for their health coverage (depending on coverage and plan)

Social Security representatives will be on sight October 1, 2015 in the Human Resources Conference Room (910 Madison Ave., Suite 725). If you have questions for them please bring your valid driver's license, they will not be able to assist you with it.

The Supreme Court ruling on same sex marriage now allows same sex couple to be added to the medical insurance. They must be added within 60 days of the marriage or the Supreme Court ruling, if not they must be added during the annual enrollment period. This year the enrollment period will begin in September.

FML will now allow an employee to opt to retain up to five (5) days or 40 hours of sick leave, whichever is less, while on medical leave. Once the employee has exhausted his or her paid leave, he or she will go on unpaid leave for the remainder of the medical leave period.

Donna Lenoir, Employment Team Leader: Employment is pleased to announce that the Employment Eligibility Verification Form I-9 Management is available online. All newly hired paid faculty, staff, students, residents, post docs are required to complete Section 1 of the form. There are two ways new hires can locate the form on our website:

Option 1: Go to: <http://uthsc.edu/hr/employment/forms.php>

Option 2: Go to: <http://uthsc.edu/hr/employment/>

The employment team will also be moving to the 1st floor of Plaza Building (910 Madison Plaza) July 29th and 30th.



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Marian Harris, Employee Relations Counselor: If you have a complaint or concern please visit the HR-Employee Relations page for the HR Complaint Form:

<http://www.uthsc.edu/hr/documents/benefits/employee-relations-complaint-form.pdf> and forward the information directly to me.

Also, please utilize UTALK: <http://president.tennessee.edu/utalk/> as a means to communicate your concerns to the president.

Damon Davis, Compensation Manager: The five and ten year Employee Recognition Program (Service Awards), will be held on Tuesday, July 28, 2015 at 1:00pm in the SAC O.D. Larry Dining Hall. This program will recognize employees who reached their anniversary date September 1, 2014 through December 31, 2015. The 15-20 year program will be held on August 20th and the 25 plus year program will be held on October 20th and more information will be provided as we approach those dates.

Darnita Brassel, Training Administrator: HR is hosting a Managers and Supervisors Conference: *Coaching the 21st Century Workforce: A Playbook for Managers and Supervisors!* **Wednesday, July 15, 2015 from 8-4:30; Student Alumni Center; contact HR to register as we have a few spaces remaining.**

Tennessee Board of Regions is offering CAP preparation classes, online. Departments can assist employees in paying for the preparation training and/or membership to the IAAP. The next exam is scheduled for March of 2016. Please contact training for more information, 901-448-5601.

Employee Relations Advisory Board (ERAB)

See notes attached

Employee Relations Member Updates

College of Nursing: New Dean ~ Windy Likes

Regional Biocontainment Lab: New Business Manager ~ Shelia Cooper will start on July 20th

Next Meeting Dates

ESC August 4, 2015 at 1:30-3:00pm in SAC 305

ERC September 1, 2015 at 1:30-3:00pm in SAC 305

Employee Relations Advisory Board (ERAB) Meeting Minutes*
Videconference
June 18, 2015

Dr. DiPietro stated that this is a good year with the state budget. This is actually the second best budget in his past nine years. As previously announced, the state provided the university with partial funding for salary increases. For most campuses, there is a 1% COLA minimum; some campuses are funding 1.5% and some are funding 3%. Martin cannot fund a salary increase at this time but will review the matter again at mid-year. At the Board of Trustees meeting next week (week of June 22), they will look at budgets and tuition increases. This year's tuition increases averaged around 3% which is one of the lowest over the past 20 years. The goal is to keep the out of state tuition increase under 25%. The university is still reviewing how to reduce costs and increase revenue to close gaps in business model. Campuses and institutes are currently developing plans to respond to issues identified during the Employee Engagement Survey. President DiPietro plans to visit each of the campuses to say thank you to the employees.

Agenda items discussed are listed below:

1. **Tax Deductions** – Is it possible for UT to deduct state taxes out of payroll checks for individuals who do not live in Tennessee (i.e., residents of Arkansas or Mississippi)?

Tennessee does not have a state income tax and a lot of states have a variety of taxes – state, local, township, etc. Out of state taxes also affect employees in transition and students who never change their mailing address. A report from the payroll system identified over 30 different states. Some state calculations are complex (payments to different entities along with different rules/regulations for each entity) and rules change frequently. To process out of state payroll taxes would be a complex undertaking and UT will not begin this practice.

2. **Travel Expenses** – Some exempt employees do not have the means (lack of funds, available credit card or sufficient credit card balance) to pay for work-related travel expenses (i.e., airfare, conference hotel rates) in advance. One employee's hotel bill for a week-long conference totaled over \$1200. Can the travel policy be amended to allow direct bill of hotel and airfare expenses for exempt employees?

System policy (Fiscal Policy 705) states that employees (non-exempt and exempt) as well as students can receive a travel advance (80% of domestic and 100% of international travel costs). At UTHSC, this policy has not been fully implemented in that advances for exempt employees do require CBO approval. It should be noted that there have been very few requests made as airfare can be reimbursed as soon as travel is booked and generally there are options for direct billing of lodging. For instances where this is not possible, travel advance requests have been made and approved (only two received to date since recent change in fiscal policy). Direct billing on our campus requires an approved travel authorization obtained through Accounts Payable. Once you receive a travel authorization number, direct billing of airfare and/or lodging can be booked through World Travel. Per the system office, if five (5) or more employees are going to the same conference, airfare and lodging can be direct billed.

3. **Affordable Care Act Taxes** - The Affordable Care Act has provisions which will add taxes to insurance policies considered "Cadillac" plans. These plans are based on certain dollar amounts exceeded for premium costs. For individuals, the limit is set to \$10,200 and for families, the limit is \$27,500. Will this tax affect UT system employees?

Cadillac plans generally do not include self-insured plans (which is what we have at the State of Tennessee). Calculations are a little different in what is included and what is not in this tax penalty. The state is still researching the matter to determine if we will be affected or not. To date, we are not affected. Also, potential changes to insurance coverage for future employees (i.e., spouses not covered if they can obtain insurance from their own job) could also help to avoid any potential tax penalties.

**The next ERAB meeting will be held in Knoxville, Tennessee on September 16, 2015.
Please forward any questions your group may have to your ERAB representatives.**

Brenda Clark
ERC Representative
(901) 448-5638
Bclark11@uthsc.edu

Jacquelyne McClarin
ESC Representative
(901) 448-8470
jmccclarin@uthsc.edu

**This is an unofficial set of the meeting minutes. An official set of minutes should be available for the next scheduled ESC and ERC meetings.*

Community Outreach Committee

The purpose of this committee is to work together on campus wide health initiatives such as American Heart Walk, Cancer, Back to School Health Fair, etc.

**Meetings will not last longer than 1 hour.
Volunteers may be needed on weekends.**






IMPORTANT DATES

- **Back to School Health Fair is next Saturday from 9:00—1:00 pm.**
- **The AHA kick off meeting is scheduled July 29, 2:00 pm in 305 SAC. (This is to welcome team captains and give packets). The planning meeting is set for Thursday, July 16th at Noon in 101 Hyman. Lunch will be served.**
- **The Heart Walk is scheduled for November 7.**

Please contact Marian Harris with your plans for participation

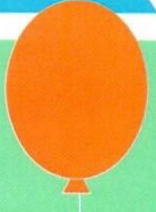





Employee Appreciation Committee



The purpose of this committee is to gather to secure the best date, appropriate location, menu and activities for an event that expresses from higher administration, each employee is valued and appreciated.

Meetings will not last longer than 1 hour. There will be sub committees in the categories below:

- Entertainment—this also includes activities
 - Catering—menu selection and securing vendor
 - Give Away—this could include t-shirt design suggestion and distribution as well as other items
 - Set-Up
 - Registration
 - Decoration
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Please contact Marian Harris with your plans for participation