

EXEMPT STAFF COUNCIL MEETING

The University of Tennessee at Chattanooga

Wednesday, October 20, 2021

via Zoom

Members attending: Chris Sherbesman, Susan Lazenby, Jessica Pierce, Beth Luehrs, Laura Perryman, Brenda Johnston, Donald Behneman, Lance Keatley, Alexa McClellan, Rebecca Dragoo, James McLean, Christine Estoye, Terry Sanford, Jamie Booth, Zach Ridder, Sara Jackson

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources; Julie Brown, Director of Employee Relations Janice Michaels, HR/OEI Assistant

Call to order: Mr. Sherbesman called the meeting to order.

Minutes: The minutes for the September meeting were distributed and approved electronically.

Blue Ribbon Award: Sarah Canatsey, Instructional Developer in the Rollins College of Business, was the recipient of the Chancellor's Blue-Ribbon Award for August 2021.

Guest Speakers: Stacy Lightfoot, Vice Chancellor of Diversity & Engagement

Ms. Lightfoot gave a brief overview of her background and the newly created Division of Diversity & Engagement.

A few goals in her new position are:

- To establish and execute diversity, inclusion and engagement goals identified in and inspired by UTC's (pending) strategic plan
- To foster a more inclusive and welcoming campus community
- To advance diversity, equity and inclusion at UTC
- To create and support opportunities so that all students, faculty, staff and leadership are able to thrive, be engaged and feel a sense of belonging.

The new division currently has 7 staff members:

- Stacy Lightfoot, Vice Chancellor
- Rosite Delgado, Director
- Charlene Ragland, Recruitment & Employment Specialist
- Kris Swanson, Compliance Investigator & Inclusion Strategist
- Anitra Barret, Compliance Investigator & Equity Consultant
- Cindy Smith, Administrative Assistant
- Coordinator of Civic Engagement (currently vacant)

First year goals for the new division include:

- To have the campus & community better understand DEI

- Increase the number of students who enroll in the University, especially those from minoritized backgrounds
- Recruitment and retention for faculty, staff & leadership, especially those from minoritized groups in areas where they are underrepresented
- Enhance & inform policies & procedures
- More resources & partnerships to increase engagement opportunities for faculty staff & students.

During her first 90 days, Ms. Lightfoot has spent an average of 35-38 hours per week in meetings, talking to and learning from people on campus. She will now spend time codifying that data to make informed decisions to better be able to serve the campus and community.

Her next steps will include presenting her findings and sharing her recommendations with the ELT, faculty, staff, students & community members to change the UTC culture in a positive way.

Other Issues

Laure Pou spoke to the group about the **FY22 Salary Procedures**. One of the University's major priorities has been to devote attention and resources to faculty and staff recruitment, retention, diversity, and quality. Annual compensation analysis efforts for utilization of the established Staff Market-Equity Funding Pool are part of the University's ongoing commitment to provide compensation that is fair, competitive, and commensurate with the important contributions made by each member of our University community. This year there was \$185,000 in the Staff Market-Equity Pool funding. 41% was allocated to nonexempt positions and the remaining 59% to exempt positions.

Laure also discussed the **Required Procedures for Employee Terminations**. In accordance with UT System Policy [HR0160-Termination of Employment](#), "Termination from the University of Tennessee shall be officially documented in such a manner as to establish a clear record of action, both as a service to the terminating employee and to the university."

UT System audits have identified inconsistent compliance with proper and timely termination notifications across campus, which could put the responsible campus department and the University at great risk. **Effective immediately, campus department heads must ensure that all terminations are (1) fully processed in the IRIS system, (2) critical off-boarding notifications are completed and (3) final time records are processed in a timely manner for all employees separating from the University.**

1. Timely Notice of Terminations in IRIS (All Employees)

Submission of Form *ZPTERM000 – Termination Request* in IRIS is required for all employees separating from the University without continued employment in another campus work unit. This includes all regular or temporary faculty and staff, as well as student employees.

- Involuntary terminations must be fully processed in IRIS with Banner access discontinued **ON OR BEFORE** the employee's last date paid/worked. This requires all IRIS e-termination workflows are fully processed ON OR BEFORE the employee's last date paid/worked. It is recommended that department heads, or their designee, initiate the IRIS e-termination form no less than 5 business days prior to the employee's last date paid/worked to ensure compliance.
- Voluntary terminations must be finalized in IRIS with banner access discontinued **NO LATER THAN 3 business days following the employees last date paid/worked.** This requires all IRIS e-termination workflows are fully processed NO LATER THAN 3 business days following the employee's last date paid/worked. It is recommended that department heads, or their designee, initiate the IRIS e-termination form no less than 5 business days prior to the employee's last date paid/worked to ensure compliance.

The campus department of the separating employee is responsible for ensuring compliance with the termination deadlines outlined above by submitting IRIS e-termination forms in a timely manner and monitoring workflow progress via *ZWF_HISTORY - Workflow History by Object*.

Temporary or Student Employees Employed in Multiple Departments: If a temporary or student employee separating from your campus department will continue employment with the University in another campus department, IRIS e-terminations should not be submitted and fully processed. Instead, a [Personnel Change e-form](#) should be initiated in IRIS to remove the employee from the separating department. The campus department of the separating employee is responsible for processing the personnel change e-form.

2. Timely Off-Boarding Notifications (Regular Faculty and Staff ONLY)

Completion of the electronic [Employee Off-Boarding Form](#) is also required for regular faculty and staff terminations to ensure all off-boarding items have been addressed **ON OR BEFORE** the employee's last date paid/worked. It is recommended that department heads, or their designee, initiate the off-boarding notification no less than 5 business days prior to a regular employee's last day paid/worked.

The Employee Off-Boarding Form triggers notification to critical off-boarding units to ensure University debts are resolved, UTC Library property is returned, and access to University systems, software and programs is discontinued in a timely manner to protect the legal and fiscal interests of the University.

The campus department of the separating employee is responsible for ensuring compliance with the off-boarding deadlines outlined above and responding to all off-boarding notifications to address outstanding issues.

In addition to University-wide off-boarding procedures, campus departments must ensure all departmental property is returned by the employee's last date paid/worked (e.g., laptops, equipment, uniforms, keys, etc.). Timely discontinuation of other sensitive access is also critical and may be necessary prior to the last date paid/worked in some instances (e.g., shared drive, website editing, listservs, etc.).

[Employee Off-Boarding Form - Instructions](#)

Questions regarding the employee off-boarding process may be directed to terminations@utc.edu.

3. Timely Processing of Final Time Records (All Employees)

All time keeping and reporting requirements outlined in UT System Policy [FI0930 – Payroll](#) must be processed in a timely manner for separating employees. Final time sheets/records (either hard copy or electronic) should be finalized for separating employees on their last day paid/worked and then submitted promptly in the IRIS system to ensure accurate time/leave records upon termination.

In addition, it is critical that all approvers execute IRIS time approvals when prompted for each bi-weekly and monthly [payroll deadline](#).

Next Meeting

The next meeting will be Wednesday, November 17 at 10:30 a.m. with Tom Ellis and/or Danny West as our guest speaker.

Adjournment

The meeting was adjourned

Respectfully submitted,
Janice Michaels
HR/OEI Assistant