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EMPLOYEE RELATIONS COUNCIL MEETING
The University of Tennessee at Chattanooga
Thursday, September 17, 2020
via Zoom

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Members attending: Melita Rector, Sharon Thomas, Nancy Rogers, Mark Stotts, Kate Gill

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources; Julie Brown, Manager of Employee Relations, Human Resources;

Call to order: Ms. Rector called the meeting to order.

Minutes: The minutes for the July 2020 meeting were submitted and approved electronically with no changes needed.

Blue Ribbon Award: April Cox, Enrollment Management & Student Affairs, was the recipient of the Chancellor's Blue Ribbon Award for June 2020.

Guest: Robie Robinson, Assistant Vice Chancellor, Emergency Services

Mr. Robinson gave a brief overview of the safety procedures that have been put in place because of COVID-19, including installing plexiglass guards, belting off seats for social distancing, installing foot door openers in some bathrooms, turning off water fountains. His office was also in charge of purchasing the face masks, face shields & cleaning materials and distributing them to faculty, staff and students. Emergency Services and Facilities were charged with measuring every single space on campus for capacity purposes. His department deep cleans any areas that are affected by any positive cases.

The campus visitor's policy has been added to the COVID-19 page. The travel policy is in progress and will be updated soon. International travel guidelines are based on the governmental policies.

When asked his role in the pandemic, Mr. Robinson responded that he, along with the Implementation Task Force, make recommendations & put plans together but final decisions come from the Chancellor and ELT.

Guest: Jecobi Swafford, Total Compensation Senior Specialist, Human Resources

Annual Enrollment is October 1-16, 2020. Changes made to your coverages will be effective January 1, 2021. Please visit https://www.tn.gov/partnersforhealth/ae.html to learn more about Annual Enrollment. During the annual enrollment period, October 1-16, 2020, visit www.edison.tn.gov to complete your enrollment online. When using Edison ESS, Internet Explorer 11 is the preferred browser.

For benefit changes including the addition of eligible dependents, Dependent Eligibility Documents are required. Changes will not take effect if documents are not received by Benefits Administration on October 16,2020 by 4:30 p.m. CST/5:30 p.m. EST.

[Edison](#) is the main database used by the State of Tennessee. It is also used by all employees who are enrolled in the State Group Insurance Program. From time to time you may receive an email with information or to log into the Edison web site. All university employees who are eligible to participate in group insurance plans, have a record in Edison. Employees who want to make changes to insurance coverage during Annual Enrollment will have to follow through with the instructions sent to them in email.

As Higher Education employees, you do not need to reset your password at this time, but you will continue to get emails every day until the password expires 9/10/2020. You can wait until it is closer to the Annual Enrollment period to update the password. Please ensure you update the password prior to Annual Enrollment.

The Edison navigation to do this is: **Self Service > My System Profile > Change Password, Challenge Questions, Security Image or One-Time Password email > Change your password**

Please make sure you log into Edison first before attempting the navigation above.

If you need assistance with changing your password, please contact:
Benefits Administration Service Desk
8:00 a.m. - 4:30 p.m. CT
Monday through Friday (except holidays)
1-800-253-9981 or 615-741-3590

Two-Factor Authentication (2FA) is required for this year's Annual Enrollment participation. You will need to complete this process prior to October 1, 2020 in order to utilize the Edison system for Annual Enrollment.

The University IT teams have been working to increase safety protections for our online identity and data. In order for us to do this, we are utilizing a program called DUO for Two-Factor Authentication (2FA). It is critical that you are utilizing 2FA on your account before October 1st when we begin our benefits Annual Enrollment period. You will need to complete this process in order to sign into the Edison system for your Annual Enrollment.

The Duo 2FA sign up procedure is straight-forward. If you would like to try it on your own Setup instructions are attached to this email. Please contact the UTC Help Desk at (423) 425-4000 if you need any assistance.

ActiveHealth Management is our wellness vendor, and they can help you achieve your health goals. In December, ActiveHealth Management will mail information about the 2021 wellness program and resources to enrolled members.

State and higher education employees enrolled in the health plan will receive information about the cash incentives available for completing certain activities. There are a few cash incentive changes in 2021.

Cash incentives: Once an enrolled state or higher education employee and/or spouse (excludes retirees) completes ActiveHealth's online health assessment, they can each earn up to $250 a year by completing certain wellness activities (if eligible). Each participant will be able to earn the maximum $250 per person ($500 annual maximum).

Additional information about the Wellness Program can be found at: https://www.tn.gov/partnersforhealth/other-benefits/wellness-program.html.

Next Meeting

The next meeting will be Thursday, October 15, 2020 at 2:00 p.m.

Adjournment

Respectfully submitted,

Janice Michaels
HR/OEI Assistant