

EMPLOYEE RELATIONS COUNCIL MEETING

The University of Tennessee at Chattanooga

Thursday, June 17, 2021

via Zoom

Members attending: Melita Rector, Juanita Wade, Megs Hazare, Sharon Thomas, Sarah Wetherill, Laneeta Derrick, Susan Gutshall, Shirley Hatfield, Mark Stotts, Terri Bearbower

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: Ms. Rector called the meeting to order.

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

Blue Ribbon Award: Chris Stokes, Assistant Director of Multicultural Affairs, was the recipient of the Chancellor's Blue-Ribbon Award for April 2021.

Guest: Nicholle Harrison, Talent Management Specialist, Office of Human Resources

Nicholle joined the June meeting to discuss HR0128 and the K@TE system.

HRO 128 is a Human Resources Policy, strongly encouraging every employee at the University of Tennessee to complete a minimum of 32 hours of job- and career-related training per calendar year. HRO 128 applies to exempt and non-exempt employees, regular, full and part time. Training for part-time employees may be prorated.

Training should relate to your present position or enhance your skills for future job growth. With supervisor's approval, classes both within and outside the university, conferences and seminars will count toward your 32 hours.

Training opportunities may also be found through the Walker Center for Teaching and Learning and Center for Professional Education.

IRIS is the official record of training for university employees. Employees will notify their supervisor that they intend to submit an external training for credit through K@TE (pronounced "Kate"), the University of Tennessee's new learning management system.

What counts?

- Professional development courses
- Conferences and seminars
- eLearning courses
- Training held within departments
- Training provided by outside consultants and vendors

- Computer courses
- Safety classes
- Required trainings

What doesn't count?

- Social organizations and church-sponsored programs
- Courses that have minimal relation to the employee's professional role and development
- Any training course or professional-development activity not relevant to your position at UT.

The rules for submitting documentation for approval in K@TE had been simplified. ALL submissions should be accompanied by an email (or scanned signed document) from your supervisor approving the awarding of credit and listing the training title, date(s), and number of hours. **This attachment will serve as the only documentation needed for approval.**

Nicholle also shared the following links in her presentation:

- [How to submit external credit](#)
- Kate.tennessee.edu
- [LinkedIn Learning](#)
- [UTC Human Resources Training Calendar](#)
- [Walker Center Training Calendar](#)
- [15 Best Books on Professional Development](#)
- [Professional Development Podcasts](#)
- [EOD Certificate Programs](#)

Other Issues

In an effort to streamline communications, effective June 8, 2021, Human Resources will discontinue use of the Personnel@utc.edu email account. Moving forward, campus colleagues may utilize UTCHumanResources@utc.edu for general correspondence with HR.

Discontinuation of Paid Administrative Leave for Quarantine and Isolations

Due to the improving COVID conditions and availability of COVID vaccines, as of July 1, 2021, the University will no longer provide paid administrative leave to employees directed to quarantine or isolate. As of July 1, any employee who is directed to quarantine or isolate, and is unable to work remotely successfully during that period, will be required to utilize their own sick leave or annual leave balances, if available, to remain in a paid status. All leave utilized should be recorded appropriately among bi-weekly and monthly timesheets. Please send inquires related to the information outlined above to UTCHumanResources@utc.edu.

On June 17th, the next quarterly Employee Pulse survey will be emailed. This is a one question survey designed to measure the base line of how employees are feeling about the UT system as an employer.

Next Meeting

The next meeting will be Thursday, July 15, 2021 at 2:00 p.m.

Adjournment

Respectfully submitted,

Janice Michaels
HR/OEI Assistant