Members attending:  Shirley Hatfield, Anne Jay, Melita Rector, Anna Lane, Mark Stotts, Sharon Thomas, Jean Betters, Cathy Eppinger

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

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

Minutes:  The minutes for the April 2019 meeting were submitted and approved electronically. ERC members agreed that this process worked well.

Blue Ribbon Award:  Michelle Rosano, School of Nursing, was the recipient of the Chancellor’ Blue Ribbon Award for February 2019.

Guest:  Danny West, Construction Services Manager, Facilities & Planning Management

Mr. West gave updates on campus construction, building maintenance/remodels and campus beautification projects.

Guest:  Debby Corey, Transportation Services Coordinator, Facilities & Planning Management

Ms. Corey gave information about the new automobile accident/damage reporting procedures recently initiated by the State of Tennessee. This procedure applies to all University employees (faculty, staff & students) that uses an automobile or golf cart (University owned, private or rental) while on official University business.

All vehicles, whether owned by the University, rented from Enterprise/National/Hertz etc., or privately owned and are used by University faculty, staff, students or registered volunteers while on official University business must follow established standard accident reporting procedures.

Notifying the State of Tennessee Call Center only applies to an incident involving a private citizen NOT another Tennessee State Employee driven vehicle or an inanimate object (tree, concrete post, etc.).

- Do not leave the scene. Be prepared to communicate ALL details of the incident to the State’s adjuster if it’s safe to do so.
- Call Emergency services (911 or police non-emergency number) as needed.
- Take photos of both vehicles, license plates and VINS, parking situation, insurance card for other party and any notable unrelated damages. Include photo of the other party if applicable.
- Do not admit fault in the accident or promise coverage or reimbursement to anyone.
- Call the State of TN Auto Accident Call Center at 855.253.0629 immediately to report the incident if safe to do so. If unable to call at the scene, call no later than 24 hours or as soon as you are in a secure location. As of July 1st, failure to report accidents to
the Call Center within 24 hours will be subject to fines up to $1,000.00. Be prepared to provide the following information to the Call Center:

- Incident date, time and location
- State driver’s name, phone number and email
- Any/all other drivers’ names and phone numbers, plus emails if available
- Any other involved passengers’ names and phone numbers, plus emails if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your Supervisor’s name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries occurred
- Forward Claim number to Transportation Services
- Call your supervisor and follow Campus and Departmental policies and procedures for reporting accidents. File Workers Compensation forms, if injuries occurred.

If you hit an unoccupied private citizen vehicle in a University owned vehicle, rental vehicle or personal vehicle while on official University business:

- Fill out a Damage Notification Card (found in the glove box of all University Owned Vehicles, UTC Transportation Services Daily Rental packet, and online at https://www.utc.edu/facilities-planning-management/transportation/accidents-roadside-assistance.php) and leave it on the unoccupied vehicle.
- Call the State of Tennessee Auto Accident Call Center immediately at 855.253.0629 or no later than 24 hours after the incident with date, time, and location of the incident, as well as any additional information you may have. **As of July 1st, failure to report accidents to the Call Center within 24 hours will be subject to fines up to $1,000.00.**
- Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).
- If there is damage to a University vehicle, complete an Accident Report Form and turn in to Transportation Services within one (1) business day.

All information and handouts can be found online at https://www.utc.edu/facilities-planning-management/transportation/index.php

**Other concerns/Issues**

A member asked Ms. Pou what happened when they indicated they did not agree with their Performance Review. Does HR do anything with the review? Ms. Pou stated that the reviews are scanned to the employee’s personnel file to have on record. If an employee wants to pursue further action, they should submit a rebuttal and follow the chain of command when disagreeing with the review. They can also contact HR to start an Administrative Review Process. Responses to the Administrative Review Process are on a case-by-case basis. HR does not make recommendations for altering an employee’s performance review unless content included in the review or information provided by the employee signifies a potential violation of policy or law. The administrative chain of command is responsible for reviewing and handling all employee performance reviews.

Performance Management Training had low attendance in 2019. HR is reevaluating ways to increase attendance. It was suggested that the training be made mandatory for managers with consequences for not attending. A motion was made and approved to add the suggestion to the next Exempt Staff Council (ESC) meeting.

A question was asked why one must use all of their sick leave and annual leave time before using the sick leave bank. It was shared that an employee must exhaust all sick leave & annual
leave first in order to keep a healthy balance in the sick leave bank and to keep it from being misused.

When asked why exempt staff accrue annual leave at a greater rate than non-exempt staff, Ms. Pou stated that non-exempt staff have the options of flex time, compensatory time banked and compensation at the rate of time and half that are not available to exempt staff. The expectation for non-exempt staff is a 40-hour work week while exempt staff are expected to work as many hours needed to complete the work. Any changes to the policy would have to be made at the UT and State level.

When asked about pay increases, Ms. Pou stated that there has not yet been a confirmation on how the Board recommends them to be distributed. Information will be emailed once the confirmation is received.

**Network & Learn**

The next Network & Learn meeting will take place on May 30th at the ARC. This month’s session will be “Stretch at Your Desk”.

**Next Meeting**

The ERC will meet June 20th in the Fortwood Room, University Center

**Adjournment**

The meeting was adjourned

Respectfully submitted,

Janice Michaels
HR/OEI Assistant