EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga
October 16, 2014
Fortwood Room, University Center

Members attending: Pat Boyer, Sue Carroll, Jennifer Faires, Valerah Hodges, Adam Groves, Anne Jay, John Johnson, Kellie Karaky, June Knowles, Anna Lane, Debbie Mirra, Melita Rector, Diane Reed, Frankie Roeser, Baley Whary, Cindy Williams.

Others in attendance: Dan Webb, Director, Human Resources; Melanie Sadler, Administrative Specialist, Human Resources.

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

Minutes: A motion was made and seconded to approve minutes of the September 18, 2014 meeting.

Guest: Kathy Taylor, Benefits Specialist

Annual Transfer/Open Enrollment for insurance changes has begun and ends November 1 and Ms Taylor urged members not to delay in their making changes online. During this time, employees may enroll in health insurance or add dependents; change health insurance plans; cancel health coverage; enroll in or cancel dental and vision. Changes made to life insurance should be made directly with Minnesota Life.

Health insurance premiums will not increase this year and premiums for dental and vision will increase approximately 2%. The medical copay out-of-pocket maximum will be combined with the coinsurance out-of-pocket maximum.

The 2015 Decision Guide was mailed to employee’s home or a copy can be picked up in the lobby of the Human Resources Center. The guide contains information about insurance options, premiums, and instructions for logging into Edison. A separate letter was mailed from the state to employees containing a temporary password. If the employee did not receive or misplaced the letter, the temporary password can be obtained by presenting a photo ID is required in Human Resources; however, once the employee changes their password, Human Resources will not have access to it anymore. Several employees have made changes online but neglected to click submit. Ms Taylor receives periodic notices from the state and will contact employees to let them know they must submit.

Employees enrolled in the Partnership PPO and their spouse must complete the Promise in 2015 by:

- Completing an online wellness assessment between January 1 - March 15, 2015
- Participating with a health coach, if contacted
- Completing a biometric screening by July 15, 2015, if contacted
- Participating in tobacco cessation, if a tobacco user
- Keeping contact information current

Ms Taylor said screenings on campus would not be available next year and Mr. Webb reminded employees that screenings (wellness check-ups) are covered at no charge. Ms Taylor urged employees to document, including date and time, they spoke with a health coach.

Flexible benefits enrollment ends November 1st and allows employees to set aside a portion of their salary, tax-free, for medical and/or dependent care expenses. Even if you participated this year and wish to continue next year, re-enrollment is required. Monies not used in the calendar may be carried over to the following year, provided they are used by March 15th.

Ms Taylor urged members to print confirmation of made during Annual Enrollment and/or Flexible Benefits enrollment and to check pay advices to make sure changes are reflected in their paycheck. Members were advised that if they experience a Life Qualifying Event such as birth of child, adoption, marriage, divorce, etc., changes must be made within 60 days of the event.

**Guest: Kendra Biggs, HR Generalist**

The university has selected CorVel as the new vendor for workers’ compensation, effective September 1, 2014. If an injury occurs and the employee needs treatment, the employee and supervisor both must call the CorVel nurse triage line. The nurse might ask the employee some questions regarding medical history and the employee may request that their supervisor step out of the room. Approved providers are listed on the Human Resources website or the employee may ask the nurse if their doctor or a specific medical provider is on the approved list of providers.

The Human Resources website also contains forms that should be completed and returned to Human Resources. If an employee does not need immediate medical treatment, they and their supervisor should complete forms for Human Resources. If the employee needs treatment at a later date, they may contact Ms Taylor to activate the reports.

If a workers’ compensation claim is approved and the employee is receiving pay through workers’ compensation (total temporary disability at 63% of salary), the university will pay the health insurance premium. The employee will be responsible for paying premiums for additional insurances. During the first 5 days off work, the employee must use annual leave.

Family Medical Leave (FML) is a benefit that protects an employee’s job for up to 3 months. If an employee is out of work longer than 10
days, they will be placed on FML, provided they have worked 1,250 hours the prior year, and approved by Human Resources. Employees should contact Ms Biggs and Ms Taylor if they are going on leave without pay as this will affect insurances. If health insurance is terminated, the employee cannot re-enroll.

**Guest: Chuck Cantrell, Associate Vice Chancellor**

The Executive Team has approved a reallocation of 4.75% and keeping current personnel is their top priority. A member said they attended the joint ERC/ESC meeting with Chancellor Angle where he said there would be a discussion of early retirement incentives. Mr. Cantrell responded that he does not have a timeframe.

Mr. Cantrell said the Executive Team members are new with the exception of him, Terry Denniston, and Courtney Bullard. They know the institutional history that might provide a different perspective on various issues.

Enrollment decreased by 4 students this year, which was the equivalent of 140 because FTE determines funding. Monies that had been set aside for bonuses will now be used to make up the $1.1 million loss. Mr. Cantrell does not predict losing many students to the TN Promise, which provides free education at a community college. Approximately 35,000 high school seniors have applied for the TN Promise, which doesn’t have many requirements. UTC’s focus will be on recruitment of transfer students and even though the 4-year graduation rate is not good, it is better than the community college rate. The university is also viewing a one-stop shop concept that would include Adult Services.

Departments should have already started discussions about ways to consolidate resources and efforts. A member asked if cutting back on printing and storing ledgers and timesheets was a possibility. While there is no official electronic document policy, Mr. Cantrell said there is a committee in place to view this.

Another member asked is there any thought of a centralized shredding project. John Johnson responded that Ricoh may have shredding capabilities and will inquire.

Mr. Cantrell announced a bonfire on campus November 5.

**Blue Ribbon Awards**

July 2014: Melissa Cate, Administrative Specialist, Athletics
August 2014: Bill Beauregard, Auto Mechanic, Facilities Planning

**Employee Engagement Survey**
The Employee Engagement Survey will open November 3-21. Most folks will take the survey online although a few departments will receive paper format. The last survey administered was in 2011 received a good response rate. The validity of the information and the usefulness is directly related to the percentage of the population that completes the survey. A committee will use the data from the survey in helping departments to address issues identified by the survey.

**Employee Relations Advisory Board Meeting**

Ms Hodges attended the Employee Relations Advisory Board meeting last month in Knoxville. Minutes were emailed to members prior to today’s meeting. The next meeting will be held in December via videoconference.

**Other Issues**

The Christmas open house party for faculty and staff is scheduled November 24 in the new library.

**Next Meeting**

The ERC will meet November 13th.

**Adjournment**

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler  
Administrative Specialist