EMPLOYEE RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga
June 21, 2012
Fortwood Room, University Center

Representatives and Alternates in attendance: Bonny Clark, Chapel Cowden, Mary Donoso, Karla Evans, Kelly Griffin, Valerah Hodges, Squoia Holmes, June Knowles, Jeanine Snowden, Jordan Spencer, Sue Stephens, Sandy Thornton, Jean Walston.

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

Call to Order: Ms Griffin called the meeting to order.

Minutes: A motion was made and seconded to approve minutes of the April 19 meeting.

Employee Relations Advisory Board Meeting

Ms Griffin recently attended the Employee Relations Advisory Board (ERAB) meeting via videoconference. The next meeting in September will be face-to-face.

Items discussed included:

- Salary increases – An across-the-board increase of 2.5% or $1,000, whichever is greater, has been mandated by the state.
- Performance Reviews – Performance Management process is under review system-wide. It is anticipated that electronic format will be operational in 2014, possibly in pilot stage initially.
- Annual leave – A request was made to sell back unused annual leave on a yearly basis. Annual leave is designated through TN code which does not provide for sell back option.
- Vision care – Vision insurance will be offered this fall, with an effective date of January 1 and will not be part of health insurance policies. Information on premiums will be forthcoming during annual enrollment period.
- APS Healthcare – There was a concern that some employees in danger of losing the Partnership PPO had not been contacted. Thirty-six employees in the UT system were affected and all have been personally contacted. (Concerns about health insurance should be forwarded to Dan Webb or Kathy Taylor.)

The APS contract is ending December 31st. Ms Griffin will check with Dr. Francisco regarding what will happen to employees’ healthcare records held by APS.
Picnic

The August 10 picnic is sponsored by the Chancellor’s office in collaboration with the ESC and ERC. This year’s theme is ‘Celebrate Chattanooga’. Over 800 are expected to attend as this will be the Chancellor’s last picnic and President DiPietro is scheduled to attend. Door prize winners will be selected ahead of time but some bigger prizes will be drawn at the picnic.

The Chancellor’s office is asking an ESC member to pair with an ERC member to deliver cups, stuffed with a flyer to ‘remember the date’, to department within a designated building on August 6-9. Volunteers are also need to staff the Coke wagon. Food Services will serve the food. Volkswagen will return with cars for test drives, which requires a Driver’s License and Mocs card.

Barrels will be available to collect canned items for the Chattanooga Food Bank and Craig Hamilton will have several students to staff barrels. Among the items needed by the Food Bank are canned chili, beef stew, peanut butter, dried beans, pasta, tuna, and cornmeal.

Members who volunteered for the day of the picnic include Bonny Clark; Sandy Thornton; Jean Walston; Sue Stephens; Roberta Thurmond; Jack Pitkin; Spencer Jordan.

Compensation Advisory Board

An across-the-board increase of 2.5% or $1,000, whichever is greater, will be effective July 1. Mr. Webb said every campus is developing plans to supplement pay through two different components, equity and merit. It is expected that supplemental plans would not be seen in paychecks until September or October.

Equity increases will move those farthest behind closer to market value, which based on the median value for comparable positions in various surveys using the methodology recommended by Sibson Associates. A campus market equity plan is being developed; $200,000 has been allocated to move staff salaries closer to market value, with target to bring all staff to at least 75% of market value. Another $200,000 will be used for faculty equity increases.

The other component is pay for performance or merit pay, which would be a one-time bonus with a minimum of $1,000. Proposed guidelines set an eligibility standard of at least one year’s regular service as of July 1, 2012, with a performance review within the past 12 months. Each department head/director would complete a form nominating staff member(s), with review and approval through the administrative chain-of-command.
The Compensation Advisory Board (CAB) is co-chaired by Dr. Richard Brown and Linda Hendricks. CAB work teams are:

- Compensation – how to pay for performance; viewing best practices; incentive pay; bonuses; pay for certificates, degree, and licenses.
- Benefits – considering ways to optimize non-cash benefits and exploring new benefit opportunities; collaborating more effectively with the state to improve benefits for UT employees; looking at benefits that the UT system and campuses can provide independent of the state.
- Work/Culture – Explore ways to improve “total value proposition” of UT by improving our work environment and general work culture; working with Employee Engagement Survey data to identify positive aspects of work culture on all campuses to build on and identify areas where we need to improve to make each campus a great place to work.

Other Issues

Jordan Spencer said IT would sponsor an information session on July 24 in the Chattanooga Room.

Adjournment

A motion was made and seconded to adjourn.

Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources