EMPLEY RELATIONS COMMITTEE MEETING
The University of Tennessee at Chattanooga
September 20, 2012
Fortwood Room, University Center

Representatives and Alternates in attendance: Merrium Carver, Karla Evans, Cheryl Faulkner, Kelly Griffin, Valerah Hodges, Squoia Holmes, Anne Jay, June Knowles, Anna Lane, Debbie Mirra, Jack Pitkin, Jeanine Snowden, Jordan Spencer, Sue Stephens, Roberta Thurmond, Jean Walston.

Others in attendance: Kellie Karaky, representing Teresa McKinney; Phillip Johnson, HR Services Coordinator; Kathy Taylor, Benefits Specialist; 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: Sue Stephens was not present at the last meeting. The minutes will be revised and a motion was made and seconded to approve the revised minutes of the July 19th meeting.

Guest: Carol Oglesby

UTC has a contract to host Komen Race for the Cure for the next 10 years. With over 8,000 participants and 3,000 spectators, Ms Oglesby said the race is great fun. Participants may walk or run, competitive or not, and enjoy an Expo in McKenzie Arena with lots of free giveaways. Race fee is $28/adults and $20/children and begins at 2 pm on September 30.

Komen maintains an office year-round at Eastgate Mall and several UTC students who volunteered in the past have gained full-time employment there. Volunteers are needed the day before and the day of the race. Staff may phone or visit Ms Oglesby for more information.

Seventy-five percent of monies raised stay in Chattanooga/N Georgia area and twenty-five percent is used by the national office for research. Breast cancer is detected every 28 seconds and every 23 seconds someone dies from the disease. There is a 1 in 6 chance of a woman developing breast cancer in her lifetime.

Annual Enrollment

Changes to Annual Enrollment, October 1 through November 1, must be made online this year through Edison; no paper forms will be accepted. If you are not making any changes, there is nothing you need to do. Employees will receive a mailing from the state with their Edison ID, which can also be found on prescription card, and password, or obtain assistance from Benefits Administration. Ms Taylor told members to print the confirmation of changes in Edison. The Student Technology Center in the University Center will be open during designated hours to give employees without computer access or those needing help in
navigating the website, the chance to enroll/make changes. Jordan Spencer has volunteered to assist employees.

Employees can enroll in health insurance or add dependents, late applicant fees will apply, except children, in addition to monthly premiums until December 2013; change health plans. Ms Taylor reminded members that Memorial is not an approved provider in Blue Cross Network S. Members may also enroll, change, or cancel dental insurance; enroll in vision with an option of two plans; enroll in Optional Special Accident. Proof of dependent eligibility must be uploaded to Edison. Changes include 2% increase in health premiums; 3% increase in dental premiums; increase in health insurance deductibles, out-of-pocket, and co-insurance; co-pay for specialist office visit increasing $5; no cost for women’s contraceptives; dispense-as-written policy for prescriptions. Changes will become effective January 1 and premiums will be deducted from the December paycheck. Premiums for health, dental, and vision are paid with pre-tax monies.

The state is not allowing enrollment or an increase in Optional Life Insurance at this time. Employees will receive information later this year about a new company. If you currently have optional universal life insurance, your policy will transfer to the new company.

Ms Taylor asked members to contact her if they would information presented during departmental staff meetings. Employees are urged to visit the ParTNers for Health website for a complete list of premiums, deductibles, co-pays, in-network providers, etc.

**Partnership Promise 2013**

The third-party vendor is changing from APS to Healthways, effective January 1. The Partnership Promise includes completion of an online assessment by March 15; age-appropriate preventative service OR wellness challenge OR create your own well-being plan; keeping contact information current through Human Resources; engaging in tobacco cessation program if you/your spouse are a tobacco user.

An age-appropriate preventative service could include an annual physical; well-woman exam; OR flu and pneumonia vaccines; OR screenings for breast, colon, or prostate cancer. Services should be completed between July 15, 2012 and July 15, 2013.

Members and covered spouses identified at-risk must complete biometrics screening at their doctor's office, and work with a health coach or case management. Mr. Johnson said if an employee/spouse has been contacted by APS, they should be considered at-risk.

**Flexible Benefits**

Open enrollment for Flexible Benefits is October 1 - November 1. The university has chosen PayFlex as the vendor. Monies set aside for reimbursement, medical and/or dependent care, are calendar-year basis.
Monies not spent by December 31st, can be used by March 15th of the following year, per IRS regulations.

PayFlex will allow employees to use a debit card for transactions but employees should still retain receipts in case of audit. Expenses incurred after January 1, 2013 will be handled through PayFlex. Staff are encouraged to learn more about PayFlex on October 9 from 9-10 am in the Raccoon Mountain Room, University Center.

Benefits Fair

A Benefits Fair is scheduled for October 9 from 10 am – 2 pm in the TN Room, University Center. Representatives from various companies will be present.

Mr. Webb said a movement in healthcare in the state and country is for people to take a more active role in their own healthcare. It is hoped that as employees become more knowledgeable they can help others find the information they need on the website. Some members asked if there had been any discussion of different listservs for notices from Human Resources regarding benefits. At present, University Relations moderates UTCinfo notices.

Employee Relations Advisory Board

Ms Griffin will attend the Employee Relations Advisory Board meeting tomorrow in Knoxville. Agenda items include: gender pay gap – are there strategies in place to eliminate; Sibson study – more information is requested; gym membership discounts; flexible benefits; benevolent fund creation; request for administrative closing on December 31. Ms Griffin said if a decision is made to close the university on that day, she would email members.

Compensation Issues

Individuals selected for bonuses will receive a non-recurring payment on October 5. Approximately 450 individuals will receive a bonus, with a minimum of $1,000 and maximum of $3,000.

An equity plan is in process and should be ready in late October and implemented in November or December. The Provost is viewing faculty salaries relevant to market and Mr. Webb is viewing the same for staff.

Next Meeting

The next meeting is October @ 2:00.

Adjournment

A motion was made and seconded to adjourn.
Respectfully submitted,

Melanie Sadler
Administrative Specialist, Human Resources