

**EXEMPT STAFF COUNCIL MEETING**

The University of Tennessee at Chattanooga  
October 15, 2014  
Fortwood Room, University Center

**Representatives and Alternates present:** Jean Dake, Amy Davis, Bruce Hilbert, Andrew Horton, Angie Johnson, Tonia Martin, Jim Narramore, Lindsey Pearse, Jeff Rector, Chris Sherbesman, Carling Stepniak, Charity Trillet.

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

**Call to order:** Ms Martin called the meeting to order.

**Approval of Minutes:** A motion was made and seconded to approve minutes of the September 17<sup>th</sup> meeting.

**Guest: Bill Parker, Financial Literacy Advisor, Financial Aid**

"Live like you want to retire" will be offered to faculty and staff November 20<sup>th</sup> in the Raccoon Mountain Room, University Center, with presentations from local financial aid institutions. Topics will range from financial security to managing cash and credit while building wealth. Mr. Parker said financial security directly impacts job performance.

One hundred students attended "live like a student" in September, offering life skills and information on financial aid loans and defaulting. Mr. Parker is available for presentations to classes or departments.

Dr. Rector added that UTC is one of 10 institutions nationwide that employs a full-time person to handle financial wellness.

**Guest: Kathy Taylor, Benefits Specialist**

Annual Transfer/Open Enrollment for insurance changes 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.

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. Several employees have made changes online but neglected to click *submit*. Employees may receive confirmation of changes via email or US Mail.

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

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. Expenses cannot be submitted for reimbursement if they occur after the employee's last paid date.

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<sup>st</sup>. If an injury occurs and the employee needs treatment, the employee and supervisor both must call the CorVel nurse triage line. The nurse may ask the employee questions regarding medical history and the employee may request that their supervisor step out of the room to ensure privacy. 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. At this time, Erlanger, Parkridge and Parkridge East are the only approved hospitals for emergency treatment. Memorial is not an approved provider.

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, he/she and their supervisor should complete forms for Human Resources to have on hand in case treatment is needed later.

If an employee is off work for more than 10 days, the employee will be placed on Family Medical Leave (FML) for up to 12 weeks of paid or unpaid leave. New employees do not qualify for FML. (Employees must have worked for at least one year, and for 1,250 hours over the previous 12 months.) Employees going on leave without pay should contact Ms Biggs as soon as possible, as this will affect their insurance premiums. Coverage for dental, life, and disability can be suspended during a leave without pay.

## **Employee Engagement Survey**

Employees are encouraged to participate in the Employee Engagement Survey on November 3-21, administered by ModernThink, the third party vendor who administered the survey in 2011. A Work Culture Improvement Team has been formed to provide general oversight for the implementation and follow-up activities associated with the EES. An EES Task Force has also been organized as a subset of the WCIT to analyze data and assist departments, colleges, and other organizational units in developing strategies for using employee feedback to improve work culture. Survey results will be reported for all departments in which at least 5 members participate.

Mr. Webb said the validity of the data is directly related to the participation rate. For the last EES in 2011, our campus had a response rate of 62%, which was considered extraordinary by ModernThink. The goal this year for our campus is 70%. Some areas will receive paper forms but the majority of employees will take the survey online.

## **Strategic Plan Update**

The Strategic Plan Committee met to develop core ideas and a vision statement. The 5 core ideas that emerged are:

1. Transform lives through exceptional and meaningful learning experiences.
2. Inspire, nurture and empower scholarship, creativity, discovery, innovation and entrepreneurial initiatives.
3. Ensure financial stewardship through strategic alignment and investments.
4. Impact a diverse society through a global vision and community engagement.
5. Develop a comprehensive communication plan.

The issue of how the university communicates was discussed as the current approach is an institutional one as opposed to a more individualized or departmental approach. The Strategic Plan Committee will meet again next month.

## **Employee Relations Advisory Board Meeting update**

Ms Martin and Ms Hodges, ERC Chair, traveled to Knoxville last month for the ERAB meeting. Questions about the fee waiver were submitted and will be taken to the Compensation Advisory Board (CAB), which is chaired by Dr. Richard Brown. Ms Martin said she would speak with Dr. Brown to inform him that the question was submitted by UTC.

Another item on the agenda was about a change to Tennessee law in the 1990's requiring UT Agriculture Extension agents to investigate claims of livestock cruelty. The law affects the safety of Ag Extension staff, who often visit residences without the aid of law enforcement.

Healthways, the third party vendor of state's health insurance, experienced a computer security breach (no SSN's were hacked). A review of the contract is being conducted at the state level.

More features are being added to the UT Self-Service Portal, where employees view their pay advice and may now view HR0128 training credits.

### **Other Business**

Ms Martin serves on the UPRAC Committee, one of three committees involved in "Budget Rebalancing" discussions.

- Organizational Appraisal
- Technology Committee
- University Planning and Resource Advisory (UPRAC)

A TribUTE event is scheduled for faculty and staff November 7<sup>th</sup> from 11 am to 1 pm.

### **Conflict of Interest**

Mr. Webb reminded members that everyone is required to complete an online Outside Interest Disclosure form, even if a paper form has been submitted. A conflict of interest is defined as using a position at the University for financial and personal gain for yourself and/or family.

### **Next Meeting**

The next meeting will be November 12<sup>th</sup>. On the agenda will be discussion of teaching class as an exempt employee. Mr. Webb said the policy states supplemental pay is an agreement between the employee, department, and department providing opportunity for extra service. The employee's supervisor can determine if the employee must use annual leave. A new form is being developed to replace the current DNI (Does Not Interfere) form.

### **Adjournment**

The meeting was adjourned.

Respectfully submitted,

Melanie Sadler  
Administrative Specialist, Human Resources