

EMPLOYEE RELATIONS COUNCIL MEETING

The University of Tennessee at Chattanooga

Thursday, September 16, 2021

via Zoom

Members attending: Melita Rector, Mark Stotts, Megs Hazare, Juanita Wade, Terri Bearbower, Laneeta Derrick, Sharon Thomas, Cindy Williams, Nancy Rogers, Pat Kelley, Susan Gutshall

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

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

Minutes: The minutes for the July meeting were distributed and approved electronically. There was no meeting in August.

Blue Ribbon Award: Sharon Hardy, Lab Specialist in the Chemistry & Physics departments was the recipient of the Chancellor's Blue-Ribbon Award for July 2021.

Guest Speakers: Will Walker & Alorah Colwell, Aramark

Will and Alorah gave updates on Aramark and spoke about some of the programs they offer to faculty and staff.

Key highlights were:

- Due to the product and labor shortages, Aramark is currently experiencing larger than normal items being out of stock in their POD markets and different than normal business hours.
- Aramark offers 4 different meal plans for faculty/staff to purchase. Meal plans can be purchased at mocsdining.campusdish.com.
- Locations and hours, events, promotions and other information can also be found on the MocsDining website.
- Questions can be directed to Alorah Colwell at colwell-alorah@aramark.com.

Guest Speakers: Jacobi Swafford, and Freddie Perutelli, UTC Office of Human Resources

Jacobi spoke about the new Paid Parental Leave Policy that went into effect on July 1, 2021 for births or adoptions that happened or after July 1, 2021.

- As of July 1, eligible UT faculty and staff are entitled to six weeks (30 days or 240 hours) of **paid** parental leave within the first twelve months following childbirth or adoption.

- This benefit is available to regular, active employees (including 9-month faculty) as defined in [HR0105](#), assigned to work at least 75 percent and on payroll for at least 12 consecutive months prior to the start of the requested leave.
- Employees must use their paid parental leave within 12 months after the birth or adoption of their child. However, adoptive parents may use their paid parental leave before the placement if necessary, to fulfill the legal requirements of the adoption process. Employees may take paid parental leave in a block (or blocks) of time, or they may take their leave intermittently by one-day increments. Use of intermittent leave must be coordinated with the supervisor.
- Read the full paid parental leave policy, and learn more about the use period and eligibility: <https://universitytennessee.policytech.com/dotNet/documents/?docid=807&public=true>

Freddie spoke about the upcoming Annual Enrollment. A few key changes mentioned were:

- Health premiums for active employees in narrow networks will increase \$2 - \$16 per month
- Open enrollment dates are October 1st – October 15th
- BCBST will add a Network P – broad network
- No increases for Vision and CIGNA Dental premiums
- MetLife Dental will be replaced by Delta Dental
 - Monthly premiums will decrease depending on the chosen coverage
 - If you are currently enrolled in the MetLife DPPO dental plan and do not make a change during annual enrollment, you will automatically be enrolled in the Delta Dental DPPO on Jan. 1, 2022.
- Disability premiums will be lower
- Health insurance copays, coinsurance and deductibles are staying the same for all plans. The out-of-network, out-of-pocket maximum for all plan options will increase.
- Open enrollment for Flexible Spending Accounts is October 1st – October 31st

Guest Speaker: Susan Lazenby, Information Technology

In response to the One UT initiative, UTC IT will be migrating from our current Microsoft environment to a shared (statewide) Microsoft Office 365 environment. This will include Outlook (email), SharePoint, OneDrive, Teams and other Microsoft 365 applications.

The goals of this project include:

- A simplified collaboration in Outlook, Teams, and SharePoint across all UT campuses
- A step towards a seamless transition for faculty, staff, and students who move or transfer from one campus to another
- A step towards better security for email and sharing files

The migration window starts at 5pm on October 8th and services are expected to be restored by 7am on October 11th. The following Microsoft O365 services will be impacted: Word, Excel, PowerPoint, Outlook, OneNote, Access, Sharepoint, Teams, Planner, Bookings, Forms, Power BI, Project and Publisher.

During the migration window (October 8th through October 10th) your Microsoft O365 applications (Outlook (email), SharePoint, OneDrive, Teams and others) will be unavailable for use. We ask that you please do not try to access your applications during this time. **Note: Any emails you receive during this time will be available in your inbox on October 11th.**

Prior to October 8th, will need to [change your password at the UTK website for the UT system](#). This will also update your UTC password so that everything is in sync. You will also need to review and complete the [Employee Pre-Migration Checklist](#) items to ensure you are prepared for the migration.

After the migration starting the week of October 11th, access to your account by signing into <https://portal.office.com> with your new login (netid@utc.edu). The UT NetID format will normally be the same as your UTC ID. We will be sending you an email with your new login information by October 4th. **Note: You will keep your current UTC email address (firstname-lastname@utc.edu) and you will be prompted for your DUO two-factor authentication like IRIS.** You will also need to review and complete the [Employee Post-Migration Checklist](#).

All questions regarding the migrations should be directed to the IT Help desk at 423-425-4000.

Other Issues

Melita reminded the member that the ERC elections would be taking place in November for the new term. Anyone NOT interested in serving in the new term, should respond to Jan's email when it comes out in October.

Laure Pou spoke to the group about the FY22 Salary Procures. One of the University's major priorities has been to devote attention and resources to faculty and staff recruitment, retention, diversity, and quality. Annual compensation analysis efforts for utilization of the established Staff Market-Equity Funding Pool are part of the University's ongoing commitment to provide compensation that is fair, competitive, and commensurate with the important contributions made by each member of our University community. This year there was \$185,000 in the Staff Market-Equity Pool funding. 41% was allocated to nonexempt positions and the remaining 59% to exempt positions

Laure also discussed the Required Procedures for Employee Terminations

In accordance with UT System Policy [HR0160-Termination of Employment](#), "Termination from the University of Tennessee shall be officially documented in such a manner as to establish a clear record of action, both as a service to the terminating employee and to the university."

UT System audits have identified inconsistent compliance with proper and timely termination notifications across campus, which could put the responsible campus department and the University at great risk. **Effective immediately, campus department heads must ensure that all terminations are (1) fully processed in the IRIS system, (2) critical off-boarding notifications are completed and (3) final time records are processed in a timely manner for all employees separating from the University.**

1. Timely Notice of Terminations in IRIS (All Employees)

Submission of Form *ZPTERM000 – Termination Request* in IRIS is required for all employees separating from the University without continued employment in another campus work unit. This includes all regular or temporary faculty and staff, as well as student employees.

- Involuntary terminations must be fully processed in IRIS with Banner access discontinued **ON OR BEFORE** the employee's last date paid/worked. This requires all IRIS e-termination workflows are fully processed ON OR BEFORE the employee's last date paid/worked. It is recommended that department heads, or their designee, initiate the IRIS e-termination form no less than 5 business days prior to the employee's last date paid/worked to ensure compliance.
- Voluntary terminations must be finalized in IRIS with banner access discontinued **NO LATER THAN** 3 business days following the employees last date paid/worked. This requires all IRIS e-termination workflows are fully processed NO LATER THAN 3 business days following the employee's last date paid/worked. It is recommended that department heads, or their designee, initiate the IRIS e-termination form no less than 5 business days prior to the employee's last date paid/worked to ensure compliance.

The campus department of the separating employee is responsible for ensuring compliance with the termination deadlines outlined above by submitting IRIS e-termination forms in a timely manner and monitoring workflow progress via *ZWF_HISTORY - Workflow History by Object*.

Temporary or Student Employees Employed in Multiple Departments: If a temporary or student employee separating from your campus department will continue employment with the University in another campus department, IRIS e-terminations should not be submitted and fully processed. Instead, a [Personnel Change e-form](#) should be initiated in IRIS to remove the employee from the separating department. The campus

department of the separating employee is responsible for processing the personnel change e-form.

2. Timely Off-Boarding Notifications (Regular Faculty and Staff ONLY)

Completion of the electronic [Employee Off-Boarding Form](#) is also required for regular faculty and staff terminations to ensure all off-boarding items have been addressed **ON OR BEFORE** the employee's last date paid/worked. It is recommended that department heads, or their designee, initiate the off-boarding notification no less than 5 business days prior to a regular employee's last day paid/worked.

The Employee Off-Boarding Form triggers notification to critical off-boarding units to ensure University debts are resolved, UTC Library property is returned, and access to University systems, software and programs is discontinued in a timely manner to protect the legal and fiscal interests of the University.

The campus department of the separating employee is responsible for ensuring compliance with the off-boarding deadlines outlined above and responding to all off-boarding notifications to address outstanding issues.

In addition to University-wide off-boarding procedures, campus departments must ensure all departmental property is returned by the employee's last date paid/worked (e.g., laptops, equipment, uniforms, keys, etc.). Timely discontinuation of other sensitive access is also critical and may be necessary prior to the last date paid/worked in some instances (e.g., shared drive, website editing, listservs, etc.).

[Employee Off-Boarding Form - Instructions](#)

Questions regarding the employee off-boarding process may be directed to terminations@utc.edu.

3. Timely Processing of Final Time Records (All Employees)

All time keeping and reporting requirements outlined in UT System Policy [FI0930 – Payroll](#) must be processed in a timely manner for separating employees. Final time sheets/records (either hard copy or electronic) should be finalized for separating employees on their last day paid/worked and then submitted promptly in the IRIS system to ensure accurate time/leave records upon termination.

In addition, it is critical that all approvers execute IRIS time approvals when prompted for each bi-weekly and monthly [payroll deadline](#).

Next Meeting

The next meeting will be Thursday, October 21, 2021 at 2:00 p.m. with VC Stacy Lightfoot as our guest speaker.

Adjournment

Respectfully submitted,

Janice Michaels
HR/OEI Assistant