

Employee Relations Organizations Meeting
MINUTES

Friday January 17, 2020 (revised 01/30/20)

HR Training Room

910 Madison Ave., Suite 753

Representatives Present:

ERC: Amber Carter, April Thompson, Carla Griffin-Coruthers, Daniel Claxton, Jackie Cotton, Jasmine Bowles, Jean Perdicaris, Joyce Hamilton, Katora Jones, Linda Johnson, Lyncie Crawford, Nathan Tipton, Nury Magana, Robyn Taylor, Vickie Christian, Jackie Fox

ESC: Blake Dingman, Daniel Hutchinson, Dorothea Owens, Kaining Zhi, Kimberlee Norwood, Lisa Hall, Stephanie Breuer, Vanessa Baker, Venus Claxton, Yin Su

Representatives Absent: Felicia Washington, Andrea Briggs

➤ **Welcome ~ Chandra Alston, Associate Vice Chancellor of Human Resources**

Dr. Chandra Alston welcomed the group and reviewed the purpose of each group and the member expectations provided as an attachment to these minutes.

➤ **Expectations**

- To have people on campus to understand our processes and policies and communicate that to your colleagues
- Solicit advice and information from colleagues to be able to let HR and Administration know when something is going on.
- Serve on a panel for grievances as a peer, will be trained
- Possibly joint meetings to consider in place of ESC then ERC meetings
- Engage people on your list, list is provided with email addresses. Chandra will assist in facilitating meeting employees in assigned departments
- Read and understand HR policy to know the nuances with specific policies, multiple policies to be reviewed at once. Be ambassadors. Procedures vs Policy – procedure tells you the steps to a policy. Not all policies have procedures.
- Be an advocate for employees. This includes faculty and being confident in referring faculty to know where to go for their questions and issues.
- Complete monthly assignments from HR; we may poll, have you read certain policies, share ideas from changes in your areas, share the meeting minutes your way but make sure you share them.
 - Kimberlee Norwood suggested alternations to the election to open it up to all of the campus, not just specific staff areas
 - Response: While we are advocates, we are not representatives, so we do not wish to blend the election processes. Will consider allowing non-exempt and exempt staff vote for each other during election process.

➤ **Introductions**

- Debbie Long facilitated the introductions of all members that including asking them to share their name, department, years of service, areas they represent and one item they value in the people they work with.

These items were recorded on a flipchart and a photo is included in the PowerPoint presentation accompanying these meeting minutes.

➤ **SmartFHR~ UTHSC Wellness App**

- UTHSC has launched a wellness app and we are making representatives aware of the app and providing additional information.
 - All driven by phone, download app and the app gives access to tons of things available for you.
 - Not configured to single sign on yet, you will have to add all individual sign ins.
 - Pay stub is available since app is linked to IRIS.
 - You can check your vitals such as blood pressure, will take blood pressure, save data and make it available to you in one place, other are glucose monitors, steps, heart rates, these are machines that can be checked out to employees to keep track of these items. Has physical wellness, emotional wellness, mental wellness. If apps already on phone it will take you to that app. If benefits change then the apps within the phone will change.
 - We do have the ability to track the number downloads of the app and logins.
 - Goal number of usage is 1/3 of employees.
 - Incentives and points are earnable with Active Health, which is represented in the app.
 - Kimberlee Norwood noted logins require verification codes that go to junk mail.
 - Idea of having a SMARTFHR table at a Campus wide event.

➤ **Lunch**

- During lunch The Office of Equity and Diversity; Tiffany Snowden and Isabella Porcaro provided information on the following:
 - Diversity Certificate Program (DCP) – Isabella Porcaro:
 - Referenced website
 - 6 required courses, 4 electives
 - Conference in the spring
 - Blackboard exam at the conclusion of the conference
 - Women in IT panel for lunch during the spring conference
 - Fall is set of courses over 12-14 weeks, smaller cohorts
 - Conference has admission fee
 - Fall courses do not have participation
 - Diversity Passport Program (DPP) – Tiffany Snowden:
 - Added in October
 - Full academic year (October to May)
 - Programs enrollees required to go to
 - Digital flyer
 - Administered on SharePoint – book is not in print accept by request
 - Reflection portal using the OneNote book to complete video and discussion requirement
 - Spring speaker: Dr. A. Stewart in psychiatry
 - Required to participate in OED Book Club
 - Field trips; tour of private colleges, brooks art museum, etc.
 - 21.5 credits required for award, greater than minimum points awards a
 - Offered to students, staff, faculty, and trainees – all on campus
 - Cost is free to attend

- Tentative agenda for 2020 was presented to the groups:

Month	Meeting Topic
January	Orientation; Performance Evaluations/Forms
February	Compliance Procedures (I-9s, Background Checks; Post-hire and Exit Interviews; Job Postings; Personnel File & Release of Information)
March	Greivance Procedures, Termination, etc.
April	Sexual Harassment & EEO/AA Items
May	Programs for Minors; Employment Status (Minors, Relatives, Retirees, Probationary, RIF)
June	Family and Medical Leave; Sick Leave Bank; Worker's Comp and Transitional Duty/Return to Work; Designation of Beneficiary
July	Educational Assistance
August	Leave Policies and Procedures (Holidays, Sick, Court, Annual, Medical, Personal, Administrative Leave & Closings)
September	Time off to Vote; Work Schedules; Attendance
October	Compensation policies and practices
November	Drug Free Campus and Workplace
December	Wrap-up and End of Year Celebration

- Joyce Hamilton suggested adding Comp Time to October

➤ **Review of HR Policy0129** – Performance Reviews for Staff Employees & UTHSC COMPENSATION PROCEDURE 129 – Performance Review by Damon Davis, Director of Compensation in Human Resources

- **Purpose**

- To ensure clear and mutual communication to improve productivity and job satisfaction.
- Provides collaboration between supervisor and employee.
- Use constructive feedback – opportunity for improvements and positive feedback.
- Not a time for surprises!
- Help supervisors to remove roadblocks to effective performance, provides consistency.

- **5 steps**

- **Self-assessments**

- Form for employee lists what they have done throughout the year.
- Not a required form, but highly encouraged.
- Form available online on HR Compensation page.
- Increases involvement.
- Helps facilitate talking points about performance.
- Include SMART Goals, performance summary, areas of development/improvement.
- Include particular accomplishments you were not able to achieve and why, note problems outside of your control (fact based, not excuses).
- Use concrete fact-based examples to support your evaluation.

- **Annual Evaluation Meeting**

- Discuss position description (PD) and job expectations; ensure PD is up to date. Email HR if needed.
- Collaborate on goals and discuss developmental areas.
- Damon's extensions is 8-5604- ddavis24@uthsc.edu ; please call or email with assistance in the position description.
- Be sincere, focus on results and performance (not the person).
- Be interactive; listen and solicit feedback.
- No surprises! Performance Review is not the time to bring up issues of a negative nature. Address the issue at the time it is presented
- Employee: take notes, ask for clarification, do not get defensive participate in the conversation

- **Performance Rating**
 - Forms available on HR, Compensation website
 - Instruction form gives examples of what warrants a 5, 5s are possible to achieve
 - Summary form must be submitted to HR (required)
 - Scale has 5 points
 - 5's and 1's must have supporting documentation, with multiple instances referenced
 - Damon's advice: keep a folder of compliments or feedback to use as supporting documentation
 - Standardized review period, standardized numerical ratings
 - ATB minimum score for eligibility is 9
 - Deans have discretion to raise the minimum requirement of 15 for merit raises
 - **Employee Comments**
 - Employee has opportunity to review performance review and comment or rebuttal
 - Highly recommended
 - **Signatures**
 - Both supervisor and employee must sign.
 - Acknowledgement of the performance evaluation, not an acceptance of the evaluation.
- Carla Griffin-Courthers posed the following situational questions:
 - If you transfer to new department:
 - We ask previous department supervisor conducts evaluation for the time period they supervised you.
 - We ask current department supervisor to conduct evaluation and use both scores to provide a cumulative score.
 - If supervisor leaves during the year:
 - We ask someone who is the next step up in the chain of command conduct the performance review.

➤ **Employee Relations Advisory Board (ERAB) Update from 2019 – Kimberlee Norwood**

- UT Policies, President Randy Boyd
 - Overtime compensation facilities– voted against
 - Organ donation
 - 30 days organ/5 days bone marrow
- Parental leave
 - July 1, 2020: 6 weeks paid parental leave for birth/adoption with 1-year service
- UT Promise –
 - if family makes <\$50K/yr. earn academic right to free tuition
 - provide mentors: 1. FAFSA, application, etc. 2. Campus match 3. Outside UT job connections
 - 46% of UT wide students 0 debt
- System Updates: David Miller, Sr VP and CFO
- ERP Enterprise Resource Planning
 - SAP platform ends 2025; dropping some support services now
 - New system will be a cloud-based platform
 - Readiness assessment beginning January thru June 2020
 - Vendor will be selected by end of 2020

- Implementation Early 2021- Mid 2022
 - Looking for cheaper, more technologically UpToDate, better software support, and connecting all systems in one I.e. HR, finance, students, etc.
- Executive Search Updates
 - Exec Director of Capital Projects – January 1st Austin Oaks.
 - Chief HR Officer – January 6th Brian Dickens from Ithaca, NY.
 - General Counsel – Boyd and board working on.
 - Chief Information Officer – initial screening done; airport interviews soon.
 - Treasurer – board appointed; Mark Haganelly is Interim.
- Statewide Compensation Project Update – Julie Hunt, System HR.
 - ~~January 2020 minimum exempt \$35.08/hour and non-exempt minimum \$679/week.~~
 - **CORRECTION** – January 2020 minimum exempt salary change to \$684 per week (equivalent to \$35,568 per year for a full-year worker) in accordance with a final ruling from the Department of Labor.
 - Finalizing allocation of positions based on market.
 - Paygrades will go away and will have market ranges.
 - Salaries will not change due to reclassification; will be individual campus decision.
 - Annual reviews will happen before reclassing.
- **Employee Relations Advisory Board – UTHSC Representatives 2020 Elections**
 - Election was open to the entire Employee Relations Organizations groups.
 - Group elected Katora Jones to represent ERC on the ERAB for 2020.
 - Jean Perdicaris to represent ERC on ERAB in 2021.
 - Group elected Dorothea Owens to represent ESC on the ERAB.
 - Venus Claxton to represent ESC on ERAB in 2021.
 - Kimberlee Norwood to represent ESC on ERAB in 2022.
- **Announcements**
 - Doodle poll will be sent from Debbie Long to determine next meeting date and time for the Employee Relations Organizations.