

**University of Tennessee Health Science Center (UTHSC)
Employee Relations Committee Meeting
Tuesday, May 6, 2014
1:30-3:00pm**

Time: 1:31 pm

Place: SAC 305

Members Present: Charmagyn Akram, Samuel Alston, Brenda Clark, Christina Clark, Belinda Loyd, Trushauna Morgan, Lara Nichols, Nathalie Occean, Betty Turner, Netia Watson, Karen Weatherly

Members Absent: James Corrigan, Jane Hall, Chandra Johnson, Jeddie Maxwell, Lynn Moore, Stephanie Nunn, Chreshunda Phillips, Vanesa Phillips, Vada Singleton, Magan Stephens, Stanley Tyler, Laverne Williams

Welcome:

Chandra Alston, Associate Vice Chancellor of Human Resources: Welcomed the committee to the second meeting of the year. The agenda items were briefly reviewed.

Human Resource Updates

Dan Trentham, Call Center Manager:

Call Center is open Mon-Fri 8am – 6pm. They answer calls related to Human Resources, serving as a backup for HR. They receive about 100 calls a day with mostly populated by employment verifications and employment inquiries.

July 15th new employees will be implemented into the new retirement system. If you leave UT before this date and return after this date you will still be allowed to remain in the old TCRS plan.

Marian Harris, Employee Relations Counselor:

Ms. Alston introduced Marian Harris to the committee and explained her role the recent transition from the Office of Equity & Diversity to HR. OED will handle all discriminations claims and violations of the law, while all other employee related concerns will go to Marian Harris in HR.

If you have a concern and your not sure who should address it, please don't be hesitant to call either department and you will easily be redirected to the appropriate area. Ms. Harris will be adding information regarding all Employee Relations functions to the HR website.

Darnita Brassel, Training Administrator:

Ms. Alston mentioned that she received a lot of good feedbacks about the Administrative Professionals luncheon and speaker. Admin Prof Survey (35%response). **see attached**

May Classes in HR (promoted on the HR website):

- Compensation Training
- Business Writing Class
- Minors on Campus Training
 - any adult who will have contact with students under the age of 18 (Safety Policy 45)
- I-9 Compliance Training

“Miracle on the Hudson” book may possibly lead to administrative professionals, work related-book club. This will be discussed further with Chandra.

IAAP is moving the CAP from a paper exam to a computer exam and they will not be offering an exam in November of 2014. The new testing dates will be March and September of every year. This may impact the career development fund reimbursement of \$150. Also, the career development funds run low, so be sure to apply as soon as possible if you wish to receive reimbursements.

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Damon Davis, Compensation Team Leader:

Module 3 Compensation training is available to supervisors who have not yet completed the training on campus. Jackson will be offered this training on May 29th.

Mr. Davis mentioned that this is the earliest HR has received 99 % of the evaluations and been able to add them to the system. PDQ training will be offered July 9th and September 10th. Please be sure to sign up the key and relevant people in your department for this training.

If supervisors score the employee evaluation lower than 14, the supervisor is contacted to provide justification and documentation of the poor score. Evaluations are also available if supervisors choose to be evaluated by employees. There are also circumstances that deem evaluation from the Chancellor. If employees do not agree with their evaluations, it is their responsibility to bring this to the attention of the department and HR. The Employment Engagement Survey also brings awareness to areas of concerns.

This years' service award ceremony will be based on the *completed* anniversary dates that fall between, July 1, 2013 and August 31, 2014. The ceremony dates are as follows and it will be posted in the future on the website:

Service Award Ceremony Dates

- 5-10 year- July 31st
- 15-20 year – Aug 22nd
- 25 plus – Oct 13th

Mr. Davis will send out email reminder to each qualifying participant and the Business Managers in each area. Also, the UT Foundation will be recognized in these ceremonies but the actual awards will be provided by the Foundation.

Donna Lenoir, Employment Team Leader:

Thursday night May 8th the Taleo system will be down. This will allow a user friendly update to the Taleo system. Ms. Lenoir will update the flow of applications in the near future.

I-9 training will be available May 21st and May 29th. This will assure compliance with homeland security as we verify all employees on their first day of employment.

HR is hosting a program this summer that will give SCS students a great opportunity to be exposed and mentored in their potential areas of career interest. This is open to all departments if they would like to take advantage of this opportunity. At least 30 students will be on campus at least 20 hours a week for four weeks, during the summer (June 2-22nd) and be sure to attend the minors on campus training if you choose to participate. HR will come to your department to pick up pertinent documents, if needed. This information has to be verified before the employee starts in order to be compliant with the department of labor.

Debbie Jackson, Benefits & Retirement Team Leader:

Retirement and New Employee update information is provided on the HR benefits page.

Educational Assistance position in benefits has been posted, due to Demetriss Gilliam transitioning out of Benefits and to Employment. EAP has transitioned out to OED and to Phyllis Hubbard in HR Benefits.

ERC Member Department Updates

Neita Watson (Family Medicine) ~ Some Family Medicine employees will possibly be moved and managed by the MED in September.

Lara Nichols (Jackson Family Practice) ~ Preparing for graduation and welcoming of new students. Working on new work procedures for the office.

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Karan Weatherly (HR Insurance) ~ July 15th is the deadline for Insurance health screens. There will be at least 2 days in the SAC from 7-1 and at the University of Memphis as well. For more information check with HR Benefits. The exception of completing the health screens are the new employees and their assessments are due 120 days from their start date.

Charmagne Akram (College of Medicine) ~ The department is pleased with the completion of the annual spring weekend visit representing the underrepresented minorities. The housing weekend is coming after graduation, for certain individuals that have been accepted to the University.

Trushauna Morgan (CDD) ~ The billing for the area will be moved to LeBohner, after a few things are worked out.

Christina Clark (Parking Authority) ~ Chief of Police Ida Lue Walls Upchurch, will be retiring June 30, 2014. Her job will be posted soon and the Assistant Director of Parking position has already been posted.

Brenda Clark (Library) ~ Library is under renovation causing them to temporarily condense the space to one floor but it will be complete soon.

Samual Alston (Family Practice-Tipton) ~ Employees were transitioned to UTMG Associates, due to layoffs.

Nathalie Ocean (Academic Affairs) ~ Working on completing SACS application. Wrapping up promotion and tenure for faculty.

Stephanie Nunn (Graduate Medical Education) ~ Susan Andrews is leaving the department as the Lead Coordinator for Internal Medicine. The department is also preparing for graduation.

Betty Turner (College of Dentistry) ~ Business office in the Dunn Dental building has moved to the ground level for the location convenience to the public.

OED Update

Michael Alston, Assistant Vice Chancellor of Student Conduct and Director of OED: New employees in OED: Ashleigh Brock and Kristen Tucker. OED will update its staff page answering any questions the University community may have about the specific roles of each person in OED and how they can assist you.

OED will be offering Title IX and Sexual Violence Assault training to students, staff and faculty as required by the Federal Government. According to local news reports UT is not on the list of non-compliant universities as set forth by federal regulations.

OFCP audit is still ongoing but we should hear something from them no later than May 12th or May 15th. Faculty will possibly be transitioned from Oracle to Taleo for faculty recruitment, similar to staff recruitment. This process is being reviewed for a similar and uniform process agreeable across all UT campuses for faculty.

May/June OED Newsletter is coming out soon. May is Asian Pacific American Heritage Month. June 2nd healthcareers program (TIP) will kick off. This program was observed into OED in July of 2013.

Plans Moving Forward

Ms. Alston, briefly discussed plans for the work groups (Employment & Training; Compensation; Benefits; Work Culture Improvement). The committee was informed that they will be contacted soon by HR representatives regarding future meeting dates for their specific group assignments.

Employee Appreciation will now be done by HR because the Special Events department has dissolved. The president will fund the Employee Appreciation event this year. The committee was asked to share ideas about potential themes and suggestions for the appreciation this year. The date for the appreciation has been set for September 12th.

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A few people attended the Domestic Violence conference in April, which talked about battered individuals and the different things they may experience. Awareness is not always relevant, so HR has obtained resources for people to share if they encounter specific signs of abuse. A campaign and training will be offered about this in the future.

Ms. Alston mentioned that the campus being satisfied with the service provided by HR. In an attempt to provide overall customer service, since Chandra Alston's, appointment in HR, HR will be surveying the campus for relevant feedback on the services provided by HR to the University Community.

Next Meeting

The next meeting will be in June combined with the ESC Committee

End Time: 2:56 pm

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Tuesday, May 06, 2014
HR Training Updates

HR Training Classes for May

- Class schedules will be published prior to each month on the HR training homepage.

Follow Up to Administrative Professionals' Luncheon

- 37% of participants responded to the survey
 - 98% of respondents gave an overall rating of excellent to good
 - 99% of respondents rated the speaker, Vallie Collins excellent to good
 - When asked to share insights gained from the speaker and how they might apply at work, responses included, but are not limited to:
 - *Be prepared for a crisis and don't waste time panicking.*
 - *Be mindful of how to treat people and not to become so upset with things because there might be a lesson involved.*
 - *Treat others with respect and dignity.*
 - *The speaker spoke on kindness and having empathy for others. I can always use both as a greeter at the Health Science Center and everywhere I go.*
 - *Staying calm in any situation shows great effects.*
 - *Being kind and patient at work is something we should all strive to do more.*
 - When asked for ideas/suggestions for acknowledging administrative professionals in the future, suggestions included, but are not limited to:
 - Keeping the same format.
 - An outdoor event, where there can be team building or competitive games.
 - Allowing staff to take the rest of the day off.
 - Returning to an all-day conference format.
 - Including the Chancellor and other Vice Chancellors at the luncheon.
- Book discussion scheduled for Friday, June 27th.
- Future plans will be determined after discussions with the Associate Vice Chancellor of HR, Chandra Alston.

Changes to CAP Exam Method and Dates

- IAAP is moving from a paper exam to a computer-based exam.
- The November 2014 test date will not be offered.
 - New test months are March and September beginning 2015.
 - Actual test dates and registration deadline dates have not been set.
 - There may a statewide announcement regarding the changes from the UT System office.

Career Development Fund

- Funds for FY14 have been exhausted.
- Employees who received grant approval letters will receive their grants.
- Employees are encouraged to research and identify training programs for which they would like to seek a CDF grant as early as possible at the beginning of FY15 (July 1, 2014).
 - They may use the *Tips for Setting Training Goals* (included) to assist in this process.
- A request will be made to allow employees who plan to take the CAP exam in March to submit an application to the Career Development Fund although the test dates and application dates have not been set.



The mission of training at the UT Health Science Center is to strengthen and support the professional and personal growth of its employees. The goal of our training program is to empower employees to gain knowledge and awareness of services, policies, goals and practices. Through training, UTHSC employees enrich their skills, achieve excellence, and add value to the university at many levels.

Human Resources Training Classes

May 2014

Module 3—Compensation Administration: Application of UT Practices

Damon Davis, Facilitator

This class explores some specific techniques and tools useful for supervisors in determining what considerations, recommendations, and/or decisions are appropriate and needed in applying the UT Compensation Philosophy in their particular setting.

♦ **Thursday, May 22, 2014** **1 p.m.—4 p.m.** **930 C1 Conference Room**

Sick Leave Bank Training

Renita Mattox, Facilitator

This class provides an overview of the Sick Leave Bank including membership eligibility, the grant application process, and all applicable guidelines.

♦ **Wednesday, May 14, 2014** **10 a.m.— 11:30 a.m.** **HR—910 Ste. 725**

Solid Business Writing

Darnita Brassel, Facilitator

This class includes the basics of writing effective business communications. Participants will review processes for preparation; outlining and writing; electronic writing; and editing and proofreading.

♦ **Friday, May 16, 2014** **8:30 a.m.— 12:30 p.m.** **HR—910 Ste. 725**
♦ **Wednesday, May 28, 2014** **12:30 p.m.— 4:30 p.m.** **HR—910 Ste. 725**

Minors on Campus and Child Protection Training

Darnita Brassel, Facilitator

This class includes an overview of Safety Policy 575, “Programs for Minors” and the mandatory Child Protection training required for adults involved with minors on campus.

♦ **Tuesday, May 20, 2014** **1:30 p.m.— 3:30 p.m.** **HR—910 Ste. 725**

I-9 Compliance Training

Donna Lenoir, Facilitator

This class includes an overview of the I-9 process and provides guidelines for compliance for business managers and hiring managers.

♦ **Wednesday, May 21, 2014** **1:30 a.m.— 3:30 p.m.** **HR—910 Ste. 725**
♦ **Thursday, May 29, 2014** **10:00 a.m.— 11:30 a.m.** **HR—910 Ste. 725**

Visit the [training portal](#) to register.

TIPS FOR SETTING TRAINING GOALS

1. **Begin with the end in mind.** Answers to these questions will help you to focus your efforts and manage your time more effectively.
 - a. Would you like to sharpen a skill set?
 - b. Would you like to pursue a certification?
 - c. Are you focused on career progression?
 - d. Does your training credit need to satisfy professional recertification requirements?
 2. **Be realistic about what you can accomplish in one year.** Based upon your work responsibilities and personal obligations you may have to proceed at a slower pace or decide what you will temporarily discontinue until you reach your training goals.
 3. **Research class offerings...**
 - a. ...on the UTHSC training page at www.uthsc.edu/hrtraining. Click "Training Calendar".
 - b. ...through the UT Computer-Based training portal at <http://www.uthsc.edu/hrtraining/cbt.php>.
 - c. ...through public programs offered by professional associations and other vendors who specialize in continuing education classes.
 4. **Consider funding for programs with registration fees.**
 - a. Career Development Fund (CDF) grants are available to **non-exempt** employees only. To apply visit <http://www.tennessee.edu/cdf/>.
 - b. Employees may request that their departments pay registration fees for classes.
 - i. Supervisor's approval is needed
 - ii. Registration forms are processed through the Accounts Payable Department on the **Conference and Seminar Registration Prepayment Form** (number T-30).
 5. **Consider the value of professional development through acquisition of a college degree.**
 - a. The **educational assistance benefit** may be used if classes are for college credit. Visit http://www.uthsc.edu/hr/benefits/educational_assistance.php for more information. **Continuing education classes are not covered under the educational assistance benefit.**
 6. **Map out your training goals specifically to include...**
 - a. ...class titles
 - b. ...class dates
 - c. ...time and duration of classes
 - d. ...frequency if multiple classes are required to complete the course
 - e. ...cost of classes if registration fees are required
 7. **Meet with your supervisor to gain support for your training plan.**
 - a. Present your training plan and ask for feedback on the plan.
 - b. Get approval for the training dates and times.
 8. **Register for classes.** Good luck in the pursuit of your training goals!
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