

**University of Tennessee Health Science Center (UTHSC)  
Employee Relations Committee (ERC) Meeting  
Tuesday, September 7, 2014  
1:30-3:00pm  
SAC 305**

**Start Time:** 1:30

**Members Present:** Karen Weatherly, Trushauna Morgan, Vada Singleton, Marian Harris, Damon Davis, Darnita Brassel, Brenda Clark, Michael Alston, Chandra Alston, Ronnie Dickerson, Janie Hall, Nathalie Ocean, Charmagyne Akram, Vanessa Phillips, , Christina Clark, Chandra Johnson, Betty Turner, Lara Nichols, Marian Harris, Debbie Jackson, Dona Lenoir, Darnita Brassel, Damon Davis

**Members Absent:** James Corrigan, Belinda Loyd, Stephanie Nunn, Chreshunda Phillips, Magan Stephens, Stanley Tyler, Netia Watson, Jeddie Maxwell, Laverne Williams

**Welcome:** **Chandra Alston, Associate Vice Chancellor of Human Resources:** Ms. Alston, welcomed the committee and the meeting proceeded according to the agenda.

### Human Resource Updates

#### **Compensation ~ Damon Davis, Compensation Team Leader**

PDQ training is scheduled for September 10, 2014. This years' service award ceremony will be based on the completed anniversary dates that fall between, July 1, 2013 and August 31, 2014. The Service Award Ceremony for 25 plus – October 21, 2014 (employees can bring one guest).

#### **Employment ~ Donna Lenoir, Employment Team Leader**

Two new HR Consultants were hired this month and will begin on Sept 15, 2014. Recruiting trips will also go on in the month of September. HR is finalizing the contract with Equifax to complete I9 forms online, which will be used in the hiring process.

#### **Benefits & Retirement ~ Debbie Jackson, Benefits & Retirement Team Leader**

There will be a *Life Planning Seminar* on November 5<sup>th</sup> and the Benefits Fair is scheduled for October 1<sup>st</sup>.

#### **Employee Relations ~ Marian Harris, Employee Relations Counselor**

Grievance hearing panelist forms are available online - complete the form to be considered as a willing participant in a grievance hearing. Employee representatives are needed to participate as panel participants. There will be training for grievance panelists that covers the policy and procedure information and more detailed information related to the process.

#### **Training ~ Darnita Brassel, Training Administrator**

Advanced Care Planning, *Healthy Shelby*, initiative which will kick off on campus at the Benefits Fair on October 1, 2014.

### OED Update

#### **Michael Alston, Assistant Vice Chancellor of Student Conduct and Director of OED**

Chancellor Exempt Staff Award process Sept 1<sup>st</sup> – Oct 1<sup>st</sup>. Sept 15<sup>th</sup> - Oct 15<sup>th</sup> is Hispanic American Heritage Month and discounts given at restaurant, please check website for more information ([uthsc.edu/oed](http://uthsc.edu/oed)).

Starting July 1 you will need to certify twice a year for accessible parking. OED created a Sexual Assault Brochure to highlight sexual assault and title IX information, which is given out at new employee orientation and student orientation. Sexual Assault video available on [whitehouse.gov](http://whitehouse.gov). As a reminder, if student tells you that they have experienced sexual assault then you are responsible for reporting this information.

#### **Dustin Fulton, Deputy Conduct & Compliance Officer (OED)**

Shared Title VI information (video and presentation shown).

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**ERC Member Updates**

*Graduate Medical Education* ~ Stephanie Nunn reported that they have a new supervisor *Bran Upchurch*

*Health Professions (formerly Allied Health Sciences)* ~ Chandra Johnson reported that they have a new program director, Matthew Almond. They also have a new Assistant Dean of Administration and Finance, Emilita Marian.

*Library* ~ Brenda Clark reported that on September 22<sup>nd</sup> the books in the Library will be moved to 1<sup>st</sup> floor and by the end of October the faculty and staff will also be moved to the 1<sup>st</sup> floor. The Library has also ordered two sets of CAP books for staff to study and/or check out.

*UT Foundation* ~ Vanesa Phillips reported that Melanie Burlison has taken some responsibilities from Tony in lieu of Pam Vaughn's retirement, so contact her for assistance.

*CDD* ~ Treshuauna Morgan reported that the kinks are still being worked out with the billing transition for the Jackson Family Practice to be moved to LeBonheur.

*Benefits* ~ Karen Weatherly reported that the workers compensation company has changed to Corvel. If you have a claim please accurately complete the accident report and turn in all information directly to Corvel for workers comp claims and contact them at 866-245-8588. Also, you cannot be reimbursed for compensation for the first 7 days of being off work for an injury but you can be paid annual and/or sick leave if available.

Karen is requesting that all members send her their concerns or questions to present at the Employee Relations Advisory Board meeting Sept 23<sup>rd</sup>, in Knoxville.

*Dentistry* ~ Betty Turner reported that her are has a new program director that will be starting in January. They also hired two dental hygienist in the under-graduate clinic with periodontics.

*University Health Services* ~ Vada Singleton reported that they have finished with expansion and they are currently waiting on furniture. UHS will be around the campus advertising the services.

*Academic Affairs* ~ Natalie Ocean reported that Sept 26<sup>th</sup> is new faculty orientation in SAC Dining Hall.

**CI0 Advisory Update**

Starting, Aug 25<sup>th</sup> IT is start working on policies and procedures to correct problems around campus. IT is also working on a new web development software and they will offer training to various departments.

**AVC Updates**

The University is currently working on its strategic implementation. Meaning, we are working on outcomes and measurements related to staff retention and recruitment, student retention, research metrics and outcomes, interdisciplinary education. Specifically, HR has been charged with retention and recruitment and the staff objective is to find out, *how do we keep good people here and how do we retain good people*. This team consists of Chandra Alston, Donna Lenoir, Tanzina Charmaine, Martin Fletcher, Brain Bowling, Jason Hollow, Teresa Harnett, Emilita Marian.

The Employee Appreciation and Tribute will be combined this year (2014). Therefore, the president ordered the t-shirts this year as part of the tribute. The Tribute is normally something the President does separate on each campus. The Happy Video will be shown at the Employee Appreciation event. Games and prizes will be at the event for all who want to participate. The Employee Appreciation will be moved to the SAC due to the rain.

**Next Meeting**

Tentatively scheduled for November 4, 2014

**State of Tennessee  
Workers' Compensation Program  
Workplace Injury Call Center**

**(866) 245-8588**

Employee and Supervisor select option 1  
to speak to a nurse for immediate care.  
Select option 2 for First Notice of Loss reporting.  
Call 911 for Medical Emergencies

*Administered by the State of Tennessee Treasury Department*

**C O R V E L**



Treasury Dept #08224

# Grievance Panelist Participant Form

The Grievance Hearing Process provides non-exempt employees with a fair and equitable process to resolve employment concerns that have not been satisfactorily addressed through informal means. Panel members examine relevant information, as the parties involved present their issues, and make a recommendation for resolution that will be given to the Chancellor for the final decision.

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## INTERESTED CANDIDATE INFORMATION

LAST NAME:  FIRST NAME:

EMAIL:  PHONE NUMBER:

JOB TITLE:

DEPARTMENT:

DISCIPLINARY ACTION  YES  
ON FILE:  NO

CURRENT  NON EXEMPT  
STATUS:  EXEMPT

CANDIDATE SIGNATURE

SUPERVISOR SIGNATURE

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THANK YOU FOR YOUR INTEREST IN SERVING AS A GRIEVANCE PANELIST.

THE UNIVERSITY of  
**TENNESSEE**   
HEALTH SCIENCE CENTER

PLEASE CONTACT HUMAN RESOURCES FOR QUESTIONS AND RETURN THIS FORM TO:

910 Madison Ave., Suite 722

Memphis, TN 38163

Phone: 901-448-5524

E-mail: mharri26@uthsc.edu