



**Chandra Alston**  
HR Associate Vice Chancellor

## We Did It Again!

### UTHSC Named Top Workplace in Memphis

Thank you to our wonderful employees for naming UTHSC a Top Workplace two years in a row. We are grateful to our faculty and staff for your dedication and commitment to serve our students and community with your talents. Memphis is lucky to have UTHSC as a key contributor to the healthcare community. Over the last two years we have continued to make strides in becoming an even better place to work for our employees. Enlisting the help of consulting firms, we have reviewed both faculty and staff compensation and are making efforts to bring pay at or above the 85<sup>th</sup> percentile for vested employees.

We have made investments in training our managers and supervisors as well as our employees. The physical landscape of the campus has received improvements as we continue to see new buildings resurrected, beautiful landscaping, and improved signage as the campus master plan is executed. Key leaders in our administration have been added to guide our research and academic enterprises and this gives us a renewed optimism about our future. Although we have become a Top Workplace for the second year in a row, we know there is still much work to do to improve communication, workplace culture and much more.

Our survey results have been reviewed by our leadership and shared with Deans and Vice Chancellors for use in their strategic efforts. With our Chancellor and Executive Vice Chancellor leading UTHSC, we are committed to do all that we can to remain a Top Workplace.

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*"We have made investments in training our managers and supervisors as well as our employees."*





2015

**Healthier  
Tennessee  
Workplace**

healthierTN.com

UTHSC has another recognition to be proud of. In addition to being named one of Memphis' Top Workplaces UTHSC has also been named a Tennessee Healthy Workplace for a second year! The recognition comes from Governor Bill Haslam's Foundation for Health and Wellness. Launched in 2014, the "Healthier Tennessee Workplace" program recognizes organizations that encourage employees to live healthier lives at work and at home. Each year, institutions must meet criteria to continue receiving this award.

UTHSC was awarded this year due to the continued efforts to encourage employee participation in wellness. One of the most notable efforts comes from Campus Recreation. Earlier this year, walking groups were formed at various campus locations. Each group is encouraged to walk 3 days a week. Additionally, the wellness portion of our Partnership PPO continues to be a key element in improved employee health. You can also help by incorporating healthy initiatives within your offices and departments for 2016. UTHSC will continue strides to continue as one of Tennessee's Healthy Workplaces!

## Important Insurance Reminders for 2016!

In mid-January, all employees who signed up for the Wellness Health Savings CDHP Plan will receive an employer contribution of \$500 for individual coverage and \$1,000 for family coverage to be deposited into a Health Savings Account (HSA). PayFlex, our HSA vendor, will be sending additional information on how to manage your account in the mail.

Employees also have an opportunity to set aside funds tax-free to pay for deductibles and coinsurance expenses that can be deducted from your paycheck and deposited into your HSA account. This deduction can be initiated, updated, or discontinued at anytime by completing the [Health Savings Account Authorization Form](#). The form can be faxed to our Knoxville payroll office at (865) 974-3530 or returned to the UTHSC Insurance Department located at 910 Madison Suite 727.

All employees with a 2015 Medical Flexible Spending Account balance on December 31, 2015 will not receive a contribution nor be allowed to make a contribution to the HSA until April 1, 2016.

## Long Term Disability

## Open Enrollment

January 15– February 15, 2016!

Information coming soon!

## Drug and Alcohol Free Campus & Workplace

The University of Tennessee Health Science Center (UTHSC) is a Drug and Alcohol Free Campus & Workplace. Therefore, we encourage a safe and healthy campus and work environment. In compliance with the local, state and federal laws the University prohibits unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees on campus or during University affiliated activity. The seriousness of this matter is emphasized and sanctions are listed in the [Code of Conduct](#), [HR Policy/Procedure 0720](#) and in the student [CenterScope](#). As a resource the University offers employees direct assistance, with substance abuse, through the Employee Assistance Program ([EAP](#)). In addition, please view the [Drug and Alcohol Free Campus & Workplace](#) webpage and/or contact [Marian Harris](#), Employee Relations Counselor in Human Resources at 901-448-5524, for more information regarding a Drug and Alcohol Free Campus & Workplace.

### **REASONABLE SUSPICION**

To report a person you may reasonably suspect under the influence of drugs and/or alcohol contact the UTHSC Campus Police at 901-448-4444.



## Increase your Tax Deferred Annuity contributions for 2016!



With each passing year, retirement is that much closer. As we prepare to enter 2016, consider increasing contributions to the 401k, 457 and/or 403b. All tax deferred annuities are designed to supplement your TCRS or ORP income when you retire. Before increasing your contributions, please note that there is **no maximum increase for 2016**. The maximums will remain the same: \$18,000 if under age 50 and \$24,000 if over age 50. If you wish to enroll in the 401k, 401k Roth or 457 go to Empower Retirement at [www.gwrs.com](http://www.gwrs.com) to enroll in or increase your contribution. Keep in mind the 401k offers an **up to \$50** match per month from the University! To enroll or increase your 403b, please complete an [enrollment/salary reduction form](#) and submit to the Benefits Office. **All changes and enrollments should be done the first week of January!**

Human Resources Welcomes New Talent!



Mary "Kendy" Kallaher



Cassandra Caldwell



Gina Curry

**Mary "Kendy" Kallaher** is the Employee Relations Team Leader. Kendy supervises Employee Relations, FMLA and Sick Leave Bank. Kendy brings 15 years of experience to UT from employers such as Federal Express, Tennessee Attorney Generals Office and Library of Congress, just to name a few. Born in Memphis, Kendy is a graduate of the University of Memphis and received her JD from UT Knoxville. On a personal note, her family includes her mother who is 90 years old, 2 sisters, 2 nieces, 3 nephews and 2 great nieces, as well as 2 Miniature Schnauzers, Alex and Scout.

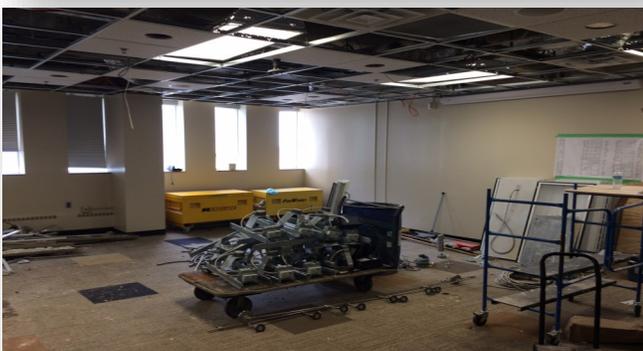
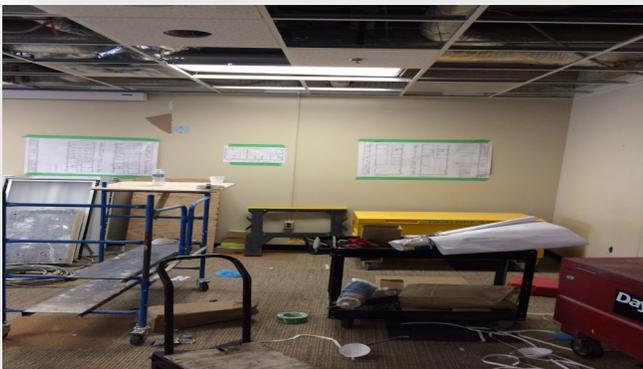
**Cassandra Caldwell** is the Benefits Specialist who oversees Educational Assistance and assists with New Hire Orientation. Cassandra is new to the Memphis area from Monroe, Louisiana bringing 30 years of human resources and office management experience. Cassandra began as a temporary in the HR department and was hired as the Benefits Specialist in September. In her spare time Cassandra enjoys spending time with her grandchildren, church activities and serving others.

**Gina Curry**, comes to HR as our Insurance Coordinator. Gina comes to UT with experience in benefits, recruitment, and employee relations. Most recently, Gina served as the Human Resources Coordinator for the FedEx Employees Credit Association for four years. Gina received her B.B.A degree with a concentration in Human Resources from the University of Memphis. Born in Huntingdon, Tn. Gina now lives in the Memphis area and is married with two teenage sons. In her spare time, she loves shopping and spending quality time with family and friends.

## HR Training Room Renovations!



The Human Resources Department has undergone many changes over the past 2 years. Among these changes have been space renovations. Phase 1 of the renovations included the employment offices on the first floor of the 910 building. Phase 2 was an overhaul of the training room. Demolition began in August. Work has progressed very well. Soon we expect furniture and state-of-the-art a/v equipment to be installed. The new space will double our seating capacity to 36 participants in a classroom format. The estimated completion is mid to late January 2016.



## HUMAN RESOURCES STAFF

**Chandra Alston**

Associate Vice Chancellor

**Damon Davis**

Compensation Manager

**Debbie Jackson**

Benefits Manager

**Kendy Kallaher**

Employee Relations Manager

**Donna Lenoir**

Employment Manager

**Darnita Brassel**

Training Administrator

**Marian Harris**

Employee Relations

**Jacqueline Anderson**

HR Consultant

**Phyllis Hubbard**

HR Consultant

**Cassandra Caldwell**

Benefits Specialist

**Gina Curry**

Insurance Coordinator

**Renita Mattox**

Sr. Benefits Specialist

**Karen Weatherly**

Sr. Benefits Specialist

**Demetriss Gilliam**

HR Assistant

**Denise Griffin**

Sr. Records Specialist

**Barbara Patton**

Admin. Specialist II

**Chastity Pegues**

Admin. Support Asst.