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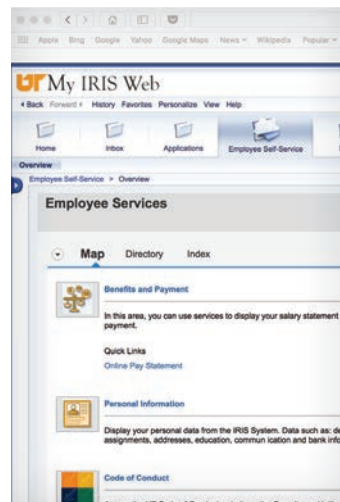
Cierra Richmond
Admin. Support Asst.



FLEXIBLE SPENDING ACCOUNTS

This year, your healthcare and limited purpose flexible spending accounts (L-FSA) have a carry-over feature. Any funds of \$500 or less that remain in your account on 12/31/2017 will automatically carry over into your account next year. The carry-over will be added to whatever amount you chose during annual enrollment as your 2018 election amount. All claims for calendar year 2017 must be filed by April 30, 2018 or they will be denied next year. PayFlex will automatically use any carried over 2017 funds before going into the new plan year (2018) election. Any funds greater than \$500 that remain in your FSA or L-FSA after 12/31/2017 **will be forfeited**, per IRS rules. To avoid forfeiting any of your funds, please ensure that you file healthcare FSA or L-FSA claims before December 31 to get your balance below \$500.00.

The dependent care FSA (DC-FSA) **does not** have a carry-over provision, so any funds remaining in that account after 12/31/2017 will be forfeited.



CHECK YOUR DECEMBER PAY STATEMENTS!

In the month of December employees will notice new insurance premiums for the 2018 calendar year. In addition, any changes made during the Open Enrollment Period should also appear- or not- on the last pay stub of 2017. It is imperative and your responsibility to review your deductions, coverage levels, etc. to ensure your information has been keyed correctly by the Benefits Administration. If there are errors or corrections that need to be made, please contact the Benefits Office immediately. The sooner these corrections are made, the less disruption will occur with your benefits and payroll.

UTHSC EMPLOYEE SERVICE RECOGNITION CEREMONY - 25 PLUS YEAR HONOREES

On October 10, 2017, prestigious faculty and staff were recognized for their years of dedication, commitment and service to the University of Tennessee Health Science Center (UTHSC). The individuals honored at the program have anniversary dates between January 1 and December 31 of 2017. As the program commenced, Dr. Schwab offered acknowledgements of service to all the recipients. Testimonials were also shared by the following individuals, offering insight to their years of service at UTHSC:

- Junius L. Taylor, Director of the Fitness Center, with 25 years of service
- Margaret Hartig, Professor in Nursing Department, with 30 years of service
- Timothy Self, Professor in Clinical Pharmacy & Translational Science, with 45 years of service

This was a beautifully displayed luncheon, hosted by the Human Resources-Employee Relations department and catered by Draper's Catering of Memphis in the Student Alumni Center (SAC).



2018 COMPENSATION TRAINING

POSITION DESCRIPTION TRAINING DATES (BUSINESS MANAGERS AND SUPERVISORS)

Wednesday | January 10, 2018 | 1:30 - 3:30 pm

Thursday | February 8, 2018 | 9:00 - 11:00 am

PERFORMANCE EVALUATION TRAINING

Thursday | January 11, 2018 | 9:00 - 11:00 am
(Business Managers and Supervisors)

Wednesday | January 24, 2018 | 1:30 - 3:30 pm
(ALL Employees)

Thursday | February 7, 2018 | 1:30 - 3:30 pm
(Business Managers and Supervisors)

Thursday | February 22, 2018 | 9:00 - 11:00 am
(ALL Employees)

Wednesday | March 7, 2018 | 1:30 - 3:30 pm
(Business Managers and Supervisors)

Wednesday | March 8, 2018 | 1:30 - 3:30 pm
(ALL Employees)

All classes will be located at 910 Madison Suite 755 in the Human Resources Training room.

DRUG AND ALCOHOL FREE CAMPUS AND WORKPLACE



The University of Tennessee Health Science Center (UTHSC) is a Drug and Alcohol Free Campus and 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.

UTHSC treats this policy very seriously. The consequences of violation are reiterated in the Code of Conduct, HR Policy/Procedure 0720 and the student CenterScope.

As a resource the University offers employees direct assistance, with substance abuse, through the Employee Assistance Program (EAP) at 855.437.3486. In addition, please view the Drug and Alcohol Free Campus and 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 and Workplace.



SICK LEAVE BANK NEW ENROLLEES

The Sick Leave Bank enrolled 138 new members in July. All enrollees were entered to win a Fitbit Flex 2. Congratulations to Lorne Rose and Marion Joni for winning!

UTHSC TOASTMASTERS CHAPTER

Do you want to become a better speaker and leader? Join UTHSC's Toastmasters chapter! UTHSC's Toastmasters chapter meets every Tuesday at St. Mary's Episcopal Church (700 Poplar Ave.) from 12:00 - 1:00 pm. Parking is free and visitors are always welcome. Meetings

are open to any interested staff, faculty, or students. If you have any questions please call or email Jenna Mednikow at 901.448.8481 or jmednikow@uthsc.edu.



The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA/V institution in the provision of its education and employment programs and services.

For more information, please contact:

Human Resources | 910 Madison Avenue | Suite WP012, 1st Floor
phone 901.448.5600 | fax 901.448.5170

uthsc.edu/hr



HUMAN RESOURCES