

Managing Performance: Moving Forward After the Performance Evaluation



Chandra Alston, Associate Vice Chancellor

As of March 31, our campus is finalizing the performance evaluation for the 2013 calendar year. So what now? How do we use the information we discussed during performance evaluation meetings to move forward?

Hopefully as the supervisor you:

- 1) Set clear, job-related expectations;
- 2) Provided feedback to employees on how they are progressing toward meeting those expectations; and
- 3) Turned in a performance evaluation to Human Resources on each employee supervised.

We are three months into 2014; what have our employees accomplished toward the goals? Are we and our employees focused on departmental objectives or are we just going through the motions? What is our organizational focus?

Here are some thoughts for supervising and managing performance:

- 1) Employees desire meaningful work – If you have not set meaningful goals that have an impact on the department's accomplishments, you need to revisit employee goals and align them with your department strategy;
- 2) Set and maintain clear standards – Departmental work rules should be used to set performance and conduct standards. Meet with employees timely and regularly;
- 3) Demonstrate interest in developing employees and invest in them where you can see the maximum benefit for their

- 4) personal and professional development;
- 4) Create a work environment where employees have the training and tools to be successful. Ask employees what they need to be successful;
- 5) Be fair and demonstrate to employees that you have their best interest and the interest of the organization in mind.

Use this time to effectively address behavior or performance that is outside the standard and/or to reinforce positive performance with commendation and praise.

As we move forward into the second quarter of 2014, Human Resources invites you to partner with us on managing and improving employee performance. Contact us to discuss ways we can work together to enhance and improve our most important asset, human capital, to position the UTHSC as a national leader in targeted areas of excellence across missions, campuses and colleges.

Inside This Issue

- Managing Performance
- New Employment Team Leader
- Join the Sick Leave Bank!
- **NEW!** Changes in UT Retirement Plan
- **NEW!** Minors on Campus
- Benefits Blitz!
- Ask HR!

Human Resources Welcomes Donna Lenoir

The Human Resource Office welcomed a new Employment Team Leader, Donna Lenoir on March 1. Donna comes to UTHSC with 14 years of HR experience. Eight of those years were spent in Higher Education and most recently 6 years of HR experience in healthcare. Holding a Masters degree in Organization and Leadership, Donna was previously employed at the University of San Francisco until 2008 and returned to Memphis where she worked in the Human Resources office at St. Francis Hospital. With a desire to return to higher education, she was attracted to UTHSC because of HR's vision statement, *"We realize our full potential by following best practices, leading change, partnering strategically, and using the full scale of resources to deliver excellent programs and services."* Donna's priorities as the new Team Leader are to review and update employment policies and procedures, enhancing the staff applicant tracking system (TALEO), developing an employment training program for exempt positions, and ensuring we are in compliance with federal employment hiring practices. When asked what she likes to do outside of work, Donna stated, "exercising and gardening." Please help us welcome Donna to our UTHSC family.

JOIN THE SICK LEAVE BANK !



We are all bound to find ourselves suffering from some form of ailment from time to time. Thankfully, for many of us most illnesses are minor and do not require prolonged treatment or days away from work. However, some employees are not as fortunate. When a catastrophic or long term illness strikes, it can be devastating both physically and mentally. Adding financial woes to the equation can make matters worse. That is why it is so important for employees to join the Sick Leave Bank! The Bank is a benefit available to regular full time and part time employees who have accrued at least 48 hours of sick leave. Interested employees agree to make a one time donation of 24 sick leave hours to the bank-that is all! If members are off for their own

qualifying illness or injury, have exhausted all annual, sick and personal day, they can request up to 90 days of sick leave from the Bank! This will make a tremendous difference in recovery and help employees return to work as soon as possible or transition to disability or retirement. **Open enrollment is April 1– June 30.** Please encourage your co-workers and colleagues to join the Bank! Our goal is to enroll 150 new members this year! Only you can make that happen! If you are already a member, no action is required.

Benefits representatives are available to answer questions and provide information. Training sessions are also available! Link to here for forms and more info: [http://www.uthsc.edu/hr/benefits/sick leave bank/enrollment.php](http://www.uthsc.edu/hr/benefits/sick%20leave%20bank/enrollment.php)

Changes in TCRS and ORP plans for New Employees!



The State of Tennessee Legislation has made significant changes to the States TCRS and ORP retirement plans. The changes will only **effect employees hired on or after July 1, 2014**. Current employees and retirees are not effected! Since 1981 the retirement plans have been employer paid with no contributions required by employees. To maintain well funded retirement plans for the future, it was determined that the plans should transition to an employer and employee contributory retirement program. At the beginning of the new fiscal year, the plans will require new employees to contribute 5% to the plan while employers will continue to contribute a set percentage. Departments that are currently recruiting and may have new employees begin on or after July 1 must ensure all possible hires are aware of this new retirement information! The [Benefits webpage](#) has additional information as well as links to frequently asked questions. Any additional questions can be direct to the Benefits office at 448-8547.

New!

Safety Policy for Minors on Campus



Safety policy 545 – Programs for Minors was effective January 1, 2014. Each campus was required to create a supporting procedure and to identify a Designated Official who has responsibility for implementing the policy. The UTHSC HR office will ensure that coordinators of all programs that include minors at any time during the year know what is required. The policy, procedure and other resources can be found at: <http://www.uthsc.edu/hr/minors-on-campus-procedures/>.

There are four primary steps required

- * The program must be registered with the HR department by the program director.
- * All adults who are reasonably expected to interact with the minors must agree to a background check every 4 years.

- * All adults go through mandatory Child Protection training. This can be done online through the SkillSoft training portal. Program coordinators may also use the Child Protection training module that has been prepared.
- * All minors must complete the Occupational Risk Assessment form. Staff in University Health Services (UHS) will review this information for other potential risks based upon where the minors are located on campus.

The Occupational Risk Assessment is not a mandate of the Programs for Minors policy, rather, it is a precautionary measure that UHS is taking to further ensure safety of minors and all non-UT visitors. All questions should be directed to HR at 448-5600.

Treat your Staff to a Benefits Blitz!



As the Human Resources office continues to develop partnerships with departments and associated practices, the Benefits team is taking this opportunity to work closer with the campus community. Our team currently offers quarterly benefits training via HR128 with classes taught in the HR conference room. This year, we are hitting the pavement and bringing the training to you! Departments who have scheduled staff meetings, office retreats, etc. can request a "Benefits Blitz."

A Benefits Blitz will consist of Benefits team members providing information and training to your staff on any of the benefits offered to employees. Our goal is to use this program to help bridge the gap between departments and HR and help all employees and supervisors understand Workers' Compensation, Family and Medical Leave, Retirement, Insurance and Educational Assistance. All requests can be forwarded to djacks24@uthsc.edu. We look forward to seeing you soon!



Q: What happens to annual leave when a non-exempt employee terminates?

A: Upon termination, annual leave is paid out to the employee up to the allowed maximum. The maximum payout for any employee is 336 hours. This annual leave payout is forfeited if the employee is terminated for gross misconduct. For additional information regarding annual leave, please refer to the policy here: http://policy.tennessee.edu/hr_policy/hr0305/#13.

If you have a question for HR, please feel free to forward it to hr@uthsc.edu and it may be featured in the next HR Reporter!

Human Resources Staff

Chandra Alston.....Associate Vice Chancellor
 Damon Davis.....Compensation Manager
 Debbie Jackson.....Benefits Manager
 Donna Lenoir.....Employment Manager
 Darnita Brassel.....Training Administrator
 Barbara Patton.....Admin. Specialist II
 Phyllis Hubbard.....Insurance Coordinator
 Mario Hunt.....Employee Recruiter
 Renita Mattox.....r. Benefits Specialist
 O.C. Scott.....Compensation Analyst
 Karen Weatherly.....Sr. Benefits Specialist
 Valvarie Jordan.....Employee Recruiter
 Demetriss Gilliam.....Benefits Specialist
 Denise Griffin.....Sr. Records Specialist
 Ronnie Dickerson.....Administrative Assistant