



Chandra Alston
Associate Vice Chancellor of HR

UTHSC- Top Workplace

Thank you to all of the employees who responded to the Workplace Dynamics survey that the University participated in between August 27th – September 9th. This survey was conducted by the local Chamber and The Commercial Appeal through Workplace Dynamics, a contracted company. Over 3,400 employees were invited to participate in the survey with more than 1,500 responding representing a 45 percent response rate. The survey results have been shared with the campus administration, the vice chancellors and deans. Each leader has reviewed scores and comments affecting their areas and is challenged to let employees know they were heard.

The term “top workplace” is something that may look and feel different for each employee and we will work together with campus leadership to create a culture where every voice is heard. The Workplace Dynamics survey is one tool that allows employees the opportunity to share areas where they see room for improvement. The Workplace Dynamics statements measured leadership, engagement and commitment. Responses to the 2014 survey indicate that there is room for improvement in communication, management and employee engagement.

The Chancellor and Executive Vice Chancellor will host a town hall with the Deans and Vice Chancellors to discuss the survey and our strategy to move forward.

Thanks, Chandra

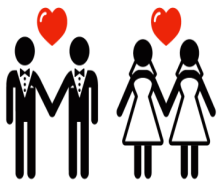
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Join the Sick Leave Bank!

All employees who are not enrolled in the Sick Leave Bank and would like to join can do so beginning **April 1– June 30**. All full-time employees are required to have at least 48 hours of accrued sick leave by June 30th. Membership requires a one time non-refundable donation of 24 sick leave hours. Part-time employees required hours and donation will be based on the employees percent of effort. This great benefit can help approved employees continue to receive their normal pay after all other leave has been exhausted! Click here to learn more and print an enrollment form http://www.uthsc.edu/hr/benefits/sick_leave_bank/index.php

The Department of Labor revises Family and Medical Leave Definition of Spouse



On February 25, 2015, the Department of Labor revised the definition of spouse under the Family and Medical Leave Act (FMLA). Employees who are in *legal*, same-sex marriages will now have the same rights as those in opposite-sex marriages under the FMLA. The Act entitles eligible employees job protection while off work to care for themselves or qualified loved one during a qualified serious illness or injury. The definition allows legally married, same-sex couples to care for their spouse no matter where they reside. The Department of Labor's final rule changes the regulatory definition of spouse in 29 CFR §§ 825.102 and 825.122(b) to look to the law of the place in which the marriage was entered into, as opposed to the law of the state in which the employee resides.

Changes in Insurance Effective date for New Hires



For employees hired on or after **July 1st, 2015**, the rules regarding the effective date of insurance coverage will change. Beginning July 1st, insurance coverage will begin the first day of the month following completion of **one full calendar month of employment**. For example, an employee hired on March 1st will have coverage effective on April 1st. An employee hired on March 2nd will have coverage effective May 1st.

Insurance Continuation under the Patient Protection And Affordable Care Act

As part of the Patient Protection And Affordable Care Act (PPACA), employees who drop below 75% of effort and are enrolled in the medical insurance, *may qualify* to continue their medical insurance. Employees who qualify for medical insurance continuation may continue coverage for 12 months regardless of their percent of effort. During the continuation period, the covered employee is unable to drop the coverage unless they meet a life changing event or during the Annual Enrollment Period. For full details on the Implementation of the PPACA visit the UT Systems policy webpage: http://policy.tennessee.edu/fiscal_policy/fi0920/.

2015 Administrative Professionals' Luncheon

Celebrating the Generational Melting Pot



Guest Speaker
Dr. Tonjanita Johnson
Vice President for Communications and Marketing
University of Tennessee (System)



Wednesday, April 22, 2015

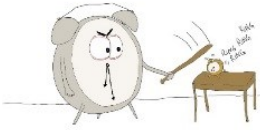
11 a.m.—1:30 p.m.

The role of administrative professionals has progressed over the decades. The Health Science Center is fortunate to have administrative professionals in multiple generations who continue to make valuable contributions to the success of our institution.

This year's celebration will focus on the progression of the administrative support profession. It will also encourage us to acknowledge the value of employees in each generation who have chosen a career as an administrative professional.

In addition to changes in how these professionals function day-to-day, the "tools of the trade" have changed as well. As shown in this year's graphic from the article *Generational Melting Pot* (July 2014) in the IAAP monthly publication, OfficePro, administrative professionals have gone from using manual typewriters to hand-held mobile devices to accomplish their tasks. Those professionals who have worked with all these tools may appreciate some of the progress while longing for some things from the past. Administrative professionals in recent generations may find it difficult to imagine being productive using manual typewriters or other tools from the past. However, the common denominator is that each generation effectively uses the tools available to them to accomplish their jobs with excellence! This year's theme, "Celebrating the Generational Melting Pot" was chosen to highlight the value each generation brings.

Are You A Victim of Absenteeism?



Employee absenteeism is one of the most common workplace problems facing employers in today's workplace. The University of Tennessee Health Science Center (UTHSC) offers its employees annual leave, sick leave and personal leave to help maintain balance between work and personal lives. Utilizing these tools correctly and adhering to the boundaries set by the department and the University will greatly enhance your productivity and future success.

There are federal and state employment laws in place to protect employees who require additional leave for special circumstances: Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and Workers Compensation. There is also protection for employees who miss work for other things such as jury duty and religious reasons.

Minors On Campus

Poor attendance can lead to disciplinary action. It is the employee's responsibility to be aware of and adhere to the policies and procedures set by the department and the University. Self-accountability is critical in terms of absenteeism. Employees can become victim to absenteeism by repeating ineffective behavior. The following list of policies presents information and guidance on how to properly use your leave and reduce absenteeism.

Helpful Guides:

Code of Conduct

http://policy.tennessee.edu/hr_policy/hr0580/

Attendance

http://policy.tennessee.edu/hr_policy/hr0505/

Annual Leave

http://policy.tennessee.edu/hr_policy/hr0305/

Sick Leave

http://policy.tennessee.edu/hr_policy/hr0380/

Minors (children under the age of 18) are **ONLY** allowed on Campus through a departmental sponsored program. The program must be registered 30 days prior to the start date. To review the Minors on Campus Policy and Procedures click on <http://www.uthsc.edu/hr/minors-on-campus-procedures/> .

The State of Tennessee requires a background check within the last four (4) years of each adult who will have responsible contact with minors. Child Protection Training is required at least two (2) years from the date of the end of the covered program. The Parent/legal guardian of a minor must sign a release and medical treatment authorization form. To register your sponsored program: <http://www.uthsc.edu/hr/minors-on-campus-procedures/> . Look for the quick links section and download the Program Registration Form: (Appendix A). If you have questions, please contact Donna Lenoir, Designated Official at dlenoir@uthsc.edu or 448-5599.

Ask HR

Amanda Rudolph welcomes baby boy!



Congratulations to Amanda Rudolph, Benefits Specialist and her husband Corey on the birth of their baby boy

Jeremiah. Jeremiah Rudolph was born on January 30, 2015. Jeremiah weighed in at 7lbs 2oz.

Q: How can I change my 401k or 457 contributions?

A: As of July 2014, Empower Retirement (formerly Great West) requires employees to process any changes and updates via the company website. Employees who were enrolled in the plan when these changes were implemented should have received information from the company regarding this change. If you have not set up your account, please go to www.gwrs.com and click on *Let's get Started*. This will take you through a series of questions and allow you to set up your username and password. Once the account is set up, information regarding balances, payroll contributions, beneficiaries, and fund options will be available.



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
Jacqueline Anderson.....HR Consultant
Renita Mattox.....Sr. Benefits Specialist
Karen Weatherly.....Sr. Benefits Specialist
Demetriss Gilliam.....HR Assistant
Denise Griffin.....Sr. Records Specialist
Ronnie Dickerson.....Administrative Assistant
Marion Harris.....Employee Relations
Amanda Rudolph.....Benefits Specialist
Yin-Yen (Helen) Lu.....Administrative Aide
Chasity Pegues.....Administrative Support