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## HUMAN RESOURCES

**Chandra Alston, EdD**  
Associate Vice Chancellor

**Damon Davis**  
Compensation Manager

**Debbie Jackson**  
Benefits Manager

**Kendy Kallaher**  
Employee Relations Manager

**Brittney Murray**  
Senior Administrative Services Assistant

**Marian Harris**  
Employee Relations Counselor

**Alisha Boone**  
Sr. HR Consultant

**Gina Curry**  
Insurance Coordinator

**Jenna Fielding Mednikow**  
Employee Relations Specialist

**Demetriss Gilliam**  
Compensation Specialist

**Denise Griffin**  
Sr. Records Specialist

**Chastity Pegues**  
Admin. Specialist II

**Michelle Anderson**  
HR Specialist

**Barica Horner**  
Admin. Secretary

**Cierra Richmond**  
Admin. Support Asst.



## PARTNERSHIP PROMISE: COMPLETE YOUR BIOMETRIC SCREENING BY JULY 15:

### 1. AT AN ONSITE SCREENING EVENT

Sign up for an onsite screening near you at [my.onsitehd.com/restricted/signup/tn](http://my.onsitehd.com/restricted/signup/tn). You must complete your screening by July 15, 2017.

### 2. WITH YOUR PHYSICIAN

Download your Physician Screening Form at [my.onsitehd.com/restricted/signup/tn](http://my.onsitehd.com/restricted/signup/tn) and take it to your next appointment for your doctor to fill out. Then, you or your doctor must return the form to Onsite Health Diagnostics (OHD) by July 15, 2017. **Only the OHD form will be accepted.**

A list of locations that will be hosting screening events through July 2017 can be found on page 3.

### ANSWER THE CALL FROM YOUR COACH.

You may be called to enroll in Disease or Case Management coaching to help you decrease your health risks and reach your well-being goals. **If you are called, you must participate.** Calls are private and you schedule them at times that work for you.

Lifestyle management coaching is voluntary this year and you are not required to participate. If you have questions, call Healthways at 888.741.3390.

### UPDATE YOUR INFORMATION (IF IT HAS CHANGED).

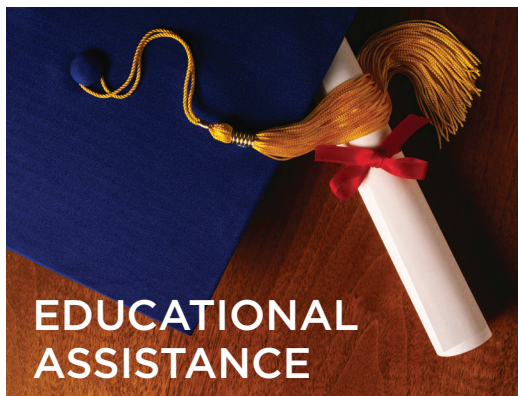
If your contact information changes at any time during the year, you and your covered spouse (if he or she is on your insurance) must update your information as soon as possible as part of your Partnership Promise.

Call 1.888.741.3390 and select option 1 to use the automated verification system.  
[partnersforhealth@healthways.com](mailto:partnersforhealth@healthways.com) | [partnersforhealthtn.gov](http://partnersforhealthtn.gov)



## JUNE 30 – LAST DAY TO JOIN SICK LEAVE BANK!

The Sick Leave Bank (SLB) was created to help seriously ill employees who have exhausted all of their paid leave. Following a onetime donation of 3 days of sick leave, eligible SLB members may receive up to 90 days of sick leave bank hours per year. Enroll today using the SLB Enrollment form: [uthsc.edu/hr/employee-relations/documents/2017-sick-leave-bank-enrollment-request.pdf](http://uthsc.edu/hr/employee-relations/documents/2017-sick-leave-bank-enrollment-request.pdf). Open enrollment is April 1 – June 30, 2017. For any questions, please contact Jenna Mednikow in HR at 448.8481.



## EDUCATIONAL ASSISTANCE

### PC-191 RENAMED P-130

The Tennessee Board of Regents (TBR) recently changed the name of the TBR educational assistance form PC-191 to P-130. The form pays for one course at any TBR institution for employees. The Benefits office will update the PC-191 form at [uthsc.edu/hr/benefits/educational\\_assistance.php](http://uthsc.edu/hr/benefits/educational_assistance.php) to reflect its new title. The change does not impact how the form works or the fees waived.

## SUPERVISORY FOUNDATIONS CERTIFICATE PROGRAM

### HIGHLIGHTS

- Eight courses offered in four, day-long modules
- Training delivered in consecutive months to create an immersive experience
- A cohort format that enables participants to build a network of peers at UT
- Collaborative learning designed for new supervisors
- Training aligned with distinct learning objectives and competencies

### CURRICULUM: Required Courses

#### MODULE I

**November 15, 2017**

1. New Supervisor Challenges
2. Understanding Supervision Style

#### MODULE II

**November 16, 2017**

3. Know Thyself! Emotional Intelligence in Supervision
4. Effective Decision-Making & Delegation

#### MODULE III

**December 6, 2017**

5. Feedback Delivery & Response
6. Supervising Across Generations

#### MODULE IV

**December 7, 2017**

7. Managing Work & Team Productivity
8. Promoting Civility & Positive Work Climate

All modules delivered at 910 Madison Ave., Suite 722, Memphis, TN 38163. Learn more at [hr.tennessee.edu/training/certificate-programs](http://hr.tennessee.edu/training/certificate-programs)

### NOW ACCEPTING NOMINATIONS

#### NOMINATE A SUPERVISOR OR YOURSELF TODAY

Employee and Organizational Development is now accepting nominations and recommendations from managers of all new supervisors\* and self-nominations from new supervisors to be considered for the fall/winter cohort.

\*Someone newly promoted or hired into a supervisory role in the past three years.

#### DEADLINE FOR CONSIDERATIONS: OCT. 11, 2017

Contact Leah Graves at [Lgraves1@tennessee.edu](mailto:Lgraves1@tennessee.edu).

## PARTNERSHIP PROMISE: 2017 ONSITE SCREENING LOCATION SCHEDULE

DATE	TIME	SITE NAME	COUNTY	REGION	CITY
June 20-21	7 am - 12 pm	TN Dept. of Labor & Workforce Development	Davidson	Middle	Nashville
June 21	7 am - 12 pm	Roane County Schools Transportation Dept.	Roane	East	Harriman
June 22	7 am - 12:30 pm	Loudon County Technological Center	Loudon	East	Lenoir City
June 22	7 am - 1 pm	Middle TN Mental Health*	Davidson	Middle	Nashville
June 23	7 am - 12:30 pm	Knox County Family Assistance Office*	Knox	East	Knoxville
June 23	7 am - 12 pm	Warren County High School	Warren	Southeast	McMinnville
June 24	7 am - 12:30 pm	Franklin County Annex	Franklin	Southeast	Winchester
June 27-28	7 am - 12 pm	Murfreesboro City Schools Administrative Office	Rutherford	Middle	Murfreesboro
June 27-29	7 am - 1 pm	University of Tennessee Health Science Center (Student Activity Center)	Shelby	West	Memphis
June 27	7 am - 12 pm	DIDD East Region - Dogwood Dining Room	Greene	East	Greeneville
June 28	7 am - 12 pm	Walters State Community College	Hamblen	East	Morristown
June 29	7 am - 12 pm	Grainger County Schools - Joppa Elementary School	Grainger	East	Rutledge
June 29	7 am - 12 pm	Tennessee Board of Regents*	Davidson	Middle	Nashville
July 6-7	7 am - 12 pm	Citizens Plaza Building	Davidson	Middle	Nashville
July 6-7	7 am - 12 pm	Knoxville TDOT Region 1	Knox	East	Knoxville
July 10	7 am - 12 pm	Turney Center Industrial Complex - Main Site	Hickman	Middle	Only
July 11	7 am - 1 pm	TDEC Knoxville Environmental Field Office	Knox	East	Knoxville
July 12-14	7 am - 1:30 pm	Tennessee Tower	Davidson	Middle	Nashville
July 12-14	7 am - 1 pm	TDEC Knoxville Environmental Field Office	Knox	East	Knoxville

\*Open to Location Staff and Spouses ONLY

## MICHELLE ANDERSON JOINS THE HR TEAM

The HR team welcomes Michelle Anderson. Michelle joined HR in May and is responsible for employment and education verification as well as background checks. Michelle also serves as the HR official for Minors on Campus. Michelle holds a Bachelor's Degree in Business Management with a concentration in Human Resources. In her spare time, Michelle enjoys roller skating, coaching/playing volleyball, and spending time with family and friends.



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](http://uthsc.edu/hr)



HUMAN RESOURCES