Employee Relations Council Meeting
Minutes
June 29, 2015

I. Welcome and Introduction - Phil Bright

Sherry Shanklin  Administration
Sherry Argo  Administration
Leanne Perry  Administration
Debbie Adcock  Administration
Angie Gertch  Administration
Debra Hunter  Brehm Hall, EPS Bldg., Fine Arts & UTM Farm
Susan Lemond  Business Administration Bldg., McCombs Center, Reed Center & Sociology Bldg.
Teena Bynum  Business Administration Bldg., McCombs Center, Reed Center & Sociology Bldg.
Phyllis Hammer  Children's Center, Elam Center, Fieldhouse, Football Bldg., Recreation Wellness Facility & Student Life
Amanda Broussard  Children's Center, Elam Center, Fieldhouse, Football Bldg., Recreation Wellness Facility & Student Life
Trent Hornbeak  Building Services & Physical Plant Administration
Kimberly Barnett-Sledd  Extended Campus and online Studies & Gooch Hall
Stephanie Butler  Extended Campus and online Studies & Gooch Hall
Karen Elmore  Library
Karen Sliger  Extended Campus and Online Studies & Gooch Hall
Mary Johnson  Custodial Services
Charlene Lovette  Public Safety
Diane Marks  Governor’s School, Student Success, Healthy Start, Humanities
Teresa VanCleave  Student Health, Counseling Services & University Center
Teresa Tibbs  Housing
Donna Butler  ITS
Brad Burkett  Physical Plant
Marsha Davis  Human Resources
Lisa Kinkade  Human Resources
Phil Bright  Human Resources
Nancy Yarbrough  Finance and Administration
Dr. Bob Smith  Chancellor’s Office

II. Employee Relations’ Advisory Board Meeting June 18, 2015 (Debbie Hunter)

1. Is it possible for UT to deduct state taxes from your payroll, if you do not live in Tennessee?
   
   No, this cannot be done.

2. Can the travel policy be amended to allow direct bill of hotel and airfare expenses for exempt employees?

   Exempt employees can ask for travel advance.

3. Affordable Care Act Taxes will not affect UT System employees at this time.

   It may in the future, but not now.

III. Insurance Updates (Lisa Kinkade)
State and higher education employees hired after July 1, 2015, will not be eligible for continuation coverage at retirement. Current employees and current retirees will be grandfathered.

The state will not offer Medicare Supplement Insurance for employees hired after July 1, 2015. Current employees, will be grandfathered.

The State Insurance Committee has the option to require a state or higher education employee or retiree’s spouse to choose their employer’s plan if he/she is offered group health insurance through their employer, this applies to employees and retirees whose employment commenced on or after July 1, 2015: effective only upon action by the Insurance Committee.

After July 1, 2015, no state or Higher Education State of Tennessee employee working less than, an average, 30 hours/week may be eligible for any insurance plan. Current state and higher education employees working 1,450 hours or more per year will be grandfathered.

Please know that the State of Tennessee’s Benefits Administration is now accepting and processing insurance applications from same-sex married couples. This change applies to all eligible UT faculty and staff and is the result of the Supreme Court ruling on the constitutional right to same-sex marriage. Applicants who were married in another state prior to the ruling will be eligible to apply through August 25, sixty days from the date of the ruling. Applicants who marry after the ruling will have sixty days from the date of their marriage to apply. The enrollment change form may be downloaded from the UT System Human Resources website. Applicants who have sixty days from the date of the Supreme Court ruling to apply may make the coverage effective on the June 26 decision date but will be required to pay the full month’s premium for the added spouse and/or dependents. Applicants may also choose to make the coverage effective date July 1. All applications and copies of supporting documents should be returned to the UT Martin Office of Human Resources, 112 Hall-Moody Administration Building. If the application is received outside the initial eligibility period, or if the employee is requesting to add other eligible dependents along with their spouse, the rules regarding enrollment by special qualifying event or open enrollment will apply. Additional information on eligibility and enrollment can be found at the UT System Human Resources website. All eligible employees may also add their spouse and dependents during the annual enrollment period this fall.

If you have questions, you can call the State of Tennessee Benefits Administration Service Center at 800-253-9981, Monday through Friday, 8 a.m. to 4:30 p.m. CDT. You may also call the UT Martin Office of Human Resources at 731-881-7850 from 8 a.m. to 5 p.m. or the UT Human Resources Call Center at 888-444-8847 from 8 a.m. to 6 p.m. EDT.

July 15, 2015 is the Biometric screening deadline. Please watch your mail for a notice of missing and needed information, for your partnership promise requirements.

IV. UT Martin Chancellor search committee (Karen Elmore)

Request for a non-exempt staff person be named and placed on the new Chancellor’s search committee. UTM HR Director, Phillip Bright will draft a letter as a request from the ERC to the University of Tennessee President.
V. Chancellor’s Christmas Breakfast (Phillip Bright)

Chancellor’s Christmas Breakfast name changed to Winter Holiday Breakfast.

Chair - Teena Bynum
Co-Chair - Angie Gertch

VI. Why do staff not rate their supervisor’s performance?

Optional forms can be found on the UTM HR website or System website.

- Administrator Supervisor Peer Review Form
- Review Form for Employees with Supervisory Responsibilities
- Supervisor Feedback Form (used previously)
- Employee’s comment section on the Performance review summary

Many ERC members voiced how their departments handle supervisor evaluations and suggestions on how to start:

- Participate in the Employee Engagement Survey.
- Speak to your Dean or Director to set up forms and procedures.

VII. Employment of relatives (Phillip Bright)

UT Martin Human Resources is working to create and update a list of UT Martin faculty, staff and student employees who are relatives even if they are not listed in the policy below. This list includes regular, temporary, adjunct, and student employees.

HR0115 – Employment of Relatives

Effective: July 1, 1999 Revision No: 6

Based on state law: To prevent conflict of interest in decision-making due to factors of kinship in reporting relationships among employees.

Policy: For the purpose of this policy, relative shall mean a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or any other family member who lives in the same household.
Employment of relatives is permitted. However, no employees who are relatives shall be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative.

Should a situation arise whereby a university employee must directly supervise the job performance or work activities of a relative, that situation must be remedied by either an intradepartmental or interdepartmental transfer of at least one of the employees. The next higher administrative officer of the employees shall advise the employees of the available alternatives. Such employees shall be given the opportunity to select among the alternatives. If the employees are unable to agree upon any such alternative within 60 days, then the next higher administrative officer, with the approval of the campus human resources office and chief administrator shall take appropriate action to remedy the situation. Such action may include an involuntary transfer or termination of employment.

| Knoxville: | hr.utk.edu/policies/employment-of-relatives-procedure/ |
| Health Science Center: | uthsc.edu/policies/w932_document_list.php?app=HR |
| Space Institute: | personnel.utsi.edu/procedures/index.html |

**Related Policies:** HR0105 - Employment Status, HR0110 - Employment of Minors, HR0120 - Employment of University and State of Tennessee Retired Employees, HR0122 - Employment of University Employees by Other University Personnel

**VIII. Construction update (Brad Burkett)**

EPS, Fine Arts and Humanities elevators are down for a few weeks. Sorority house construction moving forward and steam line upgrades are scheduled.

Fall 2015 UT Martin will start window upgrades and working on the welcoming center in the University Center.

We will meet ADA compliance for all elevators on campus also we are working on the floor numbers on Fine Arts and Elam elevators.

**IX. Raises, 2015-2016 Budget, retirement Incentive and other topics. (Nancy Yarbrough)**

I know many of you are interested in learning about pay increases, and I am pleased that Gov. Haslam and the legislature included a 1.5 percent across the board salary increase for our 12 month employees this increase will take place July 01, 2015, flex
and faculty August 01, 2015. The state provides only partial funding for those increases. Our campuses and institutes have proposed approaches for supplementing the 1.5 percent increase at this time. We will look at total enrollment in the fall to see if there will be an additional payment, this is enrollment driven. Some employees that will be denied the across the board increase could be, grant funded employees, retirees, employees with disciplinary actions, performance review action plan recipients and supervisors may deny an employee’s raise due to a disciplinary situation. Employees will be notified of pay raise denial by letter.

The retirement incentive is not finalized you will received additional information during fall semester 2015. The next UT Board meeting of trustee is scheduled on October 8th and 9th.

X. Chancellor Smith

Chancellor Smith thanked everyone for their support during his first month, during his second month on campus he will look at several procedures. First, your part in the enrollment and student engagement survey. Second, the purge process, we may implement changes if needed. Third, the Work Force Quality Committee will be trained as facilitators. As a neutral third party they will meet with various offices and departments and go through the results of their areas Employee Engagement Survey results. Some results will be celebrated. Performance development plans and other ways to facilitate change will be implemented to address other results.

Please attend the Lunch Bunch it is a great way to meet people on campus, Chancellor Smith said, he truly enjoyed it today.

If you see a problem on campus that needs to be fixed or you have a suggestion, please share your concerns. You are empowered to help with enrollment and growth at UT Martin.

Phillip Bright closed with the dates of the Winter Break, December 21, 2015 through December 25, 2015.

J. Phillip Bright