Employee Relations Council Meeting
Minutes
November 19, 2014

I. Welcome and Introduction - Phil Bright
Joelen Cunningham  Administration
Sherry Argo  Administration
Leanne Perry  Administration
Angie Land  Administration
Kimberly Barnett-Sledd  Extended Campus and online Studies & Gooch Hall
Debra Stigall  Extended Campus and online Studies & Gooch Hall
Kimberly Page  Extended Campus and online Studies & Gooch Hall
Karen Elmore  Library
Debra Hunter  EPS, Fine Arts, Brehm Hall & UTM Farm
Tammy Hall  EPS, Fine Arts, Brehm Hall & UTM Farm
Kathy Wiley  Building Services & Physical Plant Administration
Tenna Bynum  Business Admin, McCombs, Reed Center and Sociology Bldg.
Karen Sliger  Extended Campus and Online Studies & Gooch Hall
Betty Cowan  Extended Campus and Online Studies & Gooch Hall
Lavonne Hibbard  Housing
Peter Gibson  Heating, Ventilation, and Air Conditioning
Emily Rogers  Public Safety
Lacey Ellis  Governor’s School, Student Success, Healthy Start, Humanities
Teresa Vancleave  Student Health, Counseling Services & University Center
Monica Black  Student Health, Counseling Services & University Center
Tracy Stewart  Building Services & Physical Plant Administration
Tim Nipp  Maintenance Center
Sherry Whaley  ITS
Donna Butler  ITS
Marsha Davis  Human Resources
Judy McMorries  Human Resources
Lisa Kinkade  Human Resources
Phil Bright  Human Resources
Nancy Yarbrough  Finance and Administration
Dr. Thomas Rakes  Chancellor’s Office

II. Update on the 2014 Chancellor’s Christmas Breakfast. (Tenna Bynum)

Chancellors Christmas Breakfast December 16, 2014. Please contact Tenna if you would like to help. This year’s theme “Santa’s going to the beach”.

III. CorVel- The new State of Tennessee Workers’ Compensation administrator. (Lisa Kinkade)

Our Workers Compensation third party administrator changed from Sedgewick-James to CorVel on September 1, 2014. We appreciate everyone’s patience during the transition. There have been significant changes in the process for reporting work related injuries.

Please review the “Employee and Supervisor Instructions”, which are attached. These instructions walk the employee and supervisor through the initial process of calling in a new incident. This should be done as soon as possible after the incident, and before the employee goes to a doctor. The instructions also include a one page signature sheet that needs to be signed by the employee, acknowledging receipt of the instructions/information packet. The signature sheet needs to be returned to Human Resources, with the “Report of On-the-Job Injury or Illness” form. The employee should keep the other pages of the instructions for future reference.

You will also complete and submit the “Initial Medical Information” form, and when appropriate, the “Lost Time Report”. You will need to continue to provide employees with the Cypress Care “First Fill” form for prescriptions,
as the contract with that company is still in effect for the prescription portion of our work injuries. The “First Fill” form covers the cost of the employee’s first prescription(s), resulting from the incident.

Please start using the new forms right away and recycle all your old “Accident Report” forms and the “Supervisor’s Report of Employee Accident” forms. Please make your supervisors aware, that the supervisor and employee are responsible for calling in the incident as soon as it happens, so that the employee can be referred for the appropriate care. The supervisors also need to be aware of the new forms that should be submitted to Human Resources.

All forms are now available at http://www.utm.edu/departments/personnel/workerscomp.php. Thank you for your help in making sure that when our faculty or staff have a work related injury, that we work together to care for their safety and well-being. If you have any questions, please do not hesitate to contact Lisa Kinkade at 731-881-7850 or by email at lkinkade@utm.edu.

IV. Election of the UT Martin representative to the University of Tennessee Employee Relations Advisory Board. (2 year term) January 2015- December 2016. (Phillip Bright)

Debbie Hunter, was re-elected as the UT Martin representative for the University of Tennessee Employee Relations Advisory Board.

V. Update on the last Employee Relations Advisory Board Meeting (Phillip Bright)

A. Fee waiver- Tonia Martin, UTC representative:

1. The employee fee waiver program was asked to be re-evaluated and the policies updated to reflect that intent. While being a great benefit, employees are not receiving a completely free education as was true in the past.

2. A considerable disparity exists between the benefits provided to the dependents of University of Tennessee’s employees versus TBR’s employees. Currently, a dependent of a UT employee receives a 50% discount on the maintenance fee portion of tuition costs at a UT school. In contrast, any TBR dependent receives a 50% discount on all fees at a UT school. For fall 2014, this difference will result in a dependent of a UT employee paying $427 more for full-time tuition than a dependent of a TBR employee to attend a UT school. We request that this difference in benefit be reevaluated to allow UT employees’ dependents to receive a discount on all fees. Not only does it seem reasonable to expect parity in these benefits, we believe this change will entice more TBR employees’ dependents to attend UT schools, as well as ensure UT employees’ dependents choose UT schools for their college degrees.

B. Pay Raise- Debbie Hunter UTM representative:

1. At UT Martin, we didn’t get a raise this year due to low enrollment; do you expect enrollment levels to be better next year with the governor’s “Tennessee Promise” being implemented? How do you intend to keep the morale of the University employees up with TN Promise becoming effective this fall? Do you see layoffs in our future If we do have another merit raise or pay increase, would it be better to take the total amount of the budget for the raises and divide by all those earning merit or pay increases in order to give everyone an equal amount. As I was told, if the raise is to help in the increase in the cost of living, then this way would be more fair since we all pay the same price for gas and groceries regardless of what we make.

2. Raises -Dr. Joe DiPietro: Raises are conditional upon the state budget and are not related to enrollment numbers. We have been studying the potential impact of the Tennessee Promise, which launches with the graduating high school class of 2015. We expect continued growth of enrollment in Knoxville, modest growth in Chattanooga but a decrease in Martin as was experienced this year. System-wide, enrollment is up. We are closely watching the impact in Chattanooga and Martin. Dr. Rakes has set up a task force in Martin to work on the issue. We believe there is capacity at our upper division levels for transfer students, and we’re excited for the state to have programs like this to increase the number of college-ready students. I understand your concerns about how this might impact UT Martin because of the nature of its student enrollment and a decrease in enrollment this year. You and your colleagues should know I have confidence that Dr. Rakes and other campus leaders are doing what they can at this time. The question about merit pay comes up from time to
time, and I am sympathetic to your concerns. But an equal dollar amount is problematic. In the past when the state has approved a pay increase it has only provided funds for about half of the total pool needed for the increase, which means the university has to make up the difference. We have provided employees a percentage increase or minimum amount for lower pay grades. The minimum was $1,000 in 2013. In the past, there have been calls for a flat increase of $1,200. To do that, we would need a pool of $14.4 million (with about 12,000 regular employees), but because the state does not usually completely fund the pool, we are always going to be short by several million. Also, an equal dollar amount makes it harder to make progress toward our pay gaps.

C. The holiday schedule

Debbie Hunter UTM representative:

1. The holiday schedule is reviewed and set every five years. The current schedule published on the HR System website includes 2014 – 2020. http://humanresources.tennessee.edu/closing_schedules.html

   Calendar Year 2015
   • Thursday, Jan. 1 - New Year’s Day
   • Monday, Jan. 19 - Martin Luther King, Jr. Day
   • Friday, April 3 - Spring Holiday
   • Monday, May 25 - Memorial Day
   • Friday, July 3 - Independence Day
   • Monday, Sept. 7 - Labor Day
   • Thursday and Friday, Nov. 26 and 27 - Thanksgiving
   • Monday, Dec. 21 through Friday, Dec. 25 - Winter Holiday

   Calendar Year 2016
   • Friday, Jan. 1 - New Year’s Day
   • Monday, Jan. 18 - Martin Luther King, Jr. Day
   • Friday, March 25 - Spring Holiday
   • Monday, May 30 - Memorial Day
   • Monday, July 4 - Independence Day
   • Monday, Sept. 5 - Labor Day
   • Thursday and Friday, Nov. 24 and 25 - Thanksgiving
   • Monday, Dec. 26 through Friday, Dec. 30 - Winter Holiday

D. HRO Policy 432

1. Longevity Pay, states the following types of service are considered eligible service when establishing an employee’s years of service for longevity: All regular full-time and regular part-time service at 82.05% time or more with the University of Tennessee, State Board of Regents, and Tennessee State Government to include agencies, offices, departments, or other sub-divisions of the Executive, Judicial, or Legislative branches. Full or part-time (82.05% or more) temporary or term service with any of the organizations listed above, when that service immediately precedes the eligible regular service.

VI. Inventory Stickers (Phillip Bright)

Tiny inventory stickers continued - IT Services only places tags with larger letters and numbers on the front of CPU units and other items they install. The tiny inventory stickers come from Knoxville and must be used on certain University equipment. I have heard from another area that uses a label maker to make a sticker with readable size information to put on their equipment. (Why has UT gone to tiny unreadable inventory tags, may be a question that the UT Martin ERAB representative can ask at the University of Tennessee Employee Relations Advisory Board). (Phillip Bright)

VII. Smoking Policy SA0900 (Tim Nipp)

This policy has been implemented in compliance with the Tennessee Non-Smoker Compliance Act.

Key provisions of the policy include the following prohibitions:

- Smoking is prohibited in all buildings owned or operated by the University;
- Entrances to all University buildings are designated as smoke free, and smoking is prohibited within twenty-five (25) feet of all doorways, windows, and ventilation systems of all University buildings. All
designated smoking entrance signs on buildings will be removed and all cigarette urns will be removed or moved at least 25 feet away from buildings;

- Smoking is prohibited in all motor vehicles owned, leased, or operated by the University;
- The policy applies to all University officials, employees, students, and visitors;
- University employees may report violations of the policy to their immediate supervisor, the next level of supervision, or the University employee directly responsible for the University facility where a violation occurs. Violations also may be reported by employees, students, or others to the campus/institute public safety office or human resources office;
- Any University employee found to have violated the policy may be subject to discipline as set forth in University Policies HR0525 and HR0580. Any student found to have violated the Smoking Policy may be subject to discipline in accordance with campus procedures.

VIII. Projects on UTM campus (Tim Nip)

A new elevator will be placed in Clement Hall on the south side and the old elevator will be removed in the month of December, Elam Center, Gooch, and EPS new elevators are completed. The Gooch elevators will be revisited to update service for the disabled.

IX. Budget (Nancy Yarbrough)

We are striving to be innovative, cost effective and budget conscious, by creating new revenue, reallocating resources, reviewing bench marks and tuition models. Also we are considering camps/summer programs and other possible projects to create new revenue at UTM.

We are open to new ideas please share this with your departments and ask your fellow workers to recruit new students to attend UT Martin.

Other places we are reviewing is Athletics and the OVC to compare and determine our percentage to find out where we stand.

Additionally we will review the budget at the extended campuses, online student enrollment and main UTM main campus. There will be budget cuts from the state and we will have details in 2015.

X. Compensation Plan (Judy McMorries)

For year three of the compensation plan UTM set aside $450,000 for faculty and staff that are below market value and have 15+ years with exceptional points on annual performance reviews. We are using CUPA comparison to measure salaries. The CUPA comparison market was reviewed for all positions at UTM. CUPA uses job description in its comparison

The faculty at UTM are in a good shape as we look at the CUPA median. We have 20 non-exempts and 39 exempts at this time that do not have a CUPA comparison.

A new salary schedule will be released soon. All pay grade minimums will increase. We will bring anyone below the minimum to the minimum point. This will cost approximately $57,000. The new salary will go in effect at the end of the fiscal year in 2015.

XI. Dr. Rakes comments:

TN Promise will affect our enrollment but over time we will receive better prepared students. Enrollment at our centers are up and our graduate enrollment is low. This could be the result of higher enrollment standards implemented this fall at UT Martin. This summer a task force visited UTM. The task force recommended new ways we can advance our campus academically, with reorganization, less duplication, and the business side of
UTM. Also recommendations were made to help us raise our enrollment numbers with our freshmen, non-traditional and transfer student enrollment. We will continue to discuss and review the recommendations from the task force.

Please take the Employee Engagement Survey. The University of Tennessee invites you to share feedback about your workplace by participating in the employee engagement survey today.

The survey is designed to gauge your opinions and needs in areas such as pay, benefits, job satisfaction, professional development, performance evaluation, leadership and communication.

As you have heard from UT President Joe DiPietro and campus and institute leaders, your responses will be applied in many different ways to help make UT an even better place to work.

Dr. Rakes also stated, new signs will be introduced on campus to help with campus directions.

Mr. Phil Bright encouraged everyone to please take the employee engagement survey. We have about 150 employees that have not completed the survey and at this time we are number 3, compared to the other UT campuses.

Also Mr. Phil Bright encouraged all ERC members to provide agenda items and ask questions so we can communicate effectively on campus and at each meeting. If you have any suggestions or comments feel free to contact Mr. Phil Bright.