

# For Your Benefit

## HR SERVICES

# TENNESSEE Today

THE UNIVERSITY of TENNESSEE **UT**  
KNOXVILLE

NEWSLETTER FROM THE DEPARTMENT OF HUMAN RESOURCES FALL 2008

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**N**early 8,000 Knoxville-area University of Tennessee employees depend on Human Resources (HR) and financial and retirement services to provide them with their paycheck, insurance, vacation, and many support services. This newsletter will provide you with deadlines and other benefit opportunities throughout the calendar year.

We encourage you to take advantage of the full range of benefits that come with working at the University of Tennessee. These include career and retirement planning, reduced tuition for dependents, extensive training that can help further your career, and new services that promote your health and wellness.

We hope you will pay special attention to the many ways to access HR services. You can find additional help by calling any of the numbers or visiting the websites listed. Our goal is to respond to your inquiries and inform you of new opportunities and important changes in policy. Help is never more than a phone call or mouse-click away. We strive to provide great service the first time, every time, and we always are interested in hearing your thoughts about how to improve. Thanks for all you do for the University of Tennessee.



Alan Chesney  
Executive Director  
Human Resources



**Be sure to attend the 32nd annual Fall Festival, 11:30AM-3PM, Friday, October 10, at TRECS. This employee appreciation event will feature a catered lunch, bingo and other games, door prizes, vendors, and music.**

## Hot Topics

*Human Resources continues to expand services and find ways to fine-tune existing programs.*

### **Career Path: Charting Your Future**

Career Path, a new HR service, provides you with a road-map to get where you want to go in your career. Career Path identifies job requirements, necessary skills, and training programs necessary to advance.

There are two Career Path options: The traditional path gives employees the opportunity to reach the highest pay grade. A specialized path, on the other hand, allows for movement within a classification.

Employees who wish to be considered for movement—and who work where Career Path is available—must submit an application, two letters of recommendation, and, in some cases, results of the practical skills test and/or proof of licensure/certification.

To find out if Career Path is available in your department, contact Compensation at 974-2456 or [mgleason@utk.edu](mailto:mgleason@utk.edu).

### **The Personalized Benefits Statement: A Helpful Overview**

One of the best places to get a broad overview of your total employment package as a UT employee is the Personalized Benefits Statement. This two-page document shows your income and a summary of university-provided benefits, optional benefits, retirement, insurance, annual leave, sick leave, and other key elements. The benefits statement is included with your pay stub every fall semester, but you can receive it more often by asking your departmental business manager.

For more information, call the Benefits and Retirement Office at 974-4341 or e-mail [benefits@utk.edu](mailto:benefits@utk.edu).

### **Mediation Services: Solving Disputes**

Sometimes employees need help solving disputes with co-workers. Mediation services, provided by in-house professionals, help participants reach amicable solutions. Impartial mediators help people resolve or manage their differences. Supervisors are encouraged to consider engaging mediation services to resolve conflicts constructively. No forms are required for requesting mediation services.

Contact Mary Lucal in Employee Relations at 974-6018 or [mlucal@utk.edu](mailto:mlucal@utk.edu) to see if a situation is appropriate for mediation.

### **UTOnline: Educational Opportunity at Your Fingertips**

Through UTOnline, full-time employees can use the employee fee waiver and take up to nine hours per semester of online college courses. UTOnline works with students to roll previous courses into a degree-track program. You can expect assignments each week, but the emphasis is on flexibility. One big advantage for full-time employees is that you do not have to be physically present to earn a B.U.S. (Bachelor of University Studies) or an M.S. in three areas: Agricultural Operations Management, Educational Administration and Supervision, or Engineering Management.

For more information about UTOnline, call the Martin campus at (866) 587-7589 or visit [www.utm.edu/utonline/](http://www.utm.edu/utonline/).

### **Family Medical Leave: Time If You Need It**

In accordance with the federal Family and Medical Leave Act, UT employees are eligible to receive up to 12 weeks of unpaid time off per year for such reasons as childbirth, adoption, or foster care placement; or for the serious illness of a spouse, child, parent, or yourself. This policy helps protect your job. To be eligible, you must have worked a minimum of 1,250 hours in the previous year.

For more information about Family Medical Leave, policy number HR0338, call 974-6018 or e-mail [ljones1@utk.edu](mailto:ljones1@utk.edu).

### **Sick Leave Bank: Sharing Sick Time**

The university has a sick leave bank (SLB) to provide members who are experiencing serious illnesses an opportunity to request additional paid leave from the bank after they have exhausted all personal accrued leave. From April through June each year, employees can enroll in the sick leave bank. To join, employees must have accrued a minimum of 48 hours of sick leave and donate 24 of those hours to the SLB. Members who need to use this benefit can apply to the Sick Leave Bank Committee, which can grant up to 90 paid sick leave days per fiscal year. Members using time from the bank receive their normal pay and continue to accrue sick and annual leave.

For more information, contact Ashley Jones at 974-6018 or [ljones1@utk.edu](mailto:ljones1@utk.edu).

**As a full-time employee of UT, you are eligible to purchase two season tickets to UT athletic events, including football, men's basketball, and women's basketball, at a 20 percent discount, based on availability. For more information or to order tickets, call 656-1200.**

## Health Insurance Highlights

The Tennessee State Insurance Committee has determined premium changes and benefits modifications to state employee medical plans for calendar year 2009. Given escalating costs, there will be a 4 percent increase for all three types of plans available to Knoxville-area employees. These plans include PPO, POS, and United HMO. These premium changes and several modifications to benefits take effect January 1, 2009.

### Fee Waiver Courses: Free Education

Many employees take advantage of one of the most outstanding benefits of working at UT: the fee waiver for academic courses. Per policy number HR0330, regular faculty and staff working 50-percent time or more may enroll without payment of fees based upon their percent of effort as follows:

The fee waiver is one of the most outstanding benefits of working at UT.	Employee Effort	Fee Waiver
	50-74 percent	Up to 4 hours
	75-99 percent	Up to 6 hours
	100 percent	Up to 9 hours

In an average semester, nearly 400 Knoxville-area employees take advantage of the fee waiver to take courses, and about 40 graduate with degrees.

Knoxville-area employees interested in the fee waiver should refer to policy number HR0330, which states, in part, that prior to registration for classes during normal working hours, eligible employees must obtain their department head's approval. Arrangements must be made to make up any lost work due to class attendance. The employee, with supervisor approval, may extend the normal workday by early arrival or continuing beyond the normal closing hour to make up for the missed class time.

For information, contact Connie Walden at 974-1927 or e-mail [conniewalden@utk.edu](mailto:conniewalden@utk.edu).

## Understanding Compensation

UT's goal as an employer is to recognize and reward performance and productivity while maintaining a competitive market position and internal equity. Policy number HR0405, the compensation policy, is a good starting point for employees who want to understand the full range of compensation at UT, including salary and benefits. UT's cash compensation practice is based upon the following principles:

- Job size and job classification are based on uniform factors defined in the university's job evaluation plan.
- Salaries shall be competitive for the geographical area and/or for comparable organizations.
- Cash compensation for staff shall be equitable, based on the individual's position, job size, and performance.
- University employees will be paid no less than the federally mandated minimum wage prescribed by the Fair Labor Standards Act.

For more information, contact 974-2456 or e-mail [mgleason@utk.edu](mailto:mgleason@utk.edu). For details about policy number HR0405 and the classification and compensation program, visit <http://hr.utk.edu/compensation.shtml>.

Benefit Modifications	Benefit Modifications	
	Current	Calendar 2009
A. Pharmacy co-pay (applies to PPO, POS, HMOs) Generic brand/preferred brand/ non-preferred brand	\$5/\$20/\$40	\$5/\$25/\$50
Pharmacy co-pay max (applies to PPO plan only)	\$1,500	\$1,620
B. Physician co-pay		
POS	\$20/25	\$25/30
HMO	\$15/20	\$20/25
C. PPO medical plan deductible and out of pocket maximum		
Deductible (individual)	\$300	\$350
Deductible (family)	\$750	\$875
Maximum (calendar out of pocket)	\$1,300	\$1,350
D. Emergency room co-pay (applies when not admitted)	\$50	\$75

Each year, from October 15 through November 14, employees should review all available health plans. They can transfer their current medical plan to one of the other available options for the next calendar year. This is not an open enrollment for medical coverage. Employees not participating in one of the state's medical plans may not enroll themselves or any of their dependents unless there is a qualifying life-changing event, or by utilizing the Late Enrollment provision. In Late Enrollment, you may apply for health coverage at any time in the year through a medical underwriter. You pay for the cost of the evaluation and for the application fee. There is no appeals process for those declined coverage, but you may apply again should your medical condition change. As the annual enrollment/transfer period nears, employees will receive an insurance packet from their current medical plan. The packet contains information concerning benefit changes, participating providers, and a description of the plan's benefits.

During the enrollment period, employees may enroll and make changes to the dental, optional special accident and dismemberment, optional term life, optional universal life, long-term disability and long-term care plans.

For additional information on UT's group employee insurance programs and eligibility issues, contact your insurance preparer at 974-5251.

## Check Out These Programs

### Life-planning Seminars: Prep for the Future

Whether you are in the first year of your employment at UT or are approaching retirement, the university's life-planning seminars will give you information and advice about retirement plans, tax-deferred income, financial planning, health insurance for retirees, social security, making out a will, and planning your estate. When you sign up for a seminar, you will receive a personalized retirement booklet with estimated income levels for various retirement dates. Seminars are held twice a year. The next seminar will be held September 16.

For information, contact the Benefits and Retirement Office at 974-4341 or [benefits@tennessee.edu](mailto:benefits@tennessee.edu).

### Positive Recognition Program: Rewarding Outstanding Employees

UT recognizes your hard work and dedication. Specific awards administered by the Positive Recognition Committee include the Send Roses Award, UT Team Excellence Award, Volunteer Spirit Award, and the University's Citation for Extraordinary Customer Service. See a list of employees who have been recognized online at <http://hr.utk.edu/awards/index.html>.

For more information, contact Ashley Jones at 974-6018 or [ljones1@utk.edu](mailto:ljones1@utk.edu). To nominate an employee, call Bruce Delaney at 974-6491, e-mail [bdelaney@utk.edu](mailto:bdelaney@utk.edu), or visit <http://bigorangerecognition.utk.edu>.

### Employee Suggestion Award: Earn Money for Good Ideas

Do you have an idea that would save money and improve state government? Submit your idea to the Employee Suggestion Program. If your idea is selected and implemented, you could receive as much as \$10,000 from the Award Board.

For information, call (615) 741-1646 or send ideas to: Employee Suggestion Award Program, First Floor James K. Polk Building, 505 Deaderick St., Nashville, TN 37243-0635.

**"I could not afford to attend college full-time, so I accepted a job at UT solely because of the fee waiver benefit. Within seven years of full-time work and part-time college attendance, I graduated with a B.S. in business administration with highest honors. In 1993, after three years of the same work and school schedule as my undergraduate program, I received an MBA. This education assistance provided me the opportunity to grow professionally and accept positions with increasing levels of responsibility."**

—Denise Barlow, Vice Chancellor for Finance and Administration

## Extending Education to Employees

UT offers employees incredible opportunities to earn a degree, obtain professional certification, or pursue an interest they always have wanted to explore. Policy number HR0128 strongly encourages each employee to participate in a minimum of 32 hours of training and development activities per year. In most cases, these degree-oriented and non-degree learning opportunities are free of charge.

### Employee and Organizational Development (EOD)

EOD offers professional development seminars, on-site workshops, certifications, IRIS classes, computer classes, specialized departmental training, strategic planning, annual retreats, e-learning courses, and performance consulting.

Every year, EOD provides training to more than 2,500 employees. Every employee should receive *Training Pages*, a catalogue of these classes, three times per year.

For information about Office of Employee and Organizational Development services, call 974-6657 or visit <http://uthr.admin.utk.edu/tandd/>.

### Certified Professional Secretary Review Program

Passing the Certified Professional Secretary (CPS) test automatically qualifies regular, non-exempt employees who perform clerical-secretarial or clerical-management duties for a 9 percent salary increase. The first CPS review curriculum consists of two series of eight classes each: Office Administration, and Office Systems and Technology.

For information, contact Cheryl Hodge at 974-6018 or [chodge1@utk.edu](mailto:chodge1@utk.edu).

### Management and Supervision Courses

UT offers more than 40 courses and lunch-and-learns on a wide variety of work-related topics.

### UT Leaders: Lighting the Way

Offered through the EOD, "UT Leaders: Lighting the Way" is a two-part certification curriculum. Part I is for staff members who wish to become supervisors. Part II targets staff members who are already supervisors and managers.

For information, call 974-6657, or e-mail [smundy1@utk.edu](mailto:smundy1@utk.edu) or [lfrancisco@tennessee.edu](mailto:lfrancisco@tennessee.edu). To register, e-mail [jmonday@utk.edu](mailto:jmonday@utk.edu).

## Online Courses

Too busy to attend a course in person? EOD and the Office of Information Technology (OIT) offer more than 800 electronic courses. Topics range from "Behavioral Interviewing" and "Business Ethics" to "Organizational Change" and "Workplace Diversity." Many of these e-learning classes may be substituted for specific certification classes.

For information, contact Bruce Delaney at 974-6491 or [bdelaney@utk.edu](mailto:bdelaney@utk.edu), or visit <http://oit.utk.edu>.

## Educational Assistance for Spouses and Dependents

The educational assistance program, also known as the student fee discount, for dependent children up to age 27 and spouses of employees is considered by many to be one of the most attractive benefits of regular full-time employment at UT. This program reduces by 50 percent the student fee for spouses and dependent children of eligible employees. More than 40 spouses and nearly 500 dependents of employees take advantage of this benefit in a typical semester.

Recipients also receiving Tennessee HOPE Scholarships and other scholarships are eligible for the full student fee discount benefit except as mandated by federal and state financial aid laws and regulations.

Students must be admitted to the university as undergraduate students through standard admission procedures. The discount applies to undergraduate students at the University of Tennessee and Tennessee Board of Regents (TBR) institutions. The TBR system includes large universities like Middle Tennessee State University and East Tennessee State University, along with 13 two-year schools and 27 technology centers.

For more information about the student fee discount, policy number HR0331, contact Connie Walden at 974-1927 or [conniewalden@utk.edu](mailto:conniewalden@utk.edu), or review the policy at <http://hr.utk.edu/policies.shtml>. Submit requests for educational assistance to HR Records, Suite 224-A, Conference Center Building, Drop Code 4125.



## Personal Safety Training

The UT Police Department's Community Relations Unit (CRU) delivers a wide variety safety and awareness programs. Courses and programs include alcohol awareness, neighborhood watch, personal safety, rape aggression defense (RAD), sexual assault awareness, substance abuse, workplace violence, and self-defense. All courses are free. The CRU will offer courses to departments and schools within UT.

For information, contact the UTPD Community Relations Unit at 974-4674 or e-mail [cthomas5@utk.edu](mailto:cthomas5@utk.edu).



## Division of Outreach and Continuing Education

Outreach and Continuing Education promotes lifelong learning for nontraditional students statewide. The employee fee waiver generally does not apply to these courses. However, employees can earn degrees and certificates, accomplish professional development objectives, participate in conferences, meet licensure requirements, and pursue recreational and intellectual interests.

For information on various Division of Outreach and Continuing Education learning opportunities, call 974-3181, e-mail [outreach@utk.edu](mailto:outreach@utk.edu), or visit [www.outreach.utk.edu](http://www.outreach.utk.edu).

## Offerings include:

### Distance Education

[DistEducation@utk.edu](mailto:DistEducation@utk.edu)

Selected graduate and undergraduate courses are delivered "live online," meaning that students and faculty log on at a given time on a given day for a real-time learning experience. This delivery method provides the best of both worlds: real-time interaction with flexibility.

### E-learning Institute

<http://anywhere.tennessee.edu/iei/>

This virtual distance education institute offers courses and certificate programs designed to equip students with practical, marketable IT skills.

### Independent Study

[IndependentStudy@utk.edu](mailto:IndependentStudy@utk.edu)

Independent study via correspondence or online offers flexibility in time and location, allowing you to study and learn at your own pace at the location of your choosing. Employees cannot use the fee waiver for these online courses. These are college courses, some for credit and some non-credit.

### Professional and Personal Development

[ProfessionalPgms@utk.edu](mailto:ProfessionalPgms@utk.edu)

This program offers a wide variety of non-credit courses. For more information or to receive a catalogue, call 974-0150 or e-mail [professionalpgms@utk.edu](mailto:professionalpgms@utk.edu).

## Employee Discounts

*Along with insurance, training, and retirement plans, UT employees are offered a wide variety of discounts and other opportunities.*



### **Knoxville Area Transit (KAT) Bus System**

Tired of paying so much for gas? Discount bus tickets are available at the University Center Ticket Office with the presentation of a UT identification card. The regular KAT unlimited ride pass is \$40 per month. UT employees may obtain an unlimited pass, good for each fall and spring semester, for \$35. Summer semester (three-month) passes are \$20.

For information, call UT Parking Services at 974-6031 or KAT at 215-7800. View KAT schedules at [www.ci.knoxville.tn.us/kat/](http://www.ci.knoxville.tn.us/kat/).

### **AAA of East Tennessee Motor Club**

Applications are available for reduced membership rates to new and renewing AAA members.

For more information on the program, contact AAA Agent Scott Merritt at 862-9087 or [smerritt@aaaet.com](mailto:smerritt@aaaet.com).

### **The Tennessee Recreational Center for Students (TRECS)**

TRECS boasts four basketball courts and a 1/7th-mile indoor circular track. The main fitness area includes more than 80 pieces of cardiovascular equipment and more than 100 strength-training stations. Classes range from kickboxing to Pilates. Operating hours change depending upon semester, holidays, and athletic events. Faculty and staff member and partner rates are \$144 per year, or \$12 monthly. The fee can be deducted from employees' paychecks.

For more information, call 974-0492 or 974-5165, or visit <http://recsports.utk.edu/>.

### **Knoxville YMCA/YWCA**

UT employees are eligible for a corporate membership discount.

Call 522-9622 or visit the YMCA website at [www.ycaknoxville.com](http://www.ycaknoxville.com) or the YWCA website at [www.korrnet.org/ywca/health.htm](http://www.korrnet.org/ywca/health.htm).

### **Tennessee State Parks**

UT employees receive up to a 50 percent discount on use of state lodging or camping facilities, October through May. The discount is 20 percent during peak season, June through September. Some variations may apply at individual parks. Call (800) 867-2757 or visit [www.state.tn.us/environment/parks](http://www.state.tn.us/environment/parks) for more information.



### **Cultural Events**

UT employees can receive \$3 to \$5 discounts at Clarence Brown Theatre performances and \$5 discounts at Cultural Activities Committee (CAC) events.

For information, call the Clarence Brown Theatre at 974-5161 or visit <http://theatre.utk.edu/ticketpricing.pdf>. For CAC events, call 974-5455, e-mail [cac@utk.edu](mailto:cac@utk.edu), or visit <http://cpc.utk.edu/Committees/cac/>.

### **UT Federal Credit Union**

UT employees are eligible for free checking with membership at UT Federal Credit Union.

For information, call 971-1971 or visit [www.utfcu.org](http://www.utfcu.org).

### **UT Bookstores**

Employees receive a 10 percent discount at all UT Bookstore locations on UT clothing, gifts, and school supplies. Textbooks are excluded.

### **Express Delivery/Pickup from UT Libraries**

Library Express (LX) is a free service that delivers and retrieves books, bound periodicals, and photocopies to users at designated campus locations. For help, call 974-0021 or e-mail [express@utk.edu](mailto:express@utk.edu).

### **Cell Phone Service**

Contact the companies listed to get current discount information.

#### **AT&T/Cingular**

The account number for UT employees is 2386605. The sales representative for UT employees is Angie Morris Lorenz at (615) 319-7766 or [angie.morris1@cingular.com](mailto:angie.morris1@cingular.com).

#### **Sprint/Nextel Corp.**

Call (888) 457-6294 or e-mail [info@employeevalueprogram.com](mailto:info@employeevalueprogram.com) for more details.

#### **Verizon**

To be eligible, you must identify yourself as an employee of the state of Tennessee at the University of Tennessee. Contact Pam Smith at 207-9500.

**For additional information about any of these discounts, call Employee Relations at 974-6018.**

# Managing Your Career

## Shared Governance at UT Knoxville

Every Knoxville-area UT employee's voice can be heard. The shared governance system of elected, representative councils for faculty, exempt staff, and non-exempt staff exists to communicate the concerns and suggestions of all employees to campus leadership.

For information about the UT Knoxville Faculty Senate, call 974-2483. Learn more about the Exempt Staff Council and the Employee Relations Advisory Organization for non-exempt (hourly) employees by calling Alan Chesney at 974-5152 or Mike Herbstritt at 974-6018.

## Annual Performance Reviews

As a UT employee, you hear a lot about Annual Performance Reviews (APRs). APRs are a dialog between employees and supervisors about job performance and expectations. A poor review is cause for concern and should be used to identify strategies for improvement. A great review does not directly result in a raise or promotion.

Both supervisors and employees have responsibilities associated with the APR process. Essentially, the supervisor's job is to plan the performance review, document specifics, obtain and fill out the necessary paperwork (a detailed performance review form and a summary form), schedule and hold a meeting with the employee, and submit a signed summary form to HR. The employee is expected to attend the meeting, discuss performance and expectations, make written comments, and ultimately sign the form indicating that they have participated in the process. The signature does not indicate an employee agrees with the review.

The review is intended to be a two-way communication. Employees are wise to prepare their own personal evaluation containing their accomplishments, goals, and issues they want to discuss. In this way, they can take an active role in the review. One excellent way to be prepared is to fill out your own copy of either the detailed form or the summary form—the same documents your supervisor will use.

Employees may wonder what effect the review can have on their jobs: If performance is rated as poor, steps can be decided upon to make improvements and fine-tune performance expectations. High ratings, on the other hand, can lead to a discussion about expanding an employee's responsibilities.

The review considers each employee's accomplishments, service, and relationships, accountability and dependability, adaptability and flexibility, as well as decision-making and problem-solving.

Based upon the performance review and input from the employee, a supervisor may choose to change ratings. In such a case, a modified form is resubmitted to the director or department head for approval once more, after which the employee receives and signs the updated form. The summary form and any other requested documentation needed to support the review should be submitted by the supervisor to Human Resources shortly after the review.

Supervisors cannot fill out the summary form electronically; however, once printed and completed, fax, mail, or hand delivery can be used to send it to Human Resources. Employees also should receive a copy for their records.

APRs are scheduled for the first quarter of the calendar year. All APR forms are available at [http://hr.utk.edu/perf\\_eval.shtml](http://hr.utk.edu/perf_eval.shtml) or by contacting Cheryl Hodge at 974-6018 or [chodge1@tennessee.edu](mailto:chodge1@tennessee.edu) and asking for a copy by campus mail.

## Position Description Questionnaire

A Position Description Questionnaire (PDQ) describes the responsibilities and tasks expected of an employee in a certain position. It is important to understand the relationship between the Annual Performance Review and the PDQ.

The main focus of the APR is to evaluate how well an employee performs the tasks described in his or her PDQ. Because of this, it is highly recommended for an employee to review his or her PDQ periodically and update it when necessary.

Supervisors have access to employees' PDQs. If an employee is interested in reviewing or updating his or her PDQ, a request needs to be made to the supervisor. Reviewing or updating a PDQ requires the collaboration of the supervisor and the employee.

When updating a PDQ, an employee needs to be as specific as possible about the duties he or she performs or is expected to perform.

Because the APR, on the other hand, is based upon the tasks and responsibilities outlined in an employee's PDQ, reviewing the PDQ is a good way to prep for an annual review meeting.

For more information, contact Martie Gleason at 974-1906 or [mgleason@utk.edu](mailto:mgleason@utk.edu).

**Need to take a closer look at an HR policy?  
Go to <http://hr.utk.edu/policies.shtml>  
or call 974-5151.**



# TENNESSEE Today

## Need More Help?

### Phone Numbers

Human Resources, Knoxville: 974-5151

Retirement and Benefits: 974-4341

Payroll, Knoxville: 974-5251

Compensation: 974-2456

EOD: 974-6657

HR Administration: 974-5151

Employee Records: 974-1927

### Websites

Human Resources, Knoxville: <http://hr.utk.edu/>

Employment and Benefits: [www.utk.edu/benefit/](http://www.utk.edu/benefit/)

Policies and Procedures (alphabetical and numerical searches): <http://hr.utk.edu/policies.shtml>

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All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at the University of Tennessee are governed by laws and regulations of the State of Tennessee, and this nondiscrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 865-974-2440. Requests for accommodation of a disability should be directed to the ADA coordinator at the Office of Equity and Diversity. A project of the Office of Human Resources with assistance from Creative Communications of the UT Knoxville Office of Communications & Marketing, 865-974-0765. PAN: E01-0408-001-09. Rev: 8418