

## MINUTES

### University Operations - Employee Relations Committee

March 1, 2011 @ 1:30 PM – Room 237, University Center

PRESENT: Tom Anderson, Jill Brown, Jim Buchan, Randy Clowers, Burtchel Coffey, Rose Rita Cooper, Rhonda Cowden, Robert Dykes, Bonnie Frank, Travis Godfrey, Eddie Golden, Mike Herbstritt, Larry Holbert, Sharon Jackson, Jeff Jones, Jeff Maples, Jim McCarter, George McGhee, Ed Roach, John Seivers, Tim Shields, Tom Spoon, Kathy Stallings, Ron Tredway, Karen Valero, Mark Wagner, Fred Wolfenbarger.

ABSENT: Brian Browning, Troy Grant, Deborah Higgs, Randy Huelsman, John Lewis, Christian McDaniel, Dennis McGhee, Kenny Miller, Frank Wren, James Yarber.

#### WELCOME

Mike Herbstritt welcomed the newly elected representatives and their alternates and briefly reviewed meeting procedures. Everyone in attendance introduced themselves. Jeff Maples thanked the group for their willingness to serve on this important committee.

#### OLD BUSINESS

1. Grounds Department Boots – Billy Floyd (former rep-2010) had asked if the university could spend a little more money on boots for the grounds department, maybe as much as other shops. Jeff Maples stated that there are budget issues involved and the university is bound by current contracts. He will compare values to determine an equitable system of boot allowances across departments, such as grounds, electrical shop and carpentry, for consideration during the next renewal of contracts. Jeff will check the expiration date on current contracts and ask for ERC group input prior to next renewal.
2. Clarification on Williams House calls – George McGhee asked for clarification on police procedures when called to Williams House as they leave before facilities work is done and this presents a safety issue. Jeff Maples contacted UTPD Chief and a revised procedure is now in place. The accompanying officer will stay with the facilities employee until the call issue is resolved and then the officer will lock up the house afterwards.
3. Presidential Court Cashiers – Sharon Jackson asked for assistance with employees receiving written warnings for not taking 30 minute breaks, even when there is no one to relieve them. Sharon added that this practice seems unfair and needs to be addressed. Brian Browning contacted the Presidential Food Court manager and changes have been implemented to resolve the issues with 30-minute breaks for cashiers.

## NEW BUSINESS

1. Legislative resolution opposing guns on campus – Hank Dye  
The Vice President for Public and Government Relations has asked for assistance and feedback from employee relations groups on a number of bills that have been introduced in Nashville that would allow guns on campuses. Gina Stafford ([stafford@tennessee.edu](mailto:stafford@tennessee.edu)) will be glad to assist in drafting the language for submission to Anthony Haynes. Jeff Maples reviewed the safety concerns and fiscal impact of state requirements if any of the guns on campus bills are implemented, including costs of annual training, registration of guns, or allowance for university armed forces or military retirees (verification of military service) to have guns on campus. Jeff also noted that these bills are not favored by state-wide security/police experts, along with local, county police/sheriff's offices. Officer Tim Shields started the group discussion with his personal opinion against allowing guns on campus. Others expressed their concerns and the group was instructed to contact Gina Stafford/Hank Dye's office and/or their state representatives to express feedback. If a bill is enacted that allows guns on campus, the reps would like a discussion of compliance procedures, information on handling incidents, and possible training sessions.
2. Retiree parking permits for special event parking – Karen Valero  
All retirees need and deserve special parking, especially for football and basketball games. Most are unable to walk long distances and have earned the privilege. Several are considering giving up their season football tickets due to lack of adequate parking. The university should value their long-time support and attendance at these and all university functions. Jill Brown, Parking Services rep, responded that a limited number of handicapped parking permits are available for football and basketball games on campus and may be requested through Parking Services on a first come-first serve basis. In addition, emeritus parking permits are available for periodic visits to the campus, but emeritus parking may not be used during special events.
3. Bicycles around campus being locked to handicapped ramps – (Kathy Herd)  
The practice of locking bicycles to handicapped ramps is a safety issue that needs to be addressed before someone gets tangled up in one. What is the proper procedure to address this concern?  
**FOLLOW-UP:** Jeff Maples reviewed the procedure that if there is a pattern of misuse in specific locations, the location may be monitored and additional bike racks possibly added, as needed. Tom Anderson (new rep replacing Kathy Herd) will check with Kathy for further details on location of incidents for next month's meeting.
4. Background checks on temps – (Billy Floyd)  
Billy asked if the university could do background checks on temps. Mike Herbstritt mentioned that the policy on background checks was reviewed at the orientation meeting earlier that day. Background checks will be completed on all new hires for regular and temporary positions at UTK, which does not include contract employees or student employees. Contractors working on campus do their own background checks on their company employees.
5. Police need a go-to contact person for basic information – (Billy Floyd)  
A direct contact person would provide information such as address, birthdate, and social security number needed to get an order of protection and/or warrant for incidents that occur at the university.  
**FOLLOW-UP:** Mike Herbstritt stated this question was not clear and asked Travis Godfrey (new rep replacing Billy Floyd) to check with Billy about this issue for next month's meeting. Currently, there are procedures in place for this type of incident.

## COMMENTS/ANNOUNCEMENTS

1. Employee Restrooms – George McGhee inquired about requirements on the availability of employee restrooms. He stated there is not a restroom on the hill (steam plant).  
**FOLLOW-UP:** Jeff Maples will check on this.
2. Training on Complaints/Grievances – One of the reps asked if the group could get HR training in complaint and grievances policies and procedures.  
**FOLLOW-UP:** Mike Herbstritt will develop a training process over the next few months and possibly add to future agendas.
3. Routine Drug Testing – Mike Herbstritt responded to questions about routine drug testing not being done on all employees. Mike noted only employees who are commercial drivers with commercial driver's licenses are subject to random testing. Also, UTPD has the option to require drug testing depending on the campus incident; and Motor Pool requires the completion of incident forms in the event of an accident with a UT vehicle.
4. Staff Parking – In response to another rep asking about adequate staff parking, Jeff Maples stated that the ratio of parking permits to faculty/staff is within industry standards of 1.2 to 1.0. Jeff also discussed how parking on campus generates university income. Expansion of parking is difficult based on the limits on expanding the borders of campus and the prohibitive cost of building garages. The university is unable to use any state appropriations for auxiliary services such as parking. He also mentioned that there are plans to add some parking spaces on Ag campus.
5. Student Health Center – There was a question about employees being able to use the Student Health Center. Jeff Maples responded that because the center is paid for by student funds, it's not feasible for employee use.
6. Personal Cell Phones – Rose Rita Cooper asked if UT has a policy on personal cell phone usage by employees.  
**FOLLOW-UP:** Mike Herbstritt will check on any existing policies that address personal cell phones.
7. Time Clocks – Based on a discussion on Facilities Services time clocks, Jeff Maples will review information to determine if clocks are not working properly, if a chronic few employees are not following procedures, or if it involves call-in's and/or swipes.  
**FOLLOW-UP:** Jeff Maples will report back to the group on time clocks.
8. Compensatory Time/Overtime Pay – Travis Godfrey asked for a review of the policy on comp time and overtime pay. Mike Herbstritt explained the Facilities Services departmental policy not to allow comp time and pay overtime when appropriate does not contradict university policy. Mike added that regular employees receive overtime pay at the rate of one and one-half times their rate of pay for hours worked in excess of 40 hours in that workweek, including all holiday and administrative closing. All other leave with pay is excluded from overtime compensation. Travis also expressed concern on the scheduling of the grounds crew on weekend shifts (Saturday and Sunday) in place of working on Thursday and Friday. He suggested employees would like the option to work overtime one or two shifts on the weekend in addition to their 5-days Monday-Friday.  
**FOLLOW-UP:** Mike Herbstritt will follow-up on the shift assignments suggestion.

9. Sick Leave Bank – George McGhee inquired about procedures for using the Sick Leave Bank. Mike Herbstritt reviewed the policy and procedures.
10. ERAB Member Election – Mike Herbstritt held an election with the group to nominate and vote for one rep to serve on ERAB (Employee Relations Advisory Board). Tom Anderson and Rhonda Cowden were nominated. Tom received the most votes and is elected as an ERAB member with Rhonda being the alternate. Both Tom and Rhonda will also serve on the UTK Chancellor’s Advisory Group.

*With no further business, the meeting was adjourned.*

#### **DISTRIBUTION(S) AT MEETING**

Flyer on The Exempt Staff Council brownbag luncheon with UT System President Joe DiPietro on 3/8/11  
Information on EAP Seminar “Bringing Out the Best in Others” on 3/9/11 (Knoxville)  
UT Policy on a Drug-free Campus and Workplace  
University Operations ERC Meeting Minutes from November 2, 2010

**Next Meeting:**  
**Tuesday, April 5, 2011 @ 1:30 PM**  
**Room 237, University Center**