

MINUTES

University Operations - Employee Relations Committee

June 7, 2011 @ 1:30 PM – Executive Dining Room, University Center

PRESENT: Tom Anderson, Jill Brown, Rose Rita Cooper, Bonnie Frank, Mike Herbstritt, Sharon Jackson, Jeff Jones, Jeff Maples, Ed Roach (alternate), John Seivers, Ron Tredway, Karen Valero, Fred Wolfenbarger and Mark Hairr (guest).

ABSENT: Brian Browning, Rhonda Cowden, Travis Godfrey, Troy Grant, Larry Holbert, Christian McDaniel, George McGhee, Tim Shields, Tom Spoon and Mark Wagner.

WELCOME

Mike Herbstritt welcomed everyone to the meeting and introduced Mark Hairr, new Director of Parking and Transit Services.

NEW BUSINESS

1. Introduction of new Parking and Transit Services Director – Mark Hairr
Mike Herbstritt asked Mark Hairr to give a brief summary of his background experience. Tom Anderson asked Mark about a system of graduated parking fees based on salary and Mark agreed to review any past discussion on the topic and follow-up with the group. Ed Roach asked about retirees' parking privileges and Jill Brown offered a review of what's available to retirees. She noted that a retiree should bring their ID to Parking Services for consideration of a special parking permit for occasional campus visits (not including any special events). Ed Roach also asked about staff parking across from the Science and Engineering Building (on the hill) as it seems to be filled with students and Mark Hairr will follow-up on this issue. Rose Rita Cooper inquired about new maps and Mark responded that they are working on new maps now and will be available soon.
2. Grievance/complaint procedure training for ERC reps – Tom Anderson
In the first meeting Mike and Jeff said we would have grievance/complaint procedure training for the reps and they repeated this in the last meeting saying we would start with this meeting.
RESPONSE: Mike Herbstritt distributed the Grievances Policy HR0640 and reviewed the definition of grievances as described in the policy, only non-exempt employees are eligible and the list of specific issues for a complaint. Mike then explained the procedure for reviewing grievances and mentioned the most common type of complaints. He also discussed the role of the ERC rep in a grievance procedure. Mike distributed Knoxville's Grievances and Complaint Procedures.
3. Schedule of 4-10s work week – Tom Anderson for Robert Dykes and Larry Holbert
Update on the question about the possible switch to 4-10s for some shops.
FOLLOW-UP: Jeff Maples has reviewed the plan and noted it has merit and could be used as a template for all shops. Jeff will discuss with the new Associate Vice Chancellor for facilities when hired for possible implementation while addressing all issues involved.

4. Clarification on Longevity Policy – John Seivers
How does retirement date effect longevity pay? To qualify for longevity pay, does an employee planning retirement need to work one day of the anniversary month or to the anniversary date?
RESPONSE: Mike Herbstritt clarified how an employee qualifies for longevity pay at retirement. The employee does not need to work through to the anniversary day, just the first day of the anniversary month.
5. Update on Prevailing Wage Study – John Seivers
John asked for an update on the prevailing wage study.
RESPONSE: Mike Herbstritt updated the reps on the progress of the compensation consultant. The study/analysis is in progress and all campus/institute visits have been recently completed. The in-depth analysis and development of recommendations may take several months. Jeff Jones expressed dissatisfaction with an earlier study done by the Harris Group and questioned differences across campuses for the same job. Mike noted the economic variances in location such as cost of living and added that not every job at UT will be included in the current study, however, close to 100 jobs will be reviewed and evaluated. Ron Treday was familiar with the Harris report and expressed his optimism about the new study as it will include up-to-date state-wide data.
6. Added work responsibilities without increased pay – John Seivers
In A/C Shop, blue collar workers have been given added responsibilities without any increase in pay. They have foreman's work without the foreman title or pay like other shops. There is a major compression in work. Jeff Jones added his concerns about increased workloads in the steam plant.
FOLLOW-UP: Jeff Maples agreed to see where a PDQ job review by HR may be needed. Any potential changes would be contingent on funding. Jeff will follow-up with the new Associate Vice Chancellor for facilities on reviewing possible inequities across shops.

OLD BUSINESS

1. Employee raises – Tom Anderson asked for an update on employee raises.
RESPONSE: Jeff Maples reported that the Governor's budget proposal of an across the board 1.6% salary increase must be approved. The Chancellor and UT President are looking at ways to supplement the salary proposal from the State. The Chancellor feels it is imperative to do more for employees than the 1.6% from the state. All salary adjustments will need final approval by the Board of Trustees at their June 24 meeting. Jeff anticipates an announcement in the next two weeks. Also on the board agenda are the Knoxville budget and master plan and Jeff will update the group in July.
2. Air Conditioning in Presidential Court – Sharon Jackson asked about the lack of air conditioning in one side of the third floor at Presidential Court. John Seivers agreed to follow-up on the air conditioning.

COMMENTS/ANNOUNCEMENTS

1. New Associate Vice Chancellor of Facilities – Mike Herbstritt reviewed the progress of the search committee for the new Associate Vice Chancellor of Facilities. A number of candidates will be reviewed in late June and from that list the finalists, who will come to campus for interviews, will be selected.
2. HR Announcements – Mike Herbstritt reminded the reps the open enrollment deadline of June 30, 2011, for joining the **Sick Leave Bank**. The **Tennessee Partners for Health** requires a physical and health screening for both employee and spouse (if on the plan) with a deadline of June 30, 2011.

3. Question for Reps – Ron Tredway asked the reps about what is working well for them. Jeff Jones said he appreciated the university keeping equipment controls in the steam plant updated. Jill Brown offered encouragement to the facilities reps on getting a new boss. Jill said they should trust the search committee and the process after her recent good experience with the parking and transit services director search. She added her appreciation to Jeff Maples for his input in the process.
4. Items for next agenda – Please forward at any time during the month to: Bonnie Frank, 825 Andy Holt Tower, or email: bfrank1@tennessee.edu or call 974-8170.

With no further business, the meeting was adjourned.

DISTRIBUTIONS

1. Minutes of University Operations ERC meeting on May 3, 2011
2. UT HR0640 Policy on Grievances, and Knoxville Grievance and Complaint Procedure
3. UT HR0432 Policy on Longevity

NEXT MEETING:

Tuesday, July 5, 2011 @ 1:30 PM
Executive Dining Room (3rd Floor), University Center