

MINUTES

University Operations - Employee Relations Committee

November 1, 2011 @ 1:30 PM –237 University Center

PRESENT Tom Anderson, Jill Brown, Brian Browning, Rose Rita Cooper, Bonnie Frank, Eddie Golden (Alternate), Mike Herbstritt, Dave Irwin (Guest), Sharon Jackson, Jeff Maples, George McGhee, Ed Roach (Alternate), John Seivers, Tom Spoon, Ron Tredway, Karen Valero and Fred Wolfenbarger.

ABSENT Rhonda Cowden, Travis Godfrey, Troy Grant, Larry Holbert, Jeff Jones, Christian McDaniel, Tim Shields, and Mark Wagner.

WELCOME

Mike Herbstritt welcomed everyone to the meeting and introduced Dave Irwin, Associate Vice Chancellor for Facilities.

NEW BUSINESS

1. Introduction of new Associate Vice Chancellor for Facilities – Dave Irwin

Mr. Irwin shared that he is thrilled to be here at UT and briefly reviewed his background and transition. He's in the process of meeting with people across campus, including all the ERC groups. He comes to Tennessee from the University of Houston. He's been in higher education for over 30 years and is excited about working directly with colleagues, faculty, and staff across campus.

2. HR asking for SSNs when applicants are checking status of job openings – Karen Valero

Ms. Valero knows someone who has tried to apply for a job here and has already submitted an application. When she called HR with questions or about possible jobs, she has been asked to give her Social Security number. Since she calls from a cell phone, she hasn't felt comfortable giving them her SSN. She said the person she speaks with always seems a little annoyed when she tells them she would prefer not to give them her SSN over a cell phone. With issues of personal information security, wouldn't it be better for HR not to ask callers for their SSN? Karen asked this person if giving their last 4 digits would work and she responded that she had asked the person she spoke with if she could just give her the last 4 digits, but the person seemed irritated and said she would look her up by name. This isn't a great impression of UT for perspective employees.

FOLLOW-UP: Mike Herbstritt discussed the issue with Tony Givens, Team Lead for HR Recruitment. Mr. Givens reported that Recruitment has changed their procedure as of October 14, 2011, and will no longer ask callers for SSNs. Ron Tredway added that there is a security issue and need for verification of the caller. When the new applicant tracking system by Taleo is implemented, the online process will change the way applicants check their status through a validation system. Tom Anderson suggested using home mailing addresses for verification purposes.

3. More on UT hospital discount – Karen Valero

Ms. Valero reports that a staff member was under the impression that the UT Hospital discount was only for employees who have been here when the discount was in affect – in other words – they were “grandfathered” in. She was told that she wasn’t eligible because she wasn’t hired until November 2003. The staff member would like clarification on this discount and who is covered.

FOLLOW-UP: Mike Herbstritt and Jeff Maples reviewed information shared previously from Rob Chance about this benefit and emphasized that only hospital charges are included; other charges from doctors or medical tests are not included in the waiver.

OLD BUSINESS

1. UT hospital discount for employees – Rose Rita Cooper

Ms. Cooper reported a question about UT employees getting a discount according to an email that was sent out, however, an employee reports that he/she has not been able to get any type of discount at the Hospital.

FOLLOW-UP: Mike Herbstritt contacted Rob Chance in Payroll for an update on discounts available to employees at the UT Medical Center: University of Tennessee employees receive an employee and dependent medical discount for hospital services at the University of Tennessee Medical Center located in Knoxville. The discount is a waiver of the residual hospital charges after all insurance proceeds have been applied. Effective January 1 this waiver will continue to be honored for all employees and non-Medicare eligible retirees insured under the State of Tennessee Health Insurance Programs – Partnership PPO. All other employees and non-Medicare eligible retirees (whether covered under the state program or not) will continue to receive a benefit but the benefit will be limited to a 25% waiver of residual hospital charges. Other changes effective January 1 will be an increase from \$75 to \$80 co-pay for emergency room visits unless admitted to the hospital in which case, the co-pay will be waived.

COMMENTS/ANNOUNCEMENTS

1. Updates/Announcements – Jeff Maples

There is no ERC meeting in December, but a holiday luncheon for ERC reps will be held on Tuesday, **December 13**. Invitations will be sent to all reps.

Mr. Maples also gave a brief update on building projects such as the university center and Lot 9 garage. More details will be released next month.

2. HR Updates/Announcements – Mike Herbstritt

The deadline for employee Flexible Spending forms is November 30, with effective dates of January 1-December 31, 2012. This is a pre-tax benefit regulated by the IRS.

Dr. Herbstritt also announced the start of the Employee Engagement Survey on Nov. 1 and employees should receive an email from Modern Think with survey sign-in information or a paper copy of the survey for completion and return in the sealed envelope. Jeff Maples will follow-up with a list of those who need assistance with the survey.

Ron Tredway asked the reps how much training they have completed this year. He reminded them about HR 128 and completing 32 hours of training per year.

3. Items for next agenda – Please submit questions to: Bonnie Frank, 825 Andy Holt Tower, or email: bfrank1@tennessee.edu, or call: 974-8170.

DISTRIBUTIONS

Minutes from October 4, 2011, University Operations ERC Meeting

Minutes from September 29, 2011, ERAB Meeting

**Employee Relations Holiday Luncheon:
Tuesday, December 13, at 11:30 a.m.
Executive Dining Room, 337 UC**