

University Operations Employee Relations Committee
Tuesday, July 10, 2012 – Executive Dining Room 337 University Center

MINUTES

PRESENT Jill Brown, Brian Browning, Jim Buchan, Randy Clowers, Robert Dykes, Robert Frick, Mike Herbstritt, Randy Huelsman, Julie Monday (attending for Bonnie Frank), Ed Roach, Tim Shields, Ron Tredway, Karen Valero, and Fred Wolfenbarger

ABSENT Tom Anderson, Rose Rita Cooper, Travis Godfrey, Troy Grant, Larry Holbert, Dave Irvin, Sharon Jackson, Jeff Jones, Jeff Maples, Christian McDaniel, John Seviars, Tom Spoon, and Mark Wagner

WELCOME

Mike Herbstritt welcomed everyone to the meeting and distributed copies of the June 5 minutes to the group.

NEW BUSINESS

1. CPR Training – Jim Buchan

Q: No one on any of the shifts at the Steam Plant is trained in CPR or the proper use of the defibrillator. Does the university still offer CPR training?

A: Mike Herbstritt, Human Resources, talked to Mark Smith, Environmental Health & Safety Services (EHSS), who said that the EHSS office has been conducting training with some areas of Facilities Services. EHSS will work with Dave Irvin, Associate Vice Chancellor for Facilities Services, to ensure the Steam Plant is involved in those trainings. Robert Dykes shared that training took place yesterday, and several Preventive Maintenance employees were in attendance. Ed Roach added that he took a CPR class several years ago but hasn't heard anything about recertification being offered.

2. Sick Leave Bank – Robert Dykes

Q: Mr. Dykes recently had an employee bring up a matter about the sick leave bank. Is there a pre-approval process in place for scheduled surgery, for example, a knee replacement?

A: Dr. Herbstritt stated that employees may apply for time from the sick leave bank in advance if the event is foreseeable. The sick leave bank trustees will review the request and then approve or deny it. The trustees review the requesting employee's time use for 3 years, medical certification, supervisory feedback, and any supporting documentation the employee wishes to provide. The material is kept confidential, and any identifying information is removed before being presented to the trustees. For any inquiries regarding Family Medical Leave or Sick Leave Bank process and/or application, contact Julie Monday, Employee Relations, at (865) 974-6452. Also, more information can be found online:

Family Medical Leave: <http://hr.utk.edu/employee-relations/family-medical-leave-act/>

Sick Leave Bank: <http://hr.utk.edu/employee-relations/sick-leave-bank/>

3. Performance Reviews – Randy Huelsman

Q: An employee completed a performance evaluation, where he and his foreman signed the review. The review was sent back to the employee asking him to look at and sign his review again. The second review the employee was asked to sign contained a lower score. Why are

Facilities employees being asked to complete and sign additional reviews? Shouldn't the review be discussed and finalized prior to signature?

A: Dr. Herbstritt stated that he will contact Dave Irvin to determine the performance review process within Facilities Services and will share the findings at the next meeting. Brian Browning, senior associate for Finance & Administration, added that performance reviews should be communicated to employees before final signature. Ron Tredway, Human Resources, added that the process described in the question above may be legitimate; but if there is a perception that the process does not have integrity, that issue needs to be addressed immediately.

OLD BUSINESS

None

COMMENTS/ANNOUNCEMENTS

1. Other Comments

- a. Robert Dykes asked about across-the-board and merit raises. Dr. Herbstritt stated that every eligible employee will receive the 2.5% raise. Any employees who did not qualify received notification in June. Those employees received a 14 or below on their performance reviews and were ineligible. Merit raises will be determined and awarded in August with payment retroactive to July 1, 2012. Departments have the ability to determine the requirements to receive the merit raise. There is an appeal process in place that works up the chain of command in each respective area.
- b. There has been an issue concerning employees not being able to attend safety training because they don't have credit cards to secure hotels, etc., for travel. Dr. Herbstritt shared that departments can request a travel advance to cover these costs. An employee stated that he put travel expenses on his credit card and was reimbursed but not for the interest that accrued on that charge card. Dr. Herbstritt stated that interest on a personal credit card would not be an eligible work travel expense. However, if the reimbursement process took considerably longer than normal, that issue could possibly be reviewed.
- c. Ed Roach asked about training outside of regular working hours. He attended training in May that started before his regular shift and ended after his regular shift. He was only paid for 8 hours that day. Dr. Herbstritt shared that employees should be compensated if the training directly applies to the employee's job. For non-exempt employees, any travel that cuts across regular working hours should be compensated. Mr. Roach also asked about clocking in/out and what counts as paid time. Dr. Herbstritt reported that time is assessed in tenths of an hour.
- d. Randy Huelsman stated that there is not a "Do Not Enter" sign at Ferris/Perkins for the temporary construction. Can a sign be placed there? Brian Browning stated that the roadway will revert back to its original routing effective August 15. In the meantime a sign will be put in place.
- e. Robert Dykes asked whom employees should contact regarding Workers' Compensation. Dr. Herbstritt stated that Susan Bevelhimer, Office of the Treasurer, handles workers' compensation for the university. She can be contacted at 865-974-0980 or at sbevelhi@tennessee.edu.

2. Facilities Updates/Announcements – Dave Irvin (unable to attend)

- a. No new announcements.

3. Updates/Announcements – Jeff Maples (unable to attend)/Brian Browning
 - a. Brian Browning announced Phillip Fulmer Way will reopen on August 15 as well as staff lot 9. Other streets are also tentatively slated to reopen.
 - b. Peyton Manning Pass has been repaved. The 2007 senior class project was to have a checkerboard and Power T painted there, and that is set to be done in the coming weeks.
 - c. The University Center garage is completely down, and phase one of the new Student Union project is on track and scheduled to be completed the summer of 2014. Phase two will begin then.
 - d. The Tickle Engineering building is one-third of the way completed.
 - e. The Music Building is three-fourths completed.
 - f. Sorority Village is on track to have three or four houses open/occupied for the start of the fall semester.
 - g. Two new residence halls are scheduled to be built. One residence hall will replace Shelbourne Towers, and the other will be constructed in the area behind the Black Cultural Center. Shelbourne Towers is slated to come down later in 2012.

4. HR Updates/Announcements – Mike Herbstritt/Ron Tredway
 - a. Mike Herbstritt shared that nominations and elections for representatives and alternates will take place this fall. This election will determine those who will serve on the ERC for the next two-year term. Due to Facilities Services reorganization HR will look at the areas to ensure a representative is selected to represent all areas. Dr. Herbstritt will collaborate with Dave Irvin to determine the different areas for ERC representation. More information will be communicated as it becomes available.
 - b. The annual Fall Festival is scheduled for **Friday, October 12, 2012**. More information will be available closer to the event.

5. Items for next agenda – Please submit questions to: Bonnie Frank, 8th floor Andy Holt Tower, or email: bfrank1@utk.edu, or call: 974-8170.

DISTRIBUTIONS

Minutes from June 5, 2012, University Operations ERC Meeting

Next Meeting:

Tuesday, August 7 at 1:30 p.m.

Room 237 at UC