

University Operations Employee Relations Committee
Tuesday, August 7, 2012 – Room 237 University Center

MINUTES

PRESENT Tom Anderson, Jill Brown, Jim Buchan, Robert Dykes, Bonnie Frank, Robert Frick, Travis Godfrey, Eddie Golden, Mike Herbstritt, Deborah Higgs, Dave Irvin, Ed Roach, John Seviars, Tom Spoon, Ron Tredway, and James Yarber. Guest: Rob Chance.

ABSENT Brian Browning, Randy Clowers, Rose Rita Cooper, Troy Grant, Larry Holbert, Randy Huelsman, Sharon Jackson, Jeff Jones, Jeff Maples, Christian McDaniel, Tim Shields, Karen Valero, Mark Wagner, and Fred Wolfenbarger.

WELCOME

Mike Herbstritt welcomed everyone to the meeting and introduced Rob Chance, Director of Payroll.

NEW BUSINESS

1. Group Insurance Program Update – Rob Chance, Director of Payroll
Mr. Chance reviewed health benefit changes for 2013, including optional vision coverage and a change in the way flexible benefits are handled where participants in the program use a debit card for medical expenses. The Open Enrollment Period is October 1 through November 1, 2012. Employees will receive further information in the mail prior to the open enrollment period.
2. Possible increases with health insurance – Jill Brown
Q: I have employees wondering about possible increases with health insurance. How much increase should employees expect?
A: Rob Chance stated that health insurance premiums in the state plan are expected to increase by 2%.
3. Denial of Across the Board Raises – Tom Anderson
Q: Further explanation is requested on the denial of the Across-the-Board Raises.
A: Mike Herbstritt reviewed the process used for across-the-board increases and how the performance evaluation is used, along with the number of UTK employees denied the across-the-board raise. Dave Irvin added that he will follow-up with those facilities employees not getting the raise and their supervisors. Ed Roach asked about performance review scoring specifically in preventative maintenance. Mr. Irvin addressed the issue and plans to re-evaluate the process next year. Randy Huelsman asked about the merit raises and a discussion followed on the next steps of the process. Ron Tredway responded to Robert Dykes question on how the scoring evaluation system works. Dr. Tredway added that training was required for all supervisors in facilities.
4. Employee Transfers – Tom Anderson
Q: Will HR not transfer internal applicants for UT positions in another department if applicant has an unsatisfactory performance evaluation? If so, when did this begin, and on what grounds? What constitutes an unsatisfactory performance evaluation?
A: Mike Herbstritt responded that only employees under active disciplinary action are not eligible for a transfer.

OLD BUSINESS

None

COMMENTS/ANNOUNCEMENTS

1. Other Comments
 - a. John Seviers asked how raises are tied to an employee completing a degree. Dave Irvin responded that the degree/diploma/major certification must be related to the job and the document received should go to the supervisor.
 - b. Randy Clowers asked for more details on what is major certification and where to get training. Mr. Irvin is working on putting together a list and how to get training. He welcomes employee input and a committee will meet in September.
2. Updates/Announcements – Jeff Maples
 - a. Jeff Maples shared an update on campus construction projects. Mr. Maples also reviewed the on-going evaluation of bidders for graphic arts and mail services, and the transit services.
3. 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. The ERC reps/alternates orientation is scheduled for January 16, 2013.
 - b. The annual *Fall Festival* is scheduled for **Friday, October 12, 2012**. More information will be available closer to the event.
4. 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 July 10, 2012 University Operations ERC Meeting
Handout on State of Tennessee Group Insurance Program Summary of Benefit Changes for 2013

Next Meeting:

Tuesday, September 11 at 1:30 p.m.
Room 220 at UC