

University Operations

Employee Relations Committee
Tuesday, May 7, 2013, 1:30-3:00
Hodges Library, 6th Floor Conference Room

MEETING MINUTES

Present Anthony Aparijo, Tom Anderson, Dan Berryman, Brian Browning, Robert Bryant, Robert Dykes, Eddie Golden, Rick Gometz, Karen Hackworth, Mike Herbstritt, Dave Irvin, Sharon Jackson, Rick McCarter, Ed McDaniel, Janet Miles, Randy Miller, Julie Monday, Megan Redmon, Ed Roach, Lisa Turner, Thelma Vandergriff, Mike Werley, and Cecil Woody

Absent Marilyn Butler, Rose Rita Cooper, Joe Gardner, Troy Grant, Sharon Jackson, Mary Lucal, Jeff Maples, and Patrick Smith

Welcome

Mike Herbstritt, Human Resources, welcomed everyone to the meeting.

New Business

1. UT Pharmacy Services for Faculty & Staff – Tuck Tucker, Keystone Pharmacy Services (Guest Speaker)

Mr. Tucker distributed pharmacy fliers and pharmacy water bottles. The pharmacy is here to serve students, faculty, and staff. Mr. Tucker shared a new delivery service that will begin for the pharmacy. Prescriptions can be delivered for free to UT campus employees. The services will extend to a 3-mile radius; and when popularity grows for the service, the service area will grow. There is also a curbside delivery option at the Student Health Clinic with dedicated parking for that service. The UT Pharmacy will make arrangements to transfer employees' prescriptions upon request and will issue the employee a \$10.00 gift card from Amazon (limit of one coupon per customer). Prices are competitive and fall under the Caremark services. Mr. Tucker will send the flier electronically to the group. There are generic items available and 90-day refills. The pharmacy is just like any pharmacy. The pharmacy hours are 8:00-5:30 M-F. Weekend hours will be considered if demand grows. Non-prescription items, such as Nyquil, are also available. Keystone was founded through pharmacy services within medical practices. In recent years, Keystone has moved into the retail services. Co-pays will be the same, and insurance outside UT could also be accepted. The website will be up and running soon.

Below are some key notes from the UT Pharmacy flier:

- FREE DELIVERY TO ALL UNIVERSITY SPONSORED BUILDINGS WITHIN A 3-MILE RADIUS OF THE KNOXVILLE CAMPUS

- FREE PARKING AND CURBSIDE PICK-UP AVAILABLE – CALL (865) 974-5932, AND WE WILL COME OUT TO YOU
- SAME DAY DELIVERY ON ALL PRESCRIPTIONS RECEIVED BEFORE 11:00 AM
- DELIVERIES WILL BE MADE MONDAY THRU FRIDAY, BETWEEN THE HOURS OF 2:00 PM AND 4:00 PM
- FREE \$10.00 AMAZON GIFT CARD TO ALL PATIENTS WHO ALLOW US TO TRANSFER EXISTING PRESCRIPTION(S) FROM ANY PHARMACY (LIMIT ONE COUPON PER CUSTOMER)
- COMPETITIVE PRICING
- WE ARE A MEMBER OF THE TENNESSEE CVS/CAREMARK 90-DAY RETAIL NETWORK

PLEASE VISIT OUR WEBSITE FOR MORE INFORMATION REGARDING DIRECTIONS, HOURS OF OPERATION, PARKING INFORMATION, TRANSFERRING PRESCRIPTIONS AT <http://studenthealth.utk.edu/pharmacy.php>.

2. Building Services Meeting Last Week – Dave Irvin

Dave Irvin, associate vice chancellor for Facilities Services, addressed the meeting on campus last week regarding Building Services. Mr. Irvin reported he will be meeting with employees from each shift. These meetings won't include supervisors. The issues raised at last week's meeting will be discussed. Topics will include but are not limited to concerns of the employees, ways to express concerns, and the purpose of the Employee Relations Committees (ERC). Anthony Aparijo asked if this is related to the role of the ERC representative. Mr. Irvin shared one of his concerns is that some existing employees and many new employees do not know about the ERC and its purpose. One of the goals of the upcoming meetings is to better inform employees about the ERC and its purpose.

In addition, managerial training for 40 supervisors in Facilities Services is currently underway. Moreover, the role of the ERC representative training has also been scheduled for supervisors in Facilities Services so they may become more informed about the purpose of the ERC and the role of representatives.

3. Crosswalk Replacement near Aquatic Center – Mike Werley

Q: The crosswalk between the new Aquatic Center and Lot 25 was removed and never replaced. Employees who park in Lot 25 feel that it is dangerous for pedestrians to cross the road at that location. For the safety of employees, students, and visitors, can the crosswalk be replaced?

A: Brian Browning, Finance & Administration, said this street is city-owned and UT will send the request to the City of Knoxville.

4. Evaluation Scores from Previous Year – Mike Werley

Q: Mr. Werley reported several employees have asked him about last year's employee evaluation scores. Why were the scores in the computer system changed to a lower level than what the actual evaluations were last year?

A: Dave Irvin shared that the evaluations from last year were weighted differently. This year the numbers are not a percentage, and everything will count as a whole number and achieve a total score. Dr. Herbstritt added that each year the performance reviews are checked by Human Resources to ensure the review is signed and completed. When scores are entered in the IRIS system, they must be entered as whole numbers. However, if reviews were submitted with a 19.3 total, for example, that would be entered as a 19. Cecil Woody added that evaluations for his area had to be done again. He asked why .5 was rounded down instead of up. Mr. Irvin said performance review numbers should be whole numbers moving forward. If an employee receives a score that is not a whole number, Human Resources should be notified.

5. Employee Evaluation Scoring Process – Robert Dykes

Q: Please discuss the employee evaluation scoring process. Robert Dykes and Rick Gometz asked for guidelines regarding the performance review scales and how numbers are calculated. Tom Anderson asked why reviews have not been distributed for certain departments.

A: The scoring process was addressed in the answer to item 4. In response to Mr. Anderson's question, Mr. Irvin shared that he has been out the office due to injury, which was part of the delay. Facilities services has around 80% of their reviews done and will complete the rest.

6. Uniform Status – Ed Roach

Q: Ed Roach asked about the status of the new uniforms for Facilities Services.

A: Mr. Irvin said the bids have come in, and the Purchasing department has compiled the Request for Quotation (RFQ). There should be a decision soon, pending the response from the Purchasing department.

7. Dumpster Missing Near Hesler Biology Building – Ed Roach

Q: Ed Roach asked if the dumpster near Hesler Biology Building could be replaced.

A: Mr. Irvin will follow-up on this request.

8. Dumpsters Missing Doors near Fraternity Park - Robert Bryant

Q: Robert Bryant said dumpsters near Fraternity Park will often over flow. What can be done to stop this from happening so often?

A: Anthony Aparijo reported those dumpsters are being repaired, which may help with some of the over flow. Mr. Irvin added those dumpsters may be relocated and/or updated as part of the renovations project in Fraternity Park.

9. Security Cameras in Presidential Court – Sharon Jackson

Q: Sharon Jackson stated that employees are concerned about the lack of security cameras in Presidential Court. In addition to the lack of security cameras, doors are often left unlock. Employees feel the area is unsafe.

A: Brian Browning will investigate these concerns and follow up.

10. Essential Personnel – Rick Gometz

Q: Rick Gometz asked about the status on the essential personnel policy for Facilities Services.

A: Dave Irvin reported that Facilities Services is working with Human Resources now to finalize the essential personnel policy along with several other policies (sick leave, theft, etc). Once those are finalized, they will be shared with employees.

Old Business

11. Trucks on Lower Drive – Rick McCarter

At the March 5, 2013, meeting Rick McCarter said on Lower Drive at the corner behind Ferris Hall, there is a sharp curve. Tractor trailer trucks get stuck there often.

Mr. McCarter asked what could be done to make more space on the street. Jeff Maples will follow up on this concern and report back. *What is the status update?*

Brian Browning shared that two parking spaces will be removed from that area to help widen the road.

12. Healthy Choice Vending Machines – Megan Redmon

At the March 5, 2013, meeting Megan Redmon asked if more healthy choices could be added to the vending machines, such as skim milk, apples, or bananas. This question came from employees in the Kingston Pike Building. Jeff Maples said there has been discussion about adding a snack shop to the Kingston Pike Building, which may be a better solution. Mr. Maples will follow-up at a future ERC meeting. *What is the status update?*

Brian Browning reported a survey was taken last Friday (5/3/2013) regarding the demand for a pod-market (small food area). Vending machines are also under consideration for this building. These changes will take place Summer 2013.

Announcements & Other Comments

- ❖ Open enrollment for the sick leave bank is underway. The Sick Leave Bank is an important benefit designed to help employees who are dealing with serious personal illness or injury. Open enrollment is April 1 through June 30, 2013. Below is information about an upcoming training session.

For more information about the sick leave bank, visit <http://hr.utk.edu/employee-relations/sick-leave-bank/> or call 974-6452.

- ❖ Brian Browning shared he has seen some of the new buses for the First Transit transportation system to be implemented June 1, 2013. They look very nice and everything is on schedule to be implemented.
- ❖ Anthony Aparijo asked if there is truth to the rumor that a mammoth statue is going to be added to campus. Dave Irvin confirmed that a dinosaur statue will be installed as part of the additions for McClung Museum.

- ❖ Information on merit raises and guidelines have not been finalized or communicated yet. Dr. Herbstritt shared the Governor's budget has a provision for a 1.5 percent across-the-board salary increase, based on satisfactory work performance. More details regarding merit will be communicated as it becomes available.

Distributions

- a. UT Pharmacy Flier
- b. May 2013 Employee Assistance Program Newsletter
- c. March 5, 2013 Minutes

Next Meeting

Tuesday, June 4, 2013 from 1:30-3:00

Hodges Library, 6th Floor Conference Room

Submit Agenda Items to Julie Monday at jmonday@utk.edu or 974-6452.