

## University Operations

Employee Relations Committee  
Tuesday, June 4, 2013, 1:30-3:00  
Hodges Library, 6<sup>th</sup> Floor Conference Room

### **MEETING MINUTES**

**Present** Anthony Aparijo, Tom Anderson, Brian Browning, Robert Bryant, Robert Dykes, Troy Grant, Rick Gometz, Mike Herbstritt, Dave Irvin, Mary Lucal, Jeff Maples, Rick McCarter, Ed McDaniel, Janet Miles, Randy Miller, Claudine Nagel, Sean Powell, Megan Redmon, Ed Roach, James Rose, Anthony Sharp, Lisa Turner, Thelma Vandergriff, and Mike Werley

**Absent** Dan Berryman, Marilyn Butler, Rose Rita Cooper, Joe Gardner, Eddie Golden, Karen Hackworth, Sharon Jackson, Julie Monday, and Patrick Smith

### **Welcome**

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

### **New Business**

#### **1. Across-the-Board and Merit Raises Update – Tom Anderson & Ed Roach**

**Q:** Has it been determined how much additional funding there will be and what the process and/or guidelines for awarding merit pay will be?

**A:** Jeff Maples, senior associate vice chancellor of Finance & Administration, said the salary increase information is yet to be determined. The Board of Trustees meeting will be held mid-June and more information will be finalized at that time.

#### **2. Health Coaching – Megan Redmon**

**Q:** An employee has shared he/she is getting calls from the insurance health coaches 3+ times each month. Is this normal?

**A:** Dr. Herbstritt said these concerns have been raised in various ERC meetings. The concerns have been sent to the UT insurance office, specifically to Rob Chance, director of Payroll. Mr. Chance has reported these concerns, along with others, to the Healthways Company.

#### **3. Monetary Insurance Rewards for Active Participation – Megan Redmon**

**Q:** Could employees get monetary rewards (reimbursement) from the insurance provider for active participation in a health program (i.e. gym membership, following Partnership Promise, etc.)?

**A:** No, the insurance company does not currently provide a reward system. In addition, the TREC's facility is funded through student fees. The current pricing for employee membership is low.

An employee asked if employees could use childcare at TRECS. No, different codes kick in and it is mainly a student facility.

#### **4. Uniforms Update for Facilities Services – Ed Roach**

**Q:** What is the status update for the new uniforms?

**A:** The contract has been signed. There is a meeting coming up to begin measurements next week. The uniforms will arrive a few weeks after that, hopefully by August 2013.

#### **5. Smoking near Building Entrances – Rick McCarter**

**Q:** Some building entrances are not marked with signs which state no smoking within 25 feet of the entrance. Can signs be added to buildings upon request? Also, many cigarette receptacles have not been moved away from entrances of some buildings, and people are still smoking around them. Can those receptacles be relocated or removed?

**A:** Report any unmarked buildings to Dave Irvin, associate vice chancellor of Facilities Services, and he will see the signage is corrected.

#### **6. Retirement Incentives – Rick McCarter**

**Q:** Some constituents are curious about early retirement incentives, if any, and if that would include an insurance package.

**A:** Currently there are no retirement incentives.

#### **7. Holiday Pay at the Conference Center Building – Robert Dykes**

**Q:** Employees have questions about Zone Maintenance employees at the Conference Center Building and their holiday pay.

**A:** Dave Irvin is looking at this issue for those individuals. Note – in case of unscheduled administrative closings, employees are paid for the time they are normally scheduled for that day.

#### **8. Process for Hiring Supervisors – Troy Grant**

**Q:** What is the process for hiring supervisors? Is it posted anywhere and is the process different for different areas of Facilities Services?

**A:** Dave Irvin delineated the steps toward hiring supervisors and foremen. New positions must be posted by Human Resources.

Troy Grant mentioned the importance of posting job listings. Some areas are consistent at posting while others are not. Mr. Irvin will investigate this issue further.

#### **9. UT Discounts at UT Medical Center – Robert Dykes**

**Q:** Is there a list of discounts offered to UT employees from UT Medical Center? If so, where can employees find the listing?

**A:** The only discount available is a waived emergency room fee if someone is ultimately admitted to the hospital. For more information contact Rob Chance, director of Payroll, at 974-5251.

## **10. Changing Lights – Lisa Turner**

**Q:** It was reported there is a problem with changing ballast lights near the Middlebrook Pike Building.

**A:** Jeff Maples will investigate this issue.

## **11. Impact of Affordable Health Care Plan – Sean Powell**

**Q:** What is the impact of Affordable Health Care on non-benefitted employees?

**A:** Dr. Herbstritt shared that some non-benefitted employees may be eligible for healthcare, depending on the number of hours the employee has worked over a specified timeframe. More information will be available for those eligible individuals as the effective date approaches.

## **12. Performance Review Numbers between Shops – Ed Roach**

**Q:** Why are the performance review numbers so different between shops? The concern is the impact of the differences related to merit increases.

**A:** Dave Irvin explained that merit will be distributed within each shop, not shop against shop.

## **Old Business**

### **13. Dumpsters – Ed Roach**

At a previous meeting Ed Roach asked about missing dumpsters. They are still not replaced. *What is the status update?*

One of the dumpsters was only supposed to be present during construction and will not return. Dr. Herbstritt said to determine the status of the other dumpster employees may contact Jay Price, Facilities Services, at 974-3480.

### **14. Security Cameras in Presidential Court – Sharon Jackson**

At the May 7 meeting, 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 unlocked. Employees feel the area is unsafe. Brian Browning, Finance & Administration, said he would investigate these concerns and follow-up at a future meeting. *What is the status update?*

The UT Police Department (UTPD) will conduct a security assessment of the area. In the interim, arrangements will be made for UTPD to have the doors secured outside normal business hours.

## **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.

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

- ❖ The new First Transit bus system is now on campus. They will be operating on a reduced schedule with fewer buses in the summer and will begin a full schedule in the fall.

**Distributions**

- a. None

**Next Meeting**

Tuesday, July 2, 2013 from 1:30-3:00 (CANCELLED)

Hodges Library, 6<sup>th</sup> Floor Conference Room

Submit Agenda Items to Julie Monday at [jmonday@utk.edu](mailto:jmonday@utk.edu) or 974-6452.