

University Operations

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

MEETING MINUTES

Present Tom Anderson, Anthony Aparijo, Dan Berryman, Brian Browning, Robert Bryant, Eddie Golden, Rick Gometz, Karen Hackworth, Mark Hairr (Guest Speaker), Mike Herbstritt, Dave Irvin, Mary Lucal, Rick McCarter, Ed McDaniel, Janet Miles, Randy Miller, Julie Monday, Claudine Nagel, Megan Redmon, Lisa Turner, Thelma Vandergriff and Mike Werley

Absent Marilyn Butler, Rose Rita Cooper, Robert Dykes, Joe Gardner, Troy Grant, Sharon Jackson, Jeff Maples, Ed Roach, and Patrick Smith

Welcome

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

New Business

1. Guest Speaker: Mark Hairr, Director of Parking & Transit Services General Updates

Mark Hairr shared some general parking updates with the ERC. Parking will not increase for the coming year. Plans for a new parking garage on campus and various sites are being evaluated at this time. The First Transit transportation system began June 1, 2013. The first 3 months of the new service had ridership increasing by 30 percent. There is high volume of ridership at the Ag campus and Sorority Village. Efforts are being made to increase bus service to those high volume areas. The bus technology, including the bus tracker application for phones, has been very popular. Fewer student complaints about transportation were received at the start of the semester than in previous years. There has been positive feedback regarding the safety protocol of the new bus service on campus. Ninety percent of staff permits were successfully sold online this year. The vehicle immobilization program began June 1st (booting program), which has helped resolve issues for repeat parking offenders. June, July, and August saw 26 boots issued with most going to student parkers in illegal spots.

For more information regarding Parking & Transit Services, visit <http://web.utk.edu/~psol> or call (865) 974-6031.

2. General Parking versus Lot Specific Tags – Janet Miles

Q: Janet Miles asked why there is a separation between student and employee parking. She also asked why employees' parking is location specific (i.e. designated tags for lots).

A: Mark Hairr reported this issue has been raised, and historically staff parking has been kept separate from student parking to ensure employees' parking will not be overrun by

student parking. Additionally, research was done to determine feasibility of general employee parking versus tag specific lots. Many employees felt they would lose parking near their buildings with an open parking plan. The decision to keep employees' parking tags location specific was based on majority of employee preference.

3. T-Link Bus to Kingston Pike Building (KPB) – Megan Redmon

Q: Is it possible to add a route for the small T-link bus to go to the Kingston Pike Building?

A: Mark Hairr said this issue has been raised before. However, no current plans to add a route to the KPB are being discussed at this time due to low ridership. If the residents of the KPB facility can establish high demand for this route, then it could be reviewed for addition next fall. Dan Berryman suggested the residents could survey to determine demand for a new route.

Dave Irvin added that Facilities Services will relocate in 2014, and perhaps consideration could be given at that time for a route to include the KPB and the new Facilities Services location (provided there is demand).

4. Scoring Criteria for Merit Increases, January 2014 – Megan Redmon

Q: What are the scoring criteria for the merit increases in January 2014?

A: Dan Berryman said there is a merit/equity pool for January 2014. However, the guidelines have not been published for the merit market/equity adjustments at this time.

5. Internal Clerical Errors and Raises – Tom Anderson

Q: There were some internal clerical errors on the raise, and some employees didn't get one they should have or received the wrong amount. Dave Irvin said they were denied additional money to address the mistakes; and when he came up with internal alternatives, he was denied at the System level. Also, he said he wanted to use some of the raise pool in January to correct the mistake retroactively and was again denied at the system level (to clarify he could fix it with that pool of money but not make it retroactive even though the mistake was no fault of the individual).

A: Tom Anderson reported this issue was updated at the recent Employee Relations Advisory Board (ERAB) meeting. It was stated that the employees in question would be compensated for the appropriate amount back to July 1, 2013, but it would not be considered retroactive. Dave Irvin confirmed this error would be corrected in January 2014.

Dan Berryman clarified the official raise will be effective January 2014 and not retroactive to July 1, 2013. However, employees would be compensated for the missing wages from July 1-January 2014 and essentially made whole with the official effective date of the raise as January 1, 2014 (new calendar year).

6. Inequity – Tom Anderson

Q: A follow-up question – There is apparently no money for addressing errors on merit raises unless a particular department holds some out just in case (which reduces the amount of money to distribute). This is regardless of whether it's an internal "system" error, or an individual wins an appeal getting a merit raise after the fact. Is there any way to fix this inequity or any explanation for it?

A: Tom Anderson reported this issue was updated at the recent Employee Relations Advisory Board (ERAB) meeting. It was determined that it was up to the departments to make the correction internally.

7. Pay Increases and Recent Letters – Tom Anderson

Q: Some confusion exists among employees who received a merit and/or career ladder letter. The letters state the increase should be effective on the next pay period. Many employees did not see a raise on their paycheck issued today, 10/1/2013.

A: Dave Irvin said the next pay period could indicate the following pay period after 10/1/2013 for bi-weekly employees, based upon when the raises were entered in conjunction with when the payroll runs. If the raises are not reflected on the *next* pay period (10/15/2013), please report those to Mr. Irvin as soon as possible.

Old Business

8. Security Changing Lights – Lisa Turner

At a previous meeting, Lisa Turner reported there is a problem with changing ballast lights at Warehousing near Stephenson Drive. Since the meeting, Ms. Turner was informed that some of the lights have been replaced, but there are several that still need attention. Also, employees said that at the recent Surplus Auction, customers / bidders were very frustrated with the lighting. It is difficult to see in some areas of the warehouse. It was determined Dave Irvin would investigate this issue and report the findings at a future ERC meeting. *What is the status update?*

Lisa reported the lights have been replaced. The recent surplus auction had zero complaints about lighting. Thank you!

9. Radio Frequencies during Football Saturdays – Ed Roach (absent)

At a previous meeting, Ed Roach reported that employees working on football Saturdays are using the same radio channel, causing radio traffic. It becomes difficult to get a message through. Could emergency crews have a separate frequency to ensure a timely response? It was determined Dave Irvin would investigate this issue and report the findings at a future ERC meeting. *What is the status update?*

Mr. Roach was unable to attend the meeting, but this issue was addressed. Dave Irvin said they are making progress to get additional radios and deciding who will be on which frequency.

Rick Gometz added that recently UTPD said they could not initiate a call on the emergency radio channel to the electrician on campus, that only the electrician could initiate the call. Mr. Irvin will follow-up and report the findings at a future meeting.

*After the meeting Dave Irvin reported: Currently, all radios do not have a UTPD channel. Facilities Services made the decision several months ago to put the UTPD channel on all of the radios. We are waiting on Metro Communications to make this update, along with some other changes.

Until that time for football games, we have been using the same frequency to be sure all know what is happening at any given time. We have also issued instruction as to what

channels are not used on game day. Should a need occur, one of the supervisory personnel can direct a certain group(s) to a separate channel in order to respond without disrupting other communications. This plan has worked well for the first three games.

Announcements & Other Comments

- ❖ Mark your calendars for the annual UT Fall Festival for faculty and staff!
What: UT Fall Festival- Healthy You. Healthy UT.
When: Friday, October 18, 2013 from 11:30-3:00
Where: RecSports Plaza and Practice Field
- ❖ Open Enrollment for Health Insurance, October 1 – November 1, 2013
For more information on insurance, call (865) 974-5251.
- ❖ Dave Irvin shared that Facilities Services headquarters will be relocated to Sutherland Avenue at Concord Avenue. More information about the move will be communicated as it becomes available.

Distributions

- a. September 3, 2013, Minutes
- b. Fall Festival Flyers

Next Meeting

Tuesday, November 5, 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.