

## University Operations

Employee Relations Committee  
Tuesday, March 4, 2014 1:30-3:00  
Andy Holt Tower, 8<sup>th</sup> Floor Conference Room

### **MEETING MINUTES**

**Present** Tom Anderson, Dan Berryman, Brian Browning, Robert Bryant, Marilyn Butler, Eddie Golden, Rick Gometz, Karen Hackworth, Mike Herbstritt, Sharon Jackson, Terry Ledford (present on behalf of Dave Irvin), Mary Lucal, Jeff Maples, Rick McCarter, Ed McDaniel, Randy Miller, Julie Monday, Megan Redmon, Ed Roach, Dennis Saben, Anthony Seabolt, Patrick Smith, Josh Smyser, Lisa Turner, Thelma Vandergriff and Mike Werley

**Absent** Carlos Carrillo, Rose Rita Cooper, Robert Dykes, Dave Irvin and Frank Wren

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

### **New Business**

#### **1. Design of Products on Demand (POD) Market in Kingston Pike Building (KPB) – Marilyn Butler**

**Q:** The big kitchen is KPB's only large meeting room, and there is a concern about how much room the POD will take. The hope is the space taken will be minimal. Could the OIT leadership team make final approval of the design?

**A:** Jeff Maples, senior associate vice chancellor of Finance & Administration, said the POD should only take about 1/3 of the space. Arrangements can be made to have someone come in and mark off the space before construction begins so that OIT can see the amount of space needed.

#### **2. Traffic Flow at KPB Entrance – Marilyn Butler**

**Q:** There is growing concern about traffic flow in and out of both KPB's front and back entrances during the impending Kingston Pike entrance redesign that was scheduled to begin in March. Employees would like to know the exact date in March construction will begin. The winter weather has caused the poor conditions at the back entrance under Alcoa Highway and the railroad crossing to deteriorate to a deplorable state. All KPB employees will be required to use this entrance at least for a period of time while road work is completed on Kingston Pike, and it will be used at an increased rate throughout construction. Employees are concerned about safety for themselves and their automobiles. Can any repairs be made?

**A:** Mr. Maples said this project has been postponed until after March 2014 with no scheduled start date at this time. The plan is to use lane shifts to avoid a full front entrance closure, but that may depend on the new timeline and how it will coincide with the University Commons project. More information will be communicated as it becomes available. Another note will be sent to the city regarding the back entrance.

### **3. Ownership of Road under Highway 129 – Marilyn Butler**

**Q:** Is the road under Hwy 129 a city or state road? Is it the responsibility of the railroad to take care of the rough railroad track on the road that is owned by the city, or is that the city's responsibility?

**A:** Mr. Maples said this is a city street and the concerns have been sent to the city for review.

### **4. Unscheduled Administrative Closing & Essential Services – Josh Smyser**

**Q:** After the recent bad weather, several Facilities Services employees expressed concern about the unscheduled administrative closing that occurred Thursday, February 13, 2014. Facilities Services employees we are considered essential services and employees must take annual leave if they are unable to report to work during inclement weather when the university remains open. However, first shift Facilities Services employees were given the administrative closing pay, but second and third shift employees were not. What is the rationale?

**A:** Mr. Maples said the official closing was from 8:00 a.m. to 5:00 p.m., and shifts outside of the closing were to make a reasonable effort to report to work. Those who were unable to report to work must use annual leave. Administrative discussions are taking place about alternative ways to handle unscheduled administrative closing and essential services.

Dan Berryman, Human Resources, added the bigger question is if the weather had gotten worse instead of better on the day of the closing, would the closing have been extended beyond 5:00 p.m., or is the general rule that all closures fall between 8:00 a.m. to 5:00 p.m. with 2<sup>nd</sup> and 3<sup>rd</sup> shifts always being essential?

Mr. Maples said that is one point included in the discussions surrounding this issue. No decisions have been made at this time.

Rick Gometz added those that did report to work during the closing were paid for both the unscheduled administrative closing and regular hours worked. Also, any time over 40 hours would be time and a half.

Ed McDaniel asked if shift announcements could be shared via television. Mr. Maples said shift announcements could be shared via television, but the detail of information allowed is minimal via the various stations/network guidelines.

### **5. Filtered Fountain in Andy Holt Tower – Thelma Vandergriff**

**Q:** Can a water fountain like the one located in the Student Services Building outside the Financial Aid office be installed at any other locations in Andy Holt Tower? Our office currently has bottled water delivered and those that participate split the monthly fee.

**A:** Dr. Herbstritt said a filtered water fountain can be installed by Facilities Services. However, the requesting department would need to cover the cost of materials, installation, and any ongoing maintenance (replacement filters).

### **6. Paint in Student Services Building – Thelma Vandergriff**

**Q:** Why was the second floor of the Student Services Building painted, and yet they only painted down to the first double door inside the breezeway, leaving the hallway outside the Bursar's office unpainted?

**A:** Terry Ledford, director of Preventive Maintenance, said this project was suspended temporarily due to other projects but will resume for completion.

## **7. Greenway Idea – Tom Anderson**

**Q:** Employees would like to propose the installation of a new greenway near the new Facilities Services location. Mr. Anderson shared photos of the proposed greenway with the ERC.

**A:** Mr. Maples said he had reviewed this concept before the meeting since Dave Irvin, associate vice chancellor of Facilities Services, sent him a copy before the ERC meeting. This concept definitely will garner support from the Facilities Services staff once they move to their new location. Mr. Maples' believes the idea has merit from an employee perspective. However, he serves as a member on the Knoxville Greenways Commission and based on his role with this group, there is probably no funding within the city to support this expansion. He could gather the appropriate support if the University wanted to spearhead the expansion, but that would take time and money. Both private and public property are located in the extension area, which would require legal approval, both easements and right of ways. Also the city would expect the University to fund the project. In summary, it is worth pursuing, and he could certainly touch base with the appropriate officials within the city.

\*Before the meeting Dave Irvin (absent from meeting) said he had seen the proposal, and the building project team is working on options. Mr. Irvin confirmed that he forwarded the idea to Mr. Maples for consideration and to share with the city.

## **Old Business**

None

## **Announcements & Other Comments**

- ❖ The deadline for the first Partnership Promise is fast approaching! Members of the state's Partnership PPO health insurance plan must fulfill the healthy lifestyle requirements of the 2014 Partnership Promise in exchange for lower costs and better discounts.

Step 1:

By March 15, 2014, all members and covered spouses (covered children are excluded) must complete an online health and lifestyle questionnaire, called a well-being assessment, at <https://partnersforhealthtn.embrace.healthways.com/healthways/login>.

Step 2:

By July 15, 2014, all members and covered spouses (covered children are excluded) must complete a biometric health screening. Screenings can be done by your doctor. Just remember to download the physician screening form from the above-referenced website and take it with you to your appointment. Forms must be submitted by July 15, 2014.

Step 3:

Always keep your contact information current with the University. Changes may be made online through UT's employee self-service website at <https://irisweb.tennessee.edu/irj/portal>.

More information about the Partnership PPO health insurance plan and Partnership Promise requirements is available on the ParTNeRs for Health website at <http://partnersforhealthtn.gov/>. Additional steps are required for members identified for health coaching or who use tobacco.

The UT System Payroll Office is available to answer questions at (865) 974-5251.

- ❖ Open enrollment for the sick leave bank begins April 1! 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, 2014. Employees not currently enrolled in the bank should receive more information and an enrollment form via campus mail in late March 2014.

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

- ❖ Ed Roach asked who will take over maintenance of the new dormitories once they open, zone maintenance or housing. Mr. Ledford said that is still under discussion with no decisions made at this time.
- ❖ Tom Anderson reported that two items from the February ERC meeting (Well-Child Visit Coverage and Partnership Promise Issues) have been submitted for the next Employee Relations Advisory Board agenda.

### **Distributions**

- ❖ None

#### **Next Meeting**

Tuesday, April 1, 2014, from 1:30-3:00

Andy Holt Tower, 8<sup>th</sup> Floor Conference Room

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