New Employee Orientation

Welcome to the University of Tennessee
<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Welcome, I9, Photo</td>
<td>8:00-8:30</td>
</tr>
<tr>
<td>Video</td>
<td>8:30-8:35</td>
</tr>
<tr>
<td>Parking Info, Policies and Tennessee Traditions</td>
<td>8:35-9:05</td>
</tr>
<tr>
<td>UT Police</td>
<td>9:05-9:20</td>
</tr>
<tr>
<td>Office of Equity and Diversity</td>
<td>9:20-9:35</td>
</tr>
<tr>
<td>Employee and Organizational Development</td>
<td>9:35-9:45</td>
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<tr>
<td>Break</td>
<td>9:45-9:50</td>
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<tr>
<td>Insurance</td>
<td>9:50-10:05</td>
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<tr>
<td>Retirement</td>
<td>10:05-10:20</td>
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<tr>
<td>Thank You/Final Questions</td>
<td>10:20-10:25</td>
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<tr>
<td>Booth Break Out/Benefits Material Pickup</td>
<td>10:25-11:00</td>
</tr>
<tr>
<td>Campus Tour</td>
<td>11:00-11:30</td>
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</tbody>
</table>
PARKING

- Arrange for parking permit at Parking & Transit Services, 2121 Stephenson Drive.

- Purchase Parking Permits Online:
  https://webapps.utk.edu/Parking/Citations/Entrance.aspx

Note: UT Institute of Agriculture (UTIA) employees must arrange parking through the Administration Office in Morgan Hall.
Human Resources Policies
The University of Tennessee's policies apply to all campuses and institutes and provide university employees guidance to:

- ensure compliance with state and federal laws and regulations
- maintain adequate internal controls to safeguard the university's assets
- provide consistent management of resources transactions across the system
- understand the university's expectations for conducting university business and communicate these expectations to others as needed.

To review the full policies, please visit:

UT Knoxville Policies: [http://policycentral.utk.edu/](http://policycentral.utk.edu/)

System Policies: [http://policy.tennessee.edu](http://policy.tennessee.edu)
Human Resources Policies

• Annual Leave
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0305/
  – Full-time Exempt Employees and 12 month Faculty accrue 16 hours of annual leave per month
  – Full-time Non-Exempt Employees accrue annual leave on the following progressive scale:
    • 0-5 Years of Service 8 hours per month
    • 6-10 Years of Service 12 hours per month
    • 11-19 Years of Service 14 hours per month
    • 20+ Years of Service 16 hours per month
Human Resources Policies

• Sick Leave
  – To review the full policy, please visit [http://policy.tennessee.edu/hr_policy/hr0380/](http://policy.tennessee.edu/hr_policy/hr0380/)
  – All full-time Exempt and Non-exempt Employees, as well as 12 month Faculty, will accrue 8 hours of sick leave per month.
Human Resources Policies

• Holidays
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0350/
    • New Year’s Day
    • Martin Luther King, Jr. Day
    • Spring Holiday
    • Memorial Day
    • Independence Day
    • Labor Day
    • Thanksgiving Day
    • Winter Holiday
Human Resources Policies

• Administrative Closings
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0320/
  – The Friday after Thanksgiving
  – The week surrounding the Winter Holiday
  – Emergency closings
    • Ex. Snow day closure or delay.
Human Resources Policies

• Personal Leave Day
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0373/
  – Regular full-time non-exempt employees who have completed their probationary period accrue 8 hours of personal leave.
Human Resources Policies

• Probationary Period
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0135/
  – All newly hired regular staff employees, including those converting from temporary or student to regular appointments, shall serve a probationary period of six calendar months.
  – At the end of the probationary period, a performance review will be completed.
Human Resources Policies

• Annual Performance Review
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0129/
  – At the end of the initial probationary period, a probationary period review will be completed.
  – Following that, an annual performance will be completed between January and March of each year.
Human Resources Policies

• Additional Leave
  – Court Leave
    • To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0315/
  – Funeral and Bereavement Leave
    • To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0340/
Human Resources Policies

• Sick Leave Bank
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0382/
  – Provides emergency sick leave to member employees who have suffered disability and have exhausted all other leave balances.
  – Open enrollment is April 1-June 30

• Family Medical Leave
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0338/
Human Resources Policies

• Educational Assistance - Fee Waivers
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0330/
    • For undergraduate or graduate courses for employees

• Educational Assistance - Fee Discounts
  – To review the full policy, please visit http://policy.tennessee.edu/hr_policy/hr0331/
    • For up to 50% for undergraduate courses for spouses and children or eligible dependents up to the age of 26
Human Resources Policies

Outside Interest Disclosure Form

All regular employees are required by policy to complete the form. Information you will need to complete the form:

• your personnel number
• your supervisor’s Email address (for workflow purposes)

Once your supervisor approves, the form is automatically routed via workflow for review. Upon review, it will be attached to your personnel record.

POLICY:
Please refer to the Conflict of Interest policy (Policy NO: F10125) for information and to complete the form. [http://policy.tennessee.edu/fiscal_policy/fi0125/](http://policy.tennessee.edu/fiscal_policy/fi0125/)

The form is located at the end of the policy. Use Part 1 – Outside Interest Disclosure Form – Faculty and Staff (Perfect Forms)
Human Resources Policies

Code of Conduct

The University of Tennessee System is committed to providing the people of Tennessee access to quality education, economic development, and enhanced quality of life opportunities. To accomplish these missions, UT’s devoted faculty and staff do a tremendous job each day, resulting in the many successes and achievements that enrich our reputation both statewide and nationally. The unethical behavior of just one employee, however, can damage this reputation and deter from the excellent contributions of thousands. Such behavior can negatively impact the state legislature, alumni, students, employees, and other friends and community leaders. For this reason, it is of the utmost importance that the university creates an ethical environment where compliance with rules and regulations and respect for fellow employees are taken seriously and infractions are reported to appropriate officials.

The Code of Conduct policy has been developed to assist UT employees and their departments in creating an ethical climate. The Code outlines the basic expectations for UT employees, directs them to policy requirements and other resources, and provides instructions for reporting concerns and violations. The Code is not intended to be a comprehensive catalog but instead represent the expectations that university employees will conduct themselves with the highest standards of integrity and ethics in performing UT business.

You can access the Code of Conduct website at

http://compliance.tennessee.edu/codeofconduct.html
International Employees
International Employees

International employees new to the University of Tennessee are encouraged to make an appointment to visit the Center for International Education to learn about valuable advising, programming and communication services.

Contact Us
1620 Melrose Avenue
Knoxville, TN 37996-3531
Phone: 865-974-3177
http://cie.utk.edu/

Hours of Operation
Mon–Fri: 8AM–5PM
Structure of the University of Tennessee
Volunteer Traditions
Did you know???

The University of Tennessee was founded in Knoxville in 1794 as Blount College?

Find out many more interesting facts about the history of the University of Tennessee

http://tennessee.edu/history/
Live mascots are a much-loved part of college football pageantry and tradition and the University of Tennessee's Smokey is regarded as one of the best.

SMOKEY
BREED: Bluetick Coonhounds
The Vol Walk first became an official part of game day in Knoxville when Tennessee hosted Alabama on October 20, 1990.
Since the 1960's, students and fans of the University of Tennessee have preserved one especially creative tradition: painting the Rock.
Faculty/Staff are encouraged to wear orange in support of the UT Volunteers Athletics' programs.

**UT Knoxville Instagram:** utknoxville: [tiny.utk.edu/UTKAfb16](http://tiny.utk.edu/UTKAfb16)

The official Instagram of the University of Tennessee, Knoxville.

#bigorangefriday
Patricia “Pat”

38 Seasons as Head Coach
8 NCAA Championships
8 - SEC Coach of the Year
Naismith Coach of the Century in 2000
7 - NCAA Coach of the Year
32 Southeastern Conference titles
100% Graduation Rate
2011 Sports Illustrated Sportswoman of the Year

LEGENDARY LADY VOLS BASKETBALL
HEAD COACH 1974-2012

Pat Summitt Plaza and Statue was dedicated on November 22, 2013
Campus Engagements

President Events
- Ice Cream with Joe
- Pizza with Joe
- Picnic On The Plaza
- Tennessee Tailgate
- Chancellors Welcome Luncheon

For more information on other events:
https://www.utk.edu/events/index.php?com=digest
Office of Community Engagement & Outreach

- Engagement
- Disaster Relief
- Volunteering
- Outreach
- Public Service

http://engagement.utk.edu/
Keynote Speakers

Scott Kelly
Astronaut/UT Alum
UT alumnus who spent an unprecedented year in space about the International Space Station.

Dr. Lilian Katz
Professor Emerita of Elementary and Early Childhood Education at the University of Illinois (Urbana-Champaign) and is currently Co-Director of ERIC, Clearinghouse on Elementary and Early Childhood Education at the University of Illinois.

Dr. Johnetta Cole
Director of the Smithsonian National Museum of African Art
Cole is regarded as one of the most powerful and influential African-American women in the United States.
Council for Diversity and Interculturalism
Commission for Blacks
Commission for Lesbian, Gay, Bisexual, and Transgender People
Commission for Women
Committee on Campus Environment

And more: http://chancellor.utk.edu/advisory-groups/
The Be Well Program was created to encourage campus faculty and staff to make healthy lifestyle choices through campus-wide events, groups, education, and more.

- Need somewhere to walk or run on campus? [Digital maps](#) are a great way to select a route.

- Do you want healthy eating at your fingertips? Then take a peek at the [Guide to Healthy Eating](#) on Campus!

For full information about the Be Well program, please visit [http://bewell.utk.edu](http://bewell.utk.edu) / for more information.
What is Rocky Top?

Rocky top, you'll always be
Home sweet home to me.
Good ole rocky top,
Rocky Top Tennessee, rocky top
Tennessee.

UT Fight Song

FOR OTHER TENNESSEE VOLUNTEER SCHOOL SONGS
http://www.fightmusic.com/lyrics/sec_tennessee.html