New Employee Orientation

Welcome to the University of Tennessee
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<th>Agenda Item</th>
<th>Time</th>
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<tr>
<td>Welcome, I9, Photo</td>
<td>8:00-8:30</td>
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<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>
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<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>
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<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>
</tr>
<tr>
<td>Thank You/Final Questions</td>
<td>10:20-10:25</td>
</tr>
<tr>
<td>Booth Break Out/Benefits Material Pickup</td>
<td>10:25-11:00</td>
</tr>
</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)
UT Policies

• Official rules that govern all aspects of your employment at UT.
• Policy.Tennessee.edu
• Categories of policies
  – Board of Trustees
  – Fiscal
  – General
  – Human Resources
  – Information Technology
  – Research
  – Safety
UT Policies

• Each campus, unit, or institute may issue their own policies, which are also listed on the UT Policy website.

• Be sure to review the policies carefully. Policies cover everything from who can sign a contract, how departments may spend UT money, etc. to annual leave and acceptable computer use.

  — Example: FI0405 – Procurement Section 5.a. requires departments to procure goods and services through internal university resources such as UPM (University Printing & Mail), Fleet Management, etc.
• 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/
  – 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/

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
Human Resources Policies

Statement of Policy on Patents, Copyrights, and other Intellectual Property
Policy BT0024

The goal of The University of Tennessee Policy on Patents, Copyrights, & other Intellectual Property is to promote the progress of science and the arts and the development of the University and faculty through the provisions of an established policy. Patents, copyrights, and licensing of intellectual property provide a means for developing and using inventions and creations. This Statement of Policy has been established to ensure that those creative developments in which the University has an equity interest will be used in a manner most likely to benefit the public and at the same time provide compensation to those faculty and staff who invent and create.

To accomplish the above goal, the University holds that it should seek to:

1. Assist faculty and staff in the commercialization of their products.
2. Make inventions and creations resulting from the efforts of University personnel available to industry and the public on an effective and nondiscriminatory basis; and
3. Obtain revenue for faculty and staff who invent and create and for the University for use in furthering its educational and research goals.

Failure to review and sign the policy will result in your being ineligible to work on federally funded projects.
SMOKE FREE CAMPUS
Effective 08/01/2018
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/](http://cie.utk.edu/)

**Hours of Operation**
Mon–Fri: 8AM–5PM
Structure of the University of Tennessee
Volunteer Traditions
VOLUNTEER TRADITIONS

UT History & Traditions
http://web.utk.edu/~mklein/uttrads.html
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/
SMOKEY
BREED: Bluetick Coonhounds

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.
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
The official Instagram of the University of Tennessee, Knoxville.

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

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

2011 Sports Illustrated Sportswoman of the Year

100% Graduation Rate

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

President Events
- Ice Cream with The President
- Pizza with The President
- 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.
Chancellor’s Advisory Groups

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/
Be Well
UNIVERSITY OF TENNESSEE

MOVE MORE
EAT SMARTER
CUT OUT TOBACCO
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.

Be Well offers free resources and programs to help improve the health of university employees.

For full information about the Be Well program, please visit http://bewell.utk.edu
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<td>Great American Smoke Out</td>
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<td>Gardening Classes</td>
<td>Employee Health &amp; Fitness Week</td>
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<td>Community Races and Events</td>
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Follow Be Well on Facebook and Twitter @BeWellUTK

Visit Be Well’s Website: https://bewell.utk.edu

Subscribe to receive Be Well’s monthly newsletter by emailing bewell@utk.edu
974-HELP and 946-CARE

974-HELP for Students in Crisis

974-HELP (865-974-4357) is a 24hr/7day a week referral line that serves to support students in crisis and as a referral resource for students, faculty, staff, and parents who have a concern about the safety or well-being of a student.

974-HELP (865-974-4357)
wellness.utk.edu/students

946-CARE for Distressed Faculty & Staff

The 946-CARE (865-946-2273) is 24hr/7day a week hotline for distressed faculty and staff. Call the CARE line if you need help and don’t know where to start or to share your concern for other faculty or staff.

946-CARE (865-946-2273)
hr.utk.edu/care
Employee Assistance Program

- Wouldn't it be nice to have a personal assistant to help you with your busy life? Good news! You have one with Here4TN.

- EAP is designed to provide free, confidential assistance to help employees and their families resolve problems that influence their personal lives or job performance.

- Need to find a dog-walking service? A moving van? Someone to write your will? Perhaps you have concerns about a work or personal issue.

- Speak with the advisors at Here4TN privately, on the phone or online. They will search and verify services for you, giving you answers to questions big and small.

- Call anytime, day or night, 855-437-3486 or visit www.here4tn.com