

KNOXVILLE ADMINISTRATION ERC

MEETING MINUTES

THURSDAY, February 3, 2022 | 1:30 – 3:00 P.M.

PRESENT

Brenda Bartram, Annette Beets, Katie Bookout, Jessica Cantu, Darrell Easley, Ashley Greene (Guest Speaker), Gennie Hope-Davian, Jennifer Horner, Cathy Jenkins, Olivia Kelley, Diane Kelly, Ryan Kemnetz, Ami McCarter, Shelly Payne, Cindy Satterfield, Jen Scagnelli, Denise Sears, Melinda Simmons, Leslie Valentine, Lisa Vandergriff, Pam Vatter, Teresa Volkodav-Crabtree, Jenn Western, Chrissy Wills-Maples, Jill Zambito, Carrie Zitzman

ABSENT

Andrea Brayton, Jon Chandler, Melissa Cox, Amy Gregory, Charlene Ingle, Renee Johnson, Mary Lucal, Pam Roach, Julie Roe, Sonja Spell, Elizabeth Tampas-Dixon,

1. WELCOME

Darrell Easley, Director of Employee Relations & Learning & Organizational Development, welcomed everyone to the February meeting. The meeting marks the first for 2022 as the January meeting was cancelled.

1. UPDATES
	1. Office of the Provost Update – Diane Kelly, Vice Provost for Faculty Affairs

Diane Kelly shared that a successful winter mini term just completed and many students took classes during that time. A new Dean for the College of Law was hired. Lonnie T. Brown Jr. joins us from the University of Georgia. He will begin on July 1. Lastly, she reminded the group that a study is underway to of the academic structures, to review how academic units are organized and, in particular, thinking about disciplines and topics go together. More information to come as the study continues.

* 1. Division of Student Life Update – Jill Zambito, Assistant Vice Chancellor for Student Life

Jill Zambito greeted the group and again reminded everyone about the BeWell program and [Be Well website](https://bewell.utk.edu/be-well-breaks/). To promote health and wellness resources. She noted there is a healthy gardening class on February 5 and a virtual cooking class on February 17. The next BeWell newsletter will go out mid-February with spring offerings. She also reminded the group about the [Be Well Breaks program](https://bewell.utk.edu/be-well-breaks/). This program is intended to encourage people on campus to take mindful breaks. Examples of Be Well Break ideas include having a healthy snack, walking on campus, checking in with a colleague, or doing breathing exercises. She asked those who supervise staff or students to be a role model in normalizing the idea of taking healthy breaks.

* 1. Human Resources Update – Darrell Easley, Director of Employee Relations & Learning & Organizational Development

Darrell Easley noted the recent State of the State Address by Governor Lee and shared there is a proposed 4% salary pool. He reminded everyone that staff performance review season is upon us and reviews are due by March 31, 2022. He shared the HR Employee Relations will hold virtual office hours for performance review questions. More information will be shared during announcements a little bit later in the meeting.

1. GUEST SPEAKER & RETIREMENT Q&A
	1. Ashley Greene – Retirement Services

Ashley Greene greeted the group. They shared some retirement information and addressed general questions from the group related to the best time to retire and where to begin. There are several retirement plans available to UT employees and it depends on what plan you are currently enrolled in and other factors (age, years of service, etc.) to determine benefits. Retirement applications are online and take time to process. Employees should inquire early and often about their benefits. You can estimate three to five months for processing a retirement application. Contact the Retirement Office at (865) 974-5251 or retirement@utk.edu to learn more about what you are enrolled in, the application process, deadlines, and more.

The question was raised about buying back time for previous service to count towards retirement (part-time or student work). Employees should contact Retirement Services to inquire and initiate that process if applicable.

The question was raised about how often should employees review their beneficiary information? If an employee updates their retirement beneficiary does that update all other beneficiary forms? (i.e. Survivor Benefits, insurance, etc.)

Employees are encouraged to check/update all beneficiaries every one to two years, or when a change in life occurs. This could be a significant life change like marriage, divorce, death of a spouse, or the birth or adoption of a child or grandchild. It could also be helpful for things like a change of address or name for an existing beneficiary. Beneficiary forms are unique to each type of benefit. If a Survivor Benefits beneficiary form is updated, other benefits with beneficiaries (i.e. retirement, etc.) are not updated at the same time and will need to be updated separately. Beneficiaries for retirement or life insurance plans must be changed in Edison or the vendor portal. The survivor benefit form can be completed in Employee Self Service (ESS). Contact Employee Relations at 974-6642 or Retirement Services at 974-5251 if you have any questions.

1. CONSTITUENT QUESTIONS
	1. Inclement Weather & Work from Home – Cathy Jenkins

**Q:** What is the procedure for this in University Libraries? Does it vary by supervisor?

**A:** HR contacted Elizabeth Greene, UT Libraries, who shared that in general inclement weather is not a reason for the libraries to use for working from home. during times when the university calls and unscheduled administrative close the libraries make every effort to stay open and those required to work have that expectation in their position description. If anyone has questions or concerns they should contact their supervisor and/or Elizabeth to discuss.

1. OTHER BUSINESS/ANNOUNCEMENTS
	1. Staff Performance Reviews & Virtual Learning Sessions

Staff performance reviews for the 2021 review cycle are now available in the Online Performance Review (OPR) system. Log in at opr.utk.edu to begin! Simply select “2021 Annual Performance Review” from the dropdown menu. OPR streamlines the staff annual review process and makes it easier to manage no matter where we are working!

There are several resources available as you prepare for this review cycle. Visit the Human Resources website, [Staff Performance Reviews](https://hr.utk.edu/performance-evaluation/), to learn more. FAQs can also be found on this page. Staff performance reviews are due March 31 each year.

To register for virtual learning sessions related to annual reviews, visit [K@TE](https://kate.tennessee.edu/) and select UT Faculty and Staff, then select My UTK@TE Learning. From the home screen type “staff performance reviews” and press enter to see available sessions. Note there are multiple dates for sessions, so select the date that works best for your schedule.

An asynchronous module is available in [K@TE](https://kate.tennessee.edu/) 24/7. In this module you’ll learn how to use the Online Performance Review (OPR) system to navigate the performance review process. This interactive course includes training specifically for employees (about 15 minutes) and training for supervisors covering the entire performance review process (about 40 minutes).

More information about all OPR sessions can be found on the Events Calendar: https://calendar.utk.edu/department/human\_resources/calendar

* 1. Zoom Office Hours for Staff Performance Reviews & OPR

Our virtual door is open – come on in! HR Employee Relations is hosting Zoom Office Hours for Staff Performance Reviews and OPR. Through March 30 join us on Wednesdays from 8:30 to 9:30 am and 3:30 to 4:30 pm or Fridays from 12:30 to 1:30 pm (all times Eastern). Bring your questions to an ER team member for a personalized Q&A. No appointments are required, and virtual walk-ins are welcome.

For Zoom Office Hours information and all other upcoming HR events, please visit: <https://calendar.utk.edu/department/human_resources/>.

* 1. Mobile Mammography in Circle Park

The UT Breast Health Outreach Program will bring their Mobile Mammography Unit to Circle Park on Monday, May 12, 2022, for campus community wellness screenings.

Appointments are required. Scheduling information can be found on the [Mobile Mammography event page in the Events Calendar](https://calendar.utk.edu/event/mobile_mammography_2527#.YnwYOejMKUk).

1. REMINDERS:
	1. Please email Jessica Cantu (jlcantu@utk.edu) with constituent questions.