

KNOXVILLE OPERATIONS ERC

MEETING MINUTES

TUESDAY, FEBRUARY 1, 2022 | 1:30 – 3:00 P.M.

VIA ZOOM:

<https://tennessee.zoom.us/j/98806134615?pwd=akR1aE1YUk1MbDd5ekNKdXNUaVhlZz09>

ERC Password: 468059

PRESENT

Stevin Amonett, Jason Baggett, Melinda Bousfield, Brian Browning, Shannon Bruce, Amy Bruner, Jessica Cantu, Jon Chandler, Jeremiah Cook, Ted Coward, Dedra Cotner, Crissy Douglas, Darrell Easley, Ashley Greene, Steven Henry, Debbie Lane, Mary Lucal, Rani Pemberton, Chip Pennoyer, Gavin Ramsey, Ed Roach, Deborah Robinson, Eric Robinson, Marchelle Robinson, Julie Roe, Ruby Strange, Jake Turner, Lisa Turner, Pam Vatter, Dave Webb, Michelle Whited

ABSENT

Erin Blake, David Blaylock, Charles Burton, Dedra Cotner, Paul Finley, Judy Jones, Jimmy Large, Terry Ledford, Ethan Long, Raheem Obaid, Regina Olum, Thomas Spoon,

1. WELCOME

Julie Roe, Employee Relations Manager, welcomed everyone to the February meeting. The meeting marks the first for 2022 as the January meeting was cancelled.

1. UPDATES
   1. Finance and Administration Update – Brian Browning, Acting Associate Vice Chancellor for Finance and Administration

Brian Browning greeted the group and began his update noting the recent State of the State Address by Governor Lee which highlighted efforts toward improving education and was supportive of higher education. Mr. Browning also discussed some capitol project including a new Haslam building complex and renovation of Stokely Management Center. He shared that a bid process is underway to upgrade all the doors of Thompson-Boling Arena. He also noted a 4% proposed salary pool for higher education employees. More will come on the pool and how the Chancellor and campus decide to allocate that money. The UT System office is in the process of moving to the new UT Tower building in downtown Knoxville. The Starship delivery robots for dining services are now available on campus. Mr. Browning encouraged everyone to be on the lookout for the cool new robots and to give them a try.

* 1. Human Resources Update – Darrell Easley, Director for Human Resources

Dr. Easley greeted the group and began his update. 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.

A question was asked about quarantine guidance for covid-positive employees. Dr. Easley confirmed the university follows CDC guidance and currently the guidance is five days. Further, employees should consult their healthcare provider and may also complete the self-isolation form online for current guidance on any next steps and resources.

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

Marchelle Robinson and 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 retirements 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](mailto:retirement@utk.edu) to learn more about what you are enrolled in, the application process, deadlines, and more.

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. Q: Will there be another incentive for faculty to retire this year? Are there plans to do something similar for staff?

Dr. Lucal responded that the Voluntary Retirement Incentive Plan (VRIP) was solely for faculty. There are no plans to offer a staff retirement incentive at this time.

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](mailto:jlcantu@utk.edu)) with constituent questions.