
PRESENT

Jason Baggett, Mike Brady, Shannon Bruce, Amy Bruner, Jon Chandler, Darrell Easley, Chris Gilbert, Dedra Giles, Kasey Kahm, Debbie Lane, Mary Lucal, Jim McCarter, Patrick Richter, Richard Shackelford, Jeni Sharp, Sam Smith, Justin Stafford, Natalie Summers, Neal Vercler, and Michele Wilson

ABSENT

Cory Beets, Brian Browning, David Bryant, Paul Finley, Alexanderia Gonzales, Douglas Grant, Holly Harmon, Judy Jones, Riley Kneale, Jimmy Large, Regina Olum, Chip Pennoyer, John Platt, Rhett Priode, Shane Sloan, Cody Smith, Randall Thornhill, Jake Turner, William Wainwright, and Hannah Wallace

1. WELCOME

Jon Chandler, Senior Employee Relations Consultant, welcomed everyone to the January meeting.

2. UPDATES

- a. Facilities Services Update – Mike Brady, Associate Vice Chancellor for Facilities Services

Construction projects continue as scheduled as no issues have been identified. Facilities Services is working with space management on the process for the new Haslam building, which is still years out. Currently, swing spaces are being identified for when people need to be moved around when the demo phase is to begin.

Facilities Services has been very busy since Christmas Eve with repairs due to the Artic Blast that froze and burst many pipes on Campus. The total number of damaged buildings is between 40-50. Mike Brady gave praise to their efforts to find and repair issues as quickly as possible. The current estimated total damage is already in the millions of dollars of insurance claims. Mr. Brady asked everyone as they come back to campus to report any leaks or issues that have not already been caught by Facilities by calling the One Call number (865-976-7777). They don't want

any issues to escalate to an environmental issue with mold, in addition to the leaks and other damages.

b. Human Resources Update – Mary Lucal, Associate Vice Chancellor for Human Resources

The Annual Compliance Training was due on December 31, 2022, and the completion rate was only about 80%, unlike 2021 when it was close to 100%. Vice Chancellors have a list of those who have yet to complete the training. HR will continue to do outreach to try and get as close as possible to a 100% completion rate in 2023.

Online Performance Reviews are now available to complete and are due on March 31, 2023. Dr. Lucal encouraged supervisors to start completing performance reviews now instead of waiting until the end of March. There will be numerous workshops in January and February (vertical and in-person) for both staff and leaders on various topics around the annual online performance review (OPR) process. More information on the workshops will be given later in this meeting. There are numerous opportunities for people to take part in and better educate or refresh themselves around this process.

The Learning and Organizational Development team is putting out a lot of new offerings this year and Dr. Lucal suggest signing up for their monthly newsletter ([The Connection](#)) to hear about these new opportunities.

Recruitment is still busy and has yet to slow down in terms of job openings at UT. Recruiters are becoming more active on social media, which a lot more people are using now for their job searches.

Career Development Coach, Nancy Burkett has been getting a lot of traffic in the career development area. If you are interested in exploring more opportunities at UT, want advice on how to talk to your supervisor about career development, or wish to speak about anything related to developing a career path, Ms. Burkett is available for one on one [appointments](#).

Darrell Easley announced that a career development fair is planned for mid-February. It is envisioned to be an interactive fair so employees can visit with people in HR and participate in multiple breakout mini sessions. An announcement for this event will be coming soon. In mid-March, HR is planning to have a UT job fair that will be open to the public, along with internal employees. An announcement for the job fair will also be coming shortly once details are confirmed.

- c. Finance and Administration Update – Brian Browning, Associate Vice Chancellor for Finance and Administration

Brian Browning was unable to attend the January meeting.

3. CONSTITUENT QUESTIONS

- a. When would an injury not be covered under worker’s compensation? Could the employee and their supervisor be penalized or fired because of non-work-related activity?

Human Resources reached out to Stephanie Strickland, Risk Management Coordinator, and she responded, “UT’s Workers’ Compensation Program is through the State of TN. The State contracts with a TPA (CorVel) to manage all claims for all State entities, UT included. The State and CorVel make all decisions for acceptance, denial, and compensability on claims. UT has no say so in these decisions. Policy HR0397 does touch on this briefly, but please note the policy is in revision with SORM and GC at this time. So, in short, all injuries that happen in a work-related capacity should be reported to CorVel. They will investigate the claim and determine if benefits are applicable. Any employee reprimands for issues arising from/around the injury are handled with UT HR and have no bearing on the claim decision.”

Mr. Chandler also commented that worker’s compensation and reprimands are separate issues. Employee reprimand come through employee relations and are specific to policy violations, not whether they are injured or not.

4. OTHER BUSINESS/ANNOUNCEMENTS

- a. Online Performance Reviews (OPR)
Staff performance review season is upon us! **Staff performance reviews are due March 31, 2023.** Staff reviews are submitted via the online performance review system, opr.utk.edu, which can be accessed any time, from anywhere! There are several different workshops happening in January and February. One is dedicated specifically for staff and how to take charge of your own performance, which gets into the specifics around goal setting and self-reflection on your own performance. There is a workshop for leaders to empower their staff to own their performance and address obstacles that may prevent them from being successful. A session has also been added specifically for rating and categories. There is also a diversity, engagement, and inclusion category workshop.

Workshops & Virtual Sessions:

Registration is now available in K@TE at <https://kate.tennessee.edu/>.

- **January 2023 – Staff Performance Daily Series**
 - 1/10 – [Take Charge of Your Performance: Employees and the Performance Review](#)
 - 1/12 – [Empower Your Staff: Leadership and the Performance Review](#)

- 1/19 - [Diversity, Engagement, and Inclusion](#)
- 1/24 - [Categories and Rating](#)
- February 2023 - Staff Performance Daily Series
 - 2/8 - [Take Charge of Your Performance: Employees and the Performance Review](#)
 - 2/14 - [Empower Your Staff: Leadership and the Performance Review](#)
 - 2/16 - [Diversity, Engagement, and Inclusion](#)
 - 2/21 - [Categories and Rating](#)

Additional resources for staff available 24/7:

HR [Staff Performance Review](#) Webpage

[FAQs](#)

[OPR Video Tutorials](#)

b. Worker's Compensation

Risk Management has implemented new workers' compensation forms and adjusted the deadline for the form completion. Risk Management has replaced the WC Injury Report with 2 separate forms, *the Workers' Compensation Injured Worker Statement* form **AND** the *Workers' Compensation Supervisor Statement* form. The *Workers' Compensation Procedures Report* will need to be completed as always.

These forms will look different, are PDF fillable, available on the [risk management website](#), and answer more questions at the beginning of the claim. Hopefully, this will alleviate any claim delays with CorVel since more information will be provided upfront. **The deadline for form completion had been changed from 3 days (72 hours) to 2 days (48 hours).**

Location Cards (created by the State) should be used when calling into CorVel to report a claim. They can be accessed on the [risk management website](#). Please ensure your constituents/departments are aware of the Location Cards and know how to access them in case they need to utilize them in the future.

Dr. Lucal stated the reason for the shortened form completion deadline was to try and get people to report workplace injuries sooner.

Neal Vercler commented when working in landscaping, employees can get minor injuries or it may take several days for an injury to manifest to a point where you realize you are injured, such as a muscle injury. Mr. Vercler asked how that should be reported since the injury would be only begin showing past the new deadline. Dr. Lucal answered that she recommends that if anyone has an incident or an accident that, even if they feel fine, they should report the incident within the two-day deadline. This way, there is a report already on file if the injury only becomes apparent days later. Stephanie Strickland (sstric25@utk.edu) in risk management would be a good resource to connect with to help employees through the worker's compensation process if they are unsure if they should make a report or not.

5. REMINDERS:

Please email Jon Chandler (jchand41@utk.edu) or Sam Smith (SamSmith5@utk.edu) any constituent questions.