Plan for your Financial and Retirement future.
Attend the Life Planning Seminar!

Save the dates, November 15-16 and attend the Life Planning Seminar. There have been notifications sent to all faculty and staff via email with information in early October with registration instructions and deadlines. If you have not registered, please do so today! It is important to note that those who register after October 24th may not receive a personal retirement statement.

The UT East Service Center Benefits and Retirement office will be in attendance to bring information regarding, the retirement plans, how to understand the process for retirement and how the plans work. There will also be information regarding how to create a personal will, financial planning, and what’s new with Social Security, etc.

This seminar is not just for employees ready to retire! We want all employees to come out to explore ways to save for the future and how to protect their families interests with the Financial Planning, Deferred Compensation and Wills and Estate Planning sessions. Let the Life Planning Seminar help you reach your financial goals.

Go online now to register!

Human Resources crosses the Renovation finish line!

In the previous HR Reporter, we reported the renovations that were taking place in Human Resources. After months of waiting, packing, moving and unpacking, the renovations are now complete!

Originally, the offices were used by the former Baptist Hospital as physicians offices. Some offices had the feel of examination rooms, and had protruding water valves where sinks used to be. Now that we have torn out walls to enlarge some and storage, the feel of a sterile doctors office is a fond memory. There is still some unpacking and organization that needs to take place but we are excited with the results.

The entire HR team played a part in making this renovation successful, however it would have been impossible without UT Architect Kari Conrad, who was a pleasure to work with and did all she could to meet our needs. Stacy Luckett, Employment Team Leader was also key in our renovation and the entire HR team give them both a standing ovation for a job well done!
Annual/Open Enrollment Transfer Period Ends November 1!

The time has come to make your decision about your insurance for the next year! The Annual Enrollment Transfer Period (AETP) for 2012 employee began October 1 through November 1, 2011. This enrollment period allows members the opportunity to make insurance changes.

Employees can make changes online using Employee Self Service in Edison or complete an enrollment application and submit it to Human Resources Benefits office by November 1. For online assistance, contact Edison at 1-866-376-0104 M-F 7 am–5pm.

The options you choose during the enrollment period will take effect on January 1, 2012, and remain in effect through December 31, 2012, unless you lose eligibility, have a qualifying event, or family status change during the year.

Employees may make the following changes:
- Enroll in, cancel, or transfer between dental options.
- Apply for optional life coverage, or increase or decrease optional life coverage amounts, if eligible.
- Change health options - switch between the Partnership and Standard PPOs, subject to eligibility.
- Change health insurance carriers - select either BlueCross BlueShield of Tennessee or CIGNA
- Enroll in health insurance for yourself or eligible dependents (please note, a monthly late applicant fee will apply to employee and/or spouse)
- Cancel health coverage

All enrollment/change forms must be submitted to the Human Resources Benefits Office by November 1, 2011 at 5:00 p.m. (CST).

University of Tennessee employees statewide are encouraged to make their voices heard by participating in the Fall 2011 Employee Engagement Survey. A nationally recognized, third-party vendor, ModernThink, is administering the Employee Engagement Survey to ensure confidentiality. The launch date for the survey is November 1, 2011. It will be available until November 15.

Employees are allowed to take the survey any time during these dates, and additionally, kiosks will be available for employees to take the survey on November 9th in B107 in the GEB.

All regular faculty and staff scheduled to work at least 50 percent time can participate. A campus-wide email will be sent regarding exact details closer to the date.

After results are compiled by ModernThink, open forums will be held to present the results to the campus in Spring 2012. Visit: http://yourvoice.tennessee.edu for additional details.
Human Resources knows how important it is for employees to stay connected with the state benefit companies. With all the recent and upcoming changes with our benefits, it is very important to stay in contact with our benefit plans to get all the latest information. To ensure UTHSC employees have the opportunity to have direct contact with our benefit representatives, the Benefits office coordinates the Benefits Fair each year. This the only time insurance, retirement, and dental representatives gather in one place offering any information to employees seeking answers.

This year, an educational component was added to the Benefits Fair. One of the great benefits of working for UTHSC is the Educational Assistance benefit that allows employees to attend an eligible institution and have in-state maintenance fees waived (see policy for details). Employees seeking to complete a degree or certificate program had the opportunity to speak to college representatives and discuss available programs and enrollment requirements. We hope employees continue to show interest in the Benefits Fair as Human Resources is dedicated to helping employees in all aspects of their employment.

Certified Administrative Prep Course

Human Resources is partnering with Chandra Alston, the Assistant Dean of Finance and Administration in the College of Allied Health Sciences, to offer a prep course on campus for the Certified Administrative Professional (CAP) exam. This 350-question exam is administered by the International Association of Administrative Professionals twice per year. Upon successful completion and passing of the exam, non-exempt employees (EEO code 41 & 42 (http://www.uthsc.edu/hrtraining/pdfs/cps-eligible.pdf) will be awarded a 9% increase in salary and will receive the CAP certification.

The purpose of this certification is to help administrative professionals become more knowledgeable and informed regarding best practices in the workplace and in the profession.

Recertification is required every five years. Please contact Monica Fleming (mflemin2@uthsc.edu, 448-7493) regarding eligibility, course registration and certification details.
Ask HR!

Q. I have accumulated sick leave and am a participant in the Sick Leave Bank. However, a co-worker is not. Can some of my sick leave days be donated to someone who needs extended leave due to an unforeseen need for surgery?

A. No. The only employees who can accept a donation of sick leave hours from another employee are employees who are members of the Sick Leave Bank. The donating member does not have to be a member of the bank. In addition, the employee must have used all accrued leave and all Sick Leave Bank donations before another employee can donate sick leave hours on their behalf. If you have more questions please see policy: Sick Leave Transfer Between University Employees.

Human Resource Staff

Jerry Hall .................................................. Director
Stacy Luckett ............................................ Employment Manager
Damon Davis ............................................. Compensation Manager
Debbie Jackson .......................................... Benefits Manager
Barbara Patton .......................................... Sr. Records Specialist
Darnita Brassel .......................................... Training Administrator
Phyllis Hubbard ........................................ Insurance Coordinator
Mario Hunt ............................................... Employment Recruiter
Renita Mattox .......................................... Sr. Benefits Specialist
O.C. Scott ............................................... Compensation Specialist I
Karen Weatherly ........................................ Sr. Benefits Specialist
Valvarie Jordan ......................................... Recruiter
Kristin Gragg .......................................... Benefits Specialist
Carolyn Denise Griffin ............................... Sr. Records Specialist
Alysia Wilkinson ................................. Administrative Secretary
Monica Fleming ......................................... Training Coordinator

Bereavement Leave Policy

Many employees need to be off for funeral or memorial services for family members. The UT policy gives the requirements for bereavement leave:

1. An employee who is absent during a regularly scheduled work week due to the death of a spouse, child or step-child, or parent or step-parent, may receive payment for reasonable and customary days absent, not to exceed five regularly scheduled work days for bereavement in conjunction with attending a funeral.

2. An employee who is absent for funeral and bereavement during a regularly scheduled work week due to the death of a grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law may receive payment for reasonable and customary days absent, not to exceed three regularly scheduled work days.

Visit the entire policy on the UT Systems Policy: Funeral and Bereavement Leave.

HR congratulates two HR staff members!

Kristin Gragg has been offered a position in the Pediatrics department as Administrative Services Assistant. She will be a great asset to her new department.

Renita Mattox, who currently works in Employment, was promoted to Sr. Benefits Specialist in the Benefits office.