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From the Director’s Desk

Welcome to our first edition of the HR Reporter for 2012. The HR Office (and we are sure your office also) has hit the ground running this year. With the initiation of “e-verify” AND TALEO the first weeks in January have started off with a flurry of activities. We are managing the electronic certification of every employee who is put on the payroll with assistance from the hiring individuals in each department. It is imperative that HR receive the I-9 of those individual’s hired within the department on the employee’s first day of hire (these will be primarily faculty, students and special pay employees). As the majority of “staff” positions are offered and secured through the HR Office, that segment is covered.

Another “new roll out” is the Electronic Applicant Tracking System (TALEO). We are currently using this system and are working out the “bugs” that we have found during the first couple of weeks. We have offered classes to UTHSC employees who will be working with TALEO and will be happy to provide further assistance as needed. Please contact our office at 8-5600 with regard to any questions you may have.

We certainly wish a happy start to the new year for all of our employees and look forward to providing continued services to the UTHSC community.

Jerry S. Hall
Director – Human Resources

JCRS members...You’ve got mail!

The UT Systems Retirement Office in Knoxville forwarded letters to all Joint Contributory Retirement (JCRS) plan members in the month of January. This letter reviews what JCRS members need to know regarding their benefit. JCRS members are faculty and staff who were enrolled in the ORP program prior to July 1, 1977. If you are a JCRS member, this letter is extremely important! If you have questions regarding the information in this letter, please contact the UT Systems Retirement office at the number listed on your letter.
Health Insurance Cards

All medical plan members will receive a new ID card from health insurance vendors for 2012. Please DISCARD old cards. The coverage effective date on the new card will be different for new and existing members. For existing members who joined the plan this time last year, the effective date will be 1/1/11. If members are having trouble determining which card is new, there are two differences to help distinguish the new cards:

* The convenience/urgent care co-pay has changed from $50 to $30 in the Partnership PPO and from $55 to $35 in the Standard PPO.

* The new EAP contact information is listed on the back of the card.

All members should have receive new ID cards and welcome packets. If additional cards or packets are needed, BlueCross BlueShield members may request additional cards and packets at 1-800-558-6213 or login to Blue Access at www.bcbs.com/secure/members/. CIGNA members may call customer service at 1-800-997-1617 or log onto: www.cigna.com/.

Dental Insurance Cards

Assurant and Delta Dental will not send out new insurance cards for 2012 to current members or to a member who re-enrolled under the same group number, after being inactive. Members can request ID cards through Delta’s automated line (800-223-3104) or print them online using the Consumer Toolkit at www.deltadentaltn.com. To request Assurant dental cards call 1-800-443-2995 or print them using Online Advantage at www.assurantemployeebenefits.com/wps/portal.

Pharmacy Cards

Caremark CVS will not send out pharmacy ID cards this year for existing members. Only new members with an effective date of 1/1/12 will receive an ID card and booklet. To request pharmacy cards, call 1-877-522-8679.

2012 Partnership Promise

Health screenings and questionnaires are not required to fulfill the Partnership Promise commitment in 2012. The 2012 Partnership PPO requirements are simple:

1. Participate in health coaching if an opportunity to improve your health is identified by the Partners for Health wellness staff. When a health coach calls, the member’s caller ID should display either 1-888-741-3390 or ParTNers for Health.

2. Keep address, phone number, and email current with employer.

Additional information about the Partnership Promise can be found at: www.partnersforhealthtn.gov/default.aspx.
Training Advisory Committee Created

In an effort to promote training and development opportunities to Health Science Center employees and to support policy HR0128, the HR Training Department received approval to form the Training Advisory Committee (TAC). The initial purpose of the TAC is to:

- Investigate training needs on campus;
- Collectively promote and market training opportunities to employees;
- Identify ways to leverage resources in order to maximize training for employees; and
- Develop and propose annual training initiatives for employees on campus and at remote sites.

Learn more about the work of the TAC under Training News on the training homepage.

Meeting the demand...Star Achievement returns!

The training department is pleased about the return of the Star Achievement program. In existence since 2007, this program has had over 90 graduates of levels 1 and 2 of the program. This year, level 3 of Star Achievement will be offered! The program will be facilitated by Monica Fleming, Training Coordinator and Star Achievement graduate. Learn more about the program, dates, and potential grants from the Career Development Fund at the Star Achievement webpage.
The Training and Professional Development Expo is designed to showcase various types of training opportunities on campus. The expo will feature displays from 11 departments with information ranging from financial fitness to personal fitness; and library services to policy compliance and more. The expo will also promote benefits that support professional development like the Employee Computer Purchase Program and Educational Assistance. A representative from the UT Knoxville Computer Store will be on hand to discuss and display the types of hardware, software, and other technology available. The HR department will have information about educational assistance benefit and the colleges and universities employees may attend.

Be sure to stay abreast of new training initiatives under the Training News heading on the training homepage.

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Performance Evaluations

During the months of January through March, all employees should have a performance evaluation. In 2011 Human Resources received 100% employee evaluations compared to approximately 70% the previous year. The goal is to continue this trend by receiving 100% of the evaluations this year. If you are new to this process or want to become more familiar with the process and what is expected from both supervisor and employee, you are encouraged to attend one of the Performance Evaluation training sessions.

The remaining classes are on the following dates and times:
- Supervisors Only– February 22, 9:30-11am
- Employees– March 19, 2:00-3:30 pm

Register via the Training Calendar

If you are unable to attend one of these sessions and have questions regarding this process please visit: [https://uthsc.edu/hr/performance_evaluations.php](https://uthsc.edu/hr/performance_evaluations.php) for information or contact Human Resources at 448-5600
The Sick Leave Bank provides Income Protection

The Sick Leave Bank Open Enrollment is fast approaching. The Benefits office is reaching out to employees early this year! Now is the time to assess if you will have the required 48 hours of accumulated sick leave to join the bank. The goal is to have our sick leave bank membership **double in 2012**! Currently, less than half of UTHSC employees participate in this benefit and it is imperative to have a growing membership to continue providing this great benefit.

All eligible employees are encouraged to enroll as a way to protect their income in the event of an unplanned illness or injury. Financial responsibilities do not stop when our income does. A stress free recovery means a faster recovery!

Joining the Sick Leave Bank is a smart financial choice and only costs a one time donation of 24 hours of your accumulated sick leave. The Open Enrollment period begins on April 1st and ends June 30th. Watch for notifications for the Sick Leave Bank Kick-off event in April. Employees who are interested in becoming a member, can visit the HR Benefits website at: [http://www.uthsc.edu/hr/Benefits/sick.htm](http://www.uthsc.edu/hr/Benefits/sick.htm) or contact the Benefits office at 448-8481 for additional information. Training classes will be offered during the Open Enrollment period. Register via the: [Training Calendar](http://www.uthsc.edu/hr/Benefits/sick.htm).

**For A Great Cause!**

UTHSC Human Resources Recruiter, Val Jordan recently participated in a marathon supporting St. Jude Children’s Hospital. The 26.2 mile marathon took place on Dec. 13, 2011. The 2,800 participants were routed through the Fairgrounds and downtown Memphis. Val, completed the marathon with a combination of running and walking finishing in an admirable 2,340th place. Val’s reaction to placing 2,340th place, “I left 460 people behind me- glad I wasn’t last!”