Greetings from Human Resources!!! As we approach the springtime of the year that means the Sick Leave Bank (April 1, 2012 – June 30, 2012) open enrollment is before us. This is the only time of the year that you are eligible to join and take advantage of this wonderful program. For enrollment qualifications, please refer to the article on page 2.

The Human Resources office is giving away a Sick Leave Bank t-shirt to all new 2012 enrollees. Both t-shirts and sizes are limited and will be given away on a first come first serve basis.

All new members will be contacted by the Benefits office when verification of eligibility has been confirmed. Instructions will be given on t-shirt distribution at that time.

Did you know that Human Resources has created a way for you to conveniently ask questions or make recommendations any time of day? We have a drop box located on our HR homepage to receive your questions or recommendations about employment, compensation, benefits, insurance, training or any other areas you feel we might be helpful.

The new suggestion box is another way we are gathering feedback on our level of service in the University community. It’s part of our effort to continuously improve our ability to support our departments and achieve our vision of shared governance.

We want to make sure that working at the University of Tennessee Health Science Center is a unique and enriching experience. Your opinion and suggestions matter and we want to hear from you. Please visit our website at http://www.uthsc.edu/hr/employment/faqs.php or email us at hr@uthsc.edu, with your questions, comments or recommendations.
Extra! Extra! Read All About It!

Calling all Faculty and Staff.....Join the Sick Leave Bank Today!

Are you one who has been fortunate enough to have a large amount of sick leave? If your answer is “yes,” please read closely. The UTHSC Sick Leave Bank (SLB) needs you!

We have employees who use the SLB during a time when they have become ill and unable to work for weeks at a time. Once an employee has exhausted all of their accrued leave, employees who are members of the SLB are able to request sick leave hours and may receive a regular paycheck for up to 90 days!

The increase in requests from bank members makes new memberships a critical part in maintaining a healthy bank. That is where you come in! There are employees who need your help in their time of need. One way you can help is to become a member of the bank and donate 24 hours of your own sick leave.

There have been several occasions when employees call to find out if they could donate their sick leave to someone who may need it. Most times the calls come from faculty or staff who are retiring in the near future. They have been fortunate enough to accrue hundreds, if not thousands of sick leave hours and ask if the hours could be given to other employee or donated to the bank. Unfortunately, there are only two ways to give unused sick leave to other employees. The first way is easy, “Join the Sick Leave Bank!” The second option is donating some of your accrued leave to a member of the bank who has exhausted all of their accrued leave as well as the maximum hours from the bank.

How do you enroll? It’s quite simple to do and only takes a few minutes. First, you must make sure that you will have 48 hours of sick leave as of June 30th. You must have 48 hours but will only donate 24 hours to the bank. Next, go to the HR website and print your enrollment form: Sick Leave Bank enrollment form. Forms must be faxed, mailed or dropped off to the Benefits office by June 30, 2012. All new members can expect to have the hours deducted by the end of July. Sr. Benefits Specialist, Renita Mattox will conduct training classes on the SLB for interested employees. Classes are scheduled for May 9th and June 28th. Register for the classes via the Training Calendar. If you have any questions, please contact the benefits office at 448-8481 or visit the SLB information on the HR website.

Renita Mattox, Sr. Benefits Specialist explains the Sick Leave Bank to inquiring employees.
On Wednesday, April 25, 2012, UTHSC celebrated Administrative Professionals Day with nearly 200 employees in the SAC Dining Hall. The luncheon for administrative support employees was held from 11:30-1:00 and included a keynote speaker and acknowledgment of all Certified Administrative Professionals (CAP).

The theme this year was “The Pulse of the Office,” emphasizing the impact of the contributions of administrative employees on the ever-evolving office environment. This year marks the 60th Anniversary of Administrative Professionals Day and Week, which began in 1952 as Professional Secretaries Day/Week. This week is one of the largest workplace observances outside of employee birthdays and major holidays and is celebrated worldwide.

At the Health Science Center luncheon, Pam Houston served as the keynote speaker. She emphasized the importance of utilizing what UT has to offer and capitalizing on opportunities to advance in education, training and the profession. Ms. Houston, Director for Special Events, Community Affairs and Student Life, began her administrative journey over 10 years ago as an Administrative Secretary. She quickly learned how to advance to positions with more responsibility, which led her to her current directorship. She is currently working on her Master’s degree at the University of Memphis and is an exemplary example of self-motivation, perseverance, and persistence.
For those employees who are enrolled in the Partnership PPO insurance plan, listen up! Unlike the previous year, your partnership pledge for 2012 does not involve any screenings, or health questionnaires. All partnership PPO members are only asked to do the following to fulfill your commitment to the 2012 Partnership Promise:

1. Make sure your address, phone number, and email address are accurate.
2. Participate in health coaching if an opportunity is identified.
3. Answer or return any calls from the Partnership coaching team.

If any of the above requirements are not met you are risking your Partnership membership for 2013. If you need to update your personal information, please contact the Payroll department. They will advise you on how to make sure your contact information is updated in IRIS. All other questions can be directed to the Insurance staff at 448-5577 or 448-4876.

Compensation Manager, Damon Davis reports 100% participation in Performance Evaluations for the year 2011. This means all departments at UTHSC have submitted evaluations for all employees in their area.

The goal was set last year by the Administration to obtain 100% participation from all departments on campus and it is great to have met the same goal a year later. Mr. Davis is appreciative to all supervisors who made the effort to ensure evaluations were submitted to the Human Resource office.

 Evaluations is a vital part of any employee’s employment. It allows the employee and supervisor the opportunity to discuss the previous years accomplishments and goals for the upcoming year. It also allows employees and supervisors to find solutions to any performance issues that may need addressing. Let’s keep the momentum going and have perfect return for 2012!

Educational Assistance Reminders!

All employees who are considering returning to school or are currently enrolled in an eligible institution, please keep in mind these important facts when using the PC191 or UTHSC Fee Waivers:

- UT will pay maintenance fees only!
- Any additional charges such as online, activity, lab fees, etc. are the employee’s responsibility.
- If you make changes to your classes after you have submitted your forms to HR, please contact benefits regarding any changes.
- You will be billed for any classes if you fail, withdraw from or if you resign from UT prior to the semester ends.

Take advantage of information sessions for using these forms on: May 31, and August 1. Register via the Training Calendar.
Upcoming Benefits Training

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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
Demetriiss Gilliam..........Benefits Specialist
Carolyn Denise Griffin....Sr. Records Specialist
Alysia Wilkinson ............Administrative Secretary
Monica Fleming .............Training Coordinator
Jamie Faber ................Personnel Services Asst.
Robyn Nash..................Admin. Support Asst.

ASK HR!

Q: One of my employees has not performed as well as I expected prior to hiring them. I would like to keep them but not sure what I can do to help them do a better job.

A: “What’s New in Benefits & Compensation” gives this advice: Many supervisors have experienced this exact issue. Here are a few things you can do that may help find the underlying cause of low performance:

1. Are expectations clear?
The number one reason why employees perform poorly is because they don’t know exactly what’s expected of them. If employees aren’t clear on their expectations, they can’t prioritize.

2. Is your feedback timely?
When employees don’t get timely feedback, it’s easy for them to fall into bad habits. And once those bad habits become second nature, it’s extremely difficult to break them. To avoid this, try to give clear feedback as soon as a task is complete.

3. Is more training necessary?
Even if an employee is an extremely talented worker, he or she may need some extra training or mentoring on the specifics of the position.

4. Are there mixed signals?
Sometimes employees get different messages about what’s important.
For example: An employee may hear from one source that productivity is more important than anything, and quality trumps everything from someone else. Be sure they’re getting the right info.