Over the years, Life Planning Seminars have been a big hit on campus. The office of Human Resources is in the process of planning another successful seminar. This year the Life Planning Seminar is tentatively scheduled for May 22-23. During this day and a half session, you will be able to attend various classes on multiple subjects regarding retirement. Some of the classes available will be:

- Wills and Estates
- Tax Sheltered Annuities
- Social Security
- Financial Planning
- TCRS, JCRS
- ORP

You will be able to register for the Life Planning Seminar through the HR128 site at: http://www.utmem.edu/hrtraining/. Employees in attendance will receive HR128 credit.

In addition, during this time the individual retirement companies that make up the Optional Retirement Plan (ORP) will also conduct sessions to help employees plan for retirement. The information regarding these sessions will be on the HR128 site and a detailed email will be sent giving more information.

The Life Planning Seminar is tentatively scheduled for May 22-23.

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HR MISSION STATEMENT

We support the development of UT Health Science Center (UTHSC) human resources and work culture. We believe that a diverse, respectful environment allows our human potential to flourish and grow. Our commitment is to advance UTHSC’s strategic mission of excellence in teaching, research, clinical care and service to the community through support of our creative and dynamic human talent.

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ADMINISTRATIVE PROFESSIONALS’ CERTIFICATIONS

The office of Human Resources will offer two certification programs for administrative professionals in 2007. The Certified Professional Secretary (CPS) Certification Exam Preparation course and Star Achievement Certification.

The Certified Professional Secretary (CPS) Certification is a mark of excellence that you carry with you everywhere you go. The Professional certification shows employers, clients and associates that you are committed as a professional.

Administrative professionals that successfully pass the three-part examination will receive their CPS designation and a 9% pay increase. To read more about the CPS certification and to register for classes, link to https://www.utmem.edu/hrtraining/cps.html. The Star Achievement Certification focuses on the philosophy that it takes a combination of skills, attitude, teamwork and strategies to stay on the cutting edge.

“Every person [has] the potential to be a star performer at work. Star performers are professionals who continually seek ways of doing things, create better techniques to improve their performance, and realize that they are on a journey that never ends. They know that who they are today is not all they are capable of becoming”—developer Joan Burge.

This certification builds on the skill, attitude, teamwork and strategy fundamentals that result in increased productivity and job satisfaction among office professionals. To read more about the Star Achievement Certification and to register for classes, link to: https://www.utmem.edu/hrtraining/star.html.
THE SICK LEAVE BANK OPEN ENROLLMENT

The Sick Leave Bank is a benefit that can provide emergency sick leave to member employees who have suffered disability due to an unplanned personal illness, injury, or quarantine and who have exhausted their compensatory time, personal, sick and annual leave balances.

Open enrollment is held each year from April 1 – June 30th. Membership criteria includes:

⇒ Regular full-time or part-time employment status
⇒ Minimum balance of 48 hours sick leave by June 30, 2007
⇒ Agreement to a one-time donation of 24 hours to the sick leave bank

More information about this benefit can be found on the HR website at: http://www.utmem.edu/hr or by attending HR 128 seminars this spring. The sick leave bank can be a welcomed benefit in times of unexpected personal illness or injury.

THE TEMP POOL HELPS FILL POSITIONS

The Temporary Help Pool (THP) is a full service-staffing agency exclusively working for the UTHSC. The Temp Pool’s mission is to provide qualified temporary help to internal customers in the most cost effective way. HR is dedicated to the Health Science Center and specialize in filling your temporary staffing needs. We are highly selective in screening applicants, checking references and interviewing candidates. When appropriate, we will obtain criminal background reports on applicants and determine suitability for placement. Our goals reflect those of the Campus as a whole because we are part of the University and work with you as part of your team.

Any interested applicants for the Temporary Help Pool, can complete an application in the Human Resources Office Mon– Fri. 8 am-4:30 pm. Applicants can also apply via our website at: https://www.utmem.edu/hr or contact HR at 448-5600 to have an application mailed to their home.

“The Temp Pool's mission is to provide qualified temporary help to internal customers in the most cost effective way.”

STAFF POSITIONS BEING EVALUATED

The University of Tennessee Compensation Committee is currently evaluating all staff exempt and non-exempt positions at the UTHSC. These evaluations began June 2006 and will be completed this spring. Results will be reviewed and approved by Vice Chancellors, Deans, Dept. Heads and Business Managers before campus wide distribution.

Don’t Forget!
Performance Evaluations are due in HR March 30th!
“Unlocking Your Potential”
2007 Administrative Professionals Conference
UT Health Science Center

"2007 Administrative Professionals Conference is coming soon! April 24th administrative professionals from across the Health Science Center will gather for this third annual event. This year's theme is "Unlocking Your Potential" and will provide an opportunity for both professional and personal development for all who attend. Registration materials and additional information will be available in March on the OED website.

If you have any questions, please do not hesitate to contact our office at 448-2112.

EXEMPT STAFF COUNCIL (ESC) AND EMPLOYEE RELATIONS COMMITTEES (ERC)

In the month of December the campus elected a new Exempt Staff Council and Employee Relations Committee. The two groups terms are from January 2007-January 2009. Here are your new committee members:

**Exempt Staff Council:** Margaret Ayers, Mark Bozicevich, Shelia Cooper, Rebecca Ennis, Corliss Finlay, Wanda McDonald, Linda Mills, Elise Moore, Josephine Myrick, Reginald Porter, Linda Henley Risby, Rick Sipes, Marvin Veasey, Richard Washington

**Employee Relations Committee:** Emma Anderson, Lisa Anderson-Houston, Faith Barcroft, Brian Batts, Angela Brooks, Lisa Bronte, Rodriguez Brown, Keasha Campbell, Angela Cody, Jayne Collins, Joycelyn Gray, Jane Hall, Pam Houston, Ronald Johnson, Jonicia Mabry, Creshunda Phillips, Ramona Pierce, Vinette Quinn, Carole Rhodes, Debra Riley, Bernet Rogers, Carolyn Smith, Beverly Splunge, Jimmy Trotter, Stanley Tyler, Donna Valenski, Tammy Vaughn, Netia Watson, Karen Weatherly

FOR MORE INFORMATION ABOUT THE ERC/ESC, PLEASE VISIT: [http://www.utmem.edu/oed/emprelations/ero.htm](http://www.utmem.edu/oed/emprelations/ero.htm) OR CALL OED AT 448-2112.

CHANCELLOR’S BREAKFAST CHAT

Quarterly, 25 staff exempt and 25 staff non-exempt employees are randomly selected to attend the Chancellor’s Breakfast Chat held in the Student Alumni Center from 8 am—9:30 am. The chats are designed to give employees an opportunity to freely ask questions and have frank discussions about concerns related to the work environment.

If you are one of the selected, you are encouraged to attend, as you play a vital role in achieving the UT Health Science Center’s mission. It is also important for the Chancellor to hear your concerns. Should you have additional questions, please contact Cynthia Tooley or Michael Alston at 8-2112.

Upcoming Chat dates: April 4, July 18, October 3

March is EAP Awareness Month! Please go to [http://www.utmem.edu/oed/EAP/](http://www.utmem.edu/oed/EAP/) for upcoming events and activities!
**ASK HR!**

Do you have a general HR question or problem in your department or work area? Ask HR! Simply submit your question or problem anonymously online or fax your question directly to 448-7497 attn: HR Reporter, and look out for the answer in an upcoming Newsletter! Send your email to: hr@utmem.edu

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**BEFORE YOU GO!**

If during your career with UTHSC you choose to look for employment elsewhere, we want to know why. Campus Administration along with Human Resources have created an “Exit Interview Attitude Survey.” This survey consists of a short questionnaire regarding work conditions, management, salary, career opportunities, etc. The survey allows employees to voice their honest opinion about their experiences while working at UTHSC. This information will be compiled and used to improve management and operations.

All terminating employees will be given instructions on how to complete the Survey at the time of their clearance with HR. The survey is optional and can be found on the HR website at: https://www.utmem.edu/hr/records. The survey can be submitted anonymously.

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**For Your Information**

The Human Resources office staff has changed a bit!

We would like to take this opportunity to introduce the new staff and reintroduce you to familiar staff members.

- **Interim Director**…Jerry Hall
- **Team Leader – Employment** …Stacy Luckett
- **Team Leader – Benefits/Training** …Chandra Alston
- **Compensation** …Damon Davis
- **Employment Recruiters** …Darlene Fredericks Valvarie Jordan
- **Records** …Carolyn Griffin Mae Ree Jackson
- **Insurance Coordinator** …Debbie Jackson
- **Insurance/Workers Compensation** …Karen Weatherly
- **Retirement/Educational Asst** …Sue Scales
- **Benefits Coordinator** …Darnita Brassell
- **Administrative Services Asst** …Dewayne McCray
- **Sr. Employment Clerk** …Carole Rhodes
- **Sr. Secretary** …Stephanie Sherman
- **Administrative Services Asst** …Edmond Blake

HR Newsletter Staff: Chandra Alston, Darnita Brassel, Damon Davis, Darlene Fredericks, Debbie Jackson, Mae Ree Jackson, Tiffany Trice, Karen Weatherly