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2012 HR Year in Review

The Human Resources department had a full and eventful 2012. Outside of the daily interviews, new hire orientations, providing top-notch training and other HR responsibilities, there were major projects and changes to some HR functions and new processes implemented in 2012. A few of the major projects and new processes were:

- Roll out of the new Taleo applicant tracking system
- Implementation of E-verify for new employees background verification
- Adjusting the minimum starting salary for all full-time positions to $9.07 per hour.
- Implementation of a new career ladder and career path program for Campus Police
- Introduction of the Edison system and online insurance enrollment during the 2012 Open Enrollment period.

With the new year upon us, HR is dedicated to continuing to provide service to the UTHSC campus. Our goal is to continue supporting the university’s strategic plan and support all UTHSC faculty and staff with any HR issues. Happy Holidays from your HR staff!

Automatic pre-tax of Insurance Premiums

The State of Tennessee has always provided the option for employees to elect to have their medical and dental premiums deducted pre-tax (deducted from gross pay) or deducted post-tax (deducted from net pay). Beginning in December 2012, all medical, dental and vision plans will automatically be deducted as pre-tax deductions. Most employees will not notice any changes during this transition as less than 1% of UTHSC employees opt-out of the pre-tax option. This will be an automatic change and no paperwork is required.
New coverage begins January 2013

The 2012 Annual Enrollment Transfer Period (AETP) ended November 1, 2012. New premium rates will be deducted in the December payroll, and changes in coverage shall become effective January 1, 2013. Participants must remain enrolled in their selected options until the next AETP, unless a life changing event occurs.

Benefits Administration will be extremely busy during the next couple of months keying adjustments and corrections in the Edison system and preparing for the new year. Insurance cards will be mailed in mid-December, just in time for the January 1, 2013 coverage begin dates. Please discard old insurance cards and begin using the new cards in January. If new cards are not issued to you by January, contact your insurance carrier to request new cards. For other enrollment issues or questions, you can contact the Benefits office at 448-5577 or 448-4876 or the Benefits Administration at 1-800-253-9981.

Recruiting Top Talent

The office of Human Resources has been working really hard to recruit talented, innovative, and energetic new employees to our workforce. Our employment team believes in our simple philosophy for recruiting, which is, “we work everyday to attract, hire and retain the best workforce.“ We do not look for good, we’re not impressed by great, we are in search of excellence!” says Stacy Luckett, Employment Team Leader.

Aside from leveraging our position in the global marketplace via internet based advertising, we are also putting boots on the ground to live our recruitment mantra. We are in search of talent from every walk of life; evidenced in our attendance at numerous job fairs throughout the year.

Over the past few months, we have attended job fairs hosted by Christian Brothers University, Tennessee State University, The University of Memphis, Joblinc, MTSU and countless other events with the Tennessee Department of Veterans Affairs. We are especially proud to partner with the veterans who are returning home from serving our community so admirably. We are interested in creating a diverse work culture where our values for excellence are shared. It is our opinion that this endeavor is realized through the attraction and retention of a talented workforce.
The beginning of each year is often a time of reflection over the previous year’s challenges and accomplishments, along with a resolve to “do things differently”. January 1st is a new, clean slate upon which we are able to make another attempt at creating the life that we want. Sometimes these efforts are random and lack consistency. And so, by February, if we’re lucky, all those new resolutions are a memory as we succumb to the habits of years past.

While this is a sobering truth for some of us, there is hope for increased professional and personal effectiveness and productivity. The UT Health Science Center Training Department is pleased to offer two FranklinCovey programs that can assist participants in achieving the level of effectiveness and productivity that results in a deep sense of satisfaction in one’s professional and personal life.

*The 7 Habits of Highly Effective People* is focused upon achieving effectiveness in self-leadership, also known as the private victory of habits 1 through 3. The program progresses to the place of interdependence and the public victory of habits 4 through 6 which is effectiveness in how we engage others. Finally, these six habits are encircled by habit 7, *Sharpen the Saw*. This is the habit of regular renewal.

In October of 2012, a group of faculty and staff from the UT Space Institute and UT Chattanooga had an opportunity to experience *The 7 Habits* first hand. Positive feedback for the program included the following comments.

“It provides a priceless, well-organized tool to help transform a person for the better.”

“This program was so enlightening and so inspirational. Every person, whether a manager or not, can benefit from the program.”

“(It had) usefulness for me. (I have the) ability to integrate it into my life, both personal and professional.”

“(There are) many similar courses that are mostly fluff, but this has substance that is applicable.”

“Class was very interesting with many opportunities to put the teaching into action.”

When the principles are practiced consistently, individuals will experience a significant increase in overall and work/life balance.

Visit [http://www.franklincovey.com/tc/solutions/the-7-habits-solutions](http://www.franklincovey.com/tc/solutions/the-7-habits-solutions) to view a video overview of the program and a preview of “Greatness in Action.”
The 5 Choices of Extraordinary Productivity is the newest program offering from FranklinCovey. Launched in 2011 and dubbed as “Time Management for the 21st Century”, this program examines the challenges of the information age and the resulting pull on our brain and energy capacities. During the two days of training participants will learn to identify and prioritize their life roles and chose activities within each that will yield maximum results. This is complemented with strategies to enhance the Microsoft Outlook experience.

The Webster Online Dictionary defines effectiveness as producing a decided, decisive, or desired effect (intent). Productivity, on the other hand, is defined as yielding results, benefits, or profits. Effectiveness as addressed in the 7 Habits program deals with self-leadership and trust-worthy engagement with others. Productivity in the 5 Choices program focuses upon the practices that will yield results and benefits from our daily choices and actions.

Visit the links below to learn more about The 5 Choices of Extraordinary Productivity.
Program Overview – [http://the5choices.com/overview](http://the5choices.com/overview)
Introduction of the 5 Choices – [http://the5choices.com/5_choices](http://the5choices.com/5_choices)
Buried Alive – [http://the5choices.com/buried_alive](http://the5choices.com/buried_alive)

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Class Schedule and Registration Information

Contact Darnita Brassel at dbrassel@uthsc.edu or at (901) 448-2784 to register or for more information.

The 7 Habits of Highly Effective People

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The 5 Choices of Extraordinary Productivity

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Q: I am leaving the university in good standing. I had a quick question that I hope you might be able to answer. Will I be able to move my retirement or will it have to stay put until I retire?

A: The answer depends on which retirement plan you are participating in. If you are a member of the Tennessee Consolidated Retirement System (TCRS), you are unable to begin your benefit until you reach retirement eligibility. Therefore unable to move any funds from that plan.

If you are a member of the Optional Retirement Program (ORP), you are able to withdraw or rollover those funds when you terminate. You will have to contact your ORP company to begin that process.

Refer to the following links for further details:

TCRS:  
http://treasury.tn.gov/tcrs/PDFs/state_intro.pdf

ORP:  
http://treasury.tn.gov/orp/orp/Intro.html

Congratulations to Barbara Patton, Administrative Specialist for being a finalist for the 2012 Lichterman Award and Monica Fleming, Training Coordinator, for being a finalist for the 2012 Chancellor Exempt Staff Award!

You are winners in HR!

Human Resources 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.................................Employee Recruiter
Renita Mattox..............................Sr. Benefits Specialist
O.C. Scott.................................Compensation Analyst
Karen Weatherly..........................Sr. Benefits Specialist
Valvarie Jordan............................Employee Recruiter
Demetriss Gilliam........................Benefits Specialist
Carolyn Denise Griffin..............Sr. Records Specialist
Alysia Wilkinson ......................Administrative Secretary
Monica Fleming ......................Training Coordinator
Jamie Faber ................Personnel Services Asst.

Appreciate everything your associates do for the business. Nothing else can quite substitute for a few well-chosen, well-timed, sincere words of praise. They're absolutely free and worth a fortune.

Sam Walton