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Greetings Campus Colleagues!
As of July 1, 2013, I have been serving as Interim HR Director. In the past six month, Human Resources has experienced, a host of changes that range from personnel changes to policy changes. In the midst of all the changes, the search for an Associate Vice Chancellor for Human Resources and Director of the West Regional Service Center is underway.

HR will continue to move forward as we search for a permanent leader. This includes working to increase service levels in the area of responsiveness, attending to department workforce needs, communicating changes in a timely, comprehensive manner and partnering with departments to gain more efficient processes. Here are a few accomplishments over the past few months: Service Awards programs for 5 through 50 year employees, ERC/ESC nominations and elections, and implementation of the Compensation Training for Supervisors. HR has continued to focus on recruiting and retaining top talent, compensation issues and classification, benefits administration (retirement, FML and worker’s compensation) and training employees.

Serving the campus is our first priority and as we progress, we need your continued feedback. Please email hr@uthsc.edu with your comments and/or suggestions.

See Page 2!
There are several policy revisions that will affect part-time employees that are effective February 1, 2014. The policy changes are listed below, some with a brief explanation and link for more information. If you have any questions regarding how this will effect you, please contact your business manager or Human Resources.

**HR0305-Annual Leave:**
All regular employees hired on Feb. 1 and after must work 75 percent time or more to accrue annual leave.

The rate at which regular employees accrue annual leave and carry it forward from year to year will be in proportion to their planned working time in IRIS.

**HR03080-Sick Leave:** Effective Feb. 1, 2014
All regular employees hired on Feb. 1 and after must work 75 percent time or more, as is recorded in IRIS, to accrue sick leave.

The rate at which these employees accrue sick leave will be in proportion to their planned working time in IRIS.

**Additional policy changes:**

**HR0320 Administrative Closings, HR0350 Holidays, HR0373 Personal Leave, HR0340 Funeral and Bereavement Leave**
All regular part-time employees (both current and new hires) will be compensated for scheduled administrative closings, holidays, personal days and funeral and bereavement leave in proportion to their planned working time in IRIS.

**HR0105 Employment Status**
**HR0129 Performance Reviews for Regular Employees (effective 1/1/14)**
**HR0375 Retirement Plans**

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**Meeting the 2014 Partnership Promise STARTS NOW!**

If you are covered under the Partnership medical plan you must adhere to the Partnership Promise. Both you and your covered spouse (children are not subject to the promise) are required to do the following:

**Step 1:** Complete online Well-Being Assessment (WBA)..............Deadline March 15, 2014

**Step 2:** Complete your biometric health screening........................Deadline July 15, 2014

**Step 3:** Participate in selected programs (if identified)

**Step 4:** Update your contact information if it changes

**If you do not have access to a computer you have other options to complete the promise.**

Call 1-888-741-3390 for additional information.
The Human Resources office hosted 3 service award programs during the months of October, November and December. The ceremonies celebrated employees who achieved 5-50 years of service January 1, 2012 - June 30, 2013. The ceremonies were a time for employees to share their experiences and reflect on their time with UT. Many employees shared their special moment with family and friends as well as co-workers and supervisors. Special recognition was given to Dr. Abbas Kitabchi who has served UTHSC 45 years and Dr. Robert Wilroy who has served UTHSC for an astonishing 50 years! Congratulations to each employee who participated in these celebratory events!

Dr. Abbas Kitabchi recognized for 45 years of service

Dr. Robert Wilroy is congratulated for 50 years of service

10, 15 and 20 year employees

Employees enjoy time with co-workers
Compensation Training For Supervisors Continues

If you have not attended the Compensation Training for Supervisors, you still have time! The mandatory training will continue through March 2014. The goal of the training is to help supervisors expand their knowledge of compensation processes and how to address compensation matters within their individual departments. Additionally, the training prepares supervisors for the Performance Evaluation period which begins January 2014. All performance evaluations are due in HR by **March 31, 2014**!

Registration should be done via the training calendar. All attendees will receive 3 hours of HR128 credit.

Human Resources Gives Back

Before leaving for the holiday break the HR staff celebrated with the usual holiday party, but this year the team also celebrated with a purpose. Not only did the team enjoy great food, fun and laughter, the staff took time to prepare holiday cards and small gifts for a family in need of a little holiday cheer!

A local Memphis family recently lost a child to cancer while being treated at St. Jude. Darnita Brassel who found out about the family told the team about the story of this special family and came up with the idea.

During the party, staff members created their own unique greeting cards and put gift bags together for the family. We hope the Lyons family enjoyed receiving the heartfelt gifts and had a wonderful holiday and have an even brighter new year!
HR stars on the move!

Human Resources is sad to see two of its stars move on. Thanks for your dedication and hard work while in HR and we are sure you will shine even brighter in your new departments!

**Jamie Gilbreath**, Personnel Services Assistant has accepted a position in the SASS as the Administrative Coordinator. Jamie begins her new position December 16th.

**Monica Fleming**, Training Coordinator will begin working as the new Associate Director of Alumni Affairs. Her first day with the Alumni Affairs office will be January 13th.

Both are looking forward to beginning new positions and meeting new and exciting challenges. HR wishes them both all the best!

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**Educational Assistance Reminders!**

When using the educational assistance benefit it is important that employees and supervisors follow a few tips to help the educational assistance process go smoothly:

- Use the updated forms found on the HR website: [http://www.uthsc.edu/hr/benefits/educational_assistance.php](http://www.uthsc.edu/hr/benefits/educational_assistance.php)
- Discard any old educational forms
- Forms must be complete and signed by employee and departmental designee.
- Account numbers MUST be completed by the department prior to HR signature.
- Submit forms timely in order to avoid late fees from the selected institution.
- Contact the Benefits office with any questions!