



Dr. Chandra Alston  
Associate Vice Chancellor

Don't Delay...Start Now!



It's July of 2016....what have you been putting off this year as a personal or professional goal? Were you planning to go back to school, gain a certification, learn a new skill, or apply for another position? Are there obstacles preventing you from getting started or accomplishing your dreams?

Randy Pausch in his memoir, 'last lecture,' discusses overcoming obstacles with tenacity and a positive attitude. He uses the image of a brick wall to symbolize the obstacles that we face when we try to achieve our dreams. His own brick walls involved getting rejected from a graduate program, almost missing out on marrying his wife, and losing out on his chance to experience zero gravity with NASA. However, Randy believes that "brick walls are there for a reason" and are an opportunity for a person to be more creative with their approach to an obstacle. Alternatively, brick walls can challenge a person to decide how much s/he may want his/her goal.

On my six year doctoral journey that ended on June 10th with a successful dissertation defense meeting, I realized that perseverance is key. Children, grandchildren, work and life threw many complications my way. Thankfully, I am able to look back on all the trials and tribulations with great pride and relief.

Decide today to attack your goals with tenacity and creativity! Whatever your goals, don't delay any longer...get going!

Brittney Murray Joins the HR Team!



Brittney joined the UTHSC Human Resources Team on May 2, 2016. She operates in the role of Sr. Administrative Services Assistant, where she provides administrative support to Dr. Chandra Alston. Brittney is a proud alumna of the historic Tuskegee University where she received a B.S. in Finance. She discovered her interest in HR while working for Manpower as a Staffing Specialist in Birmingham, AL. Brittney is originally from Memphis, and is a graduate of White Station High school. She says, "I'm glad to be home and give back to the community that gave so much to me!"

**INSIDE THIS EDITION**

Message from the Associate Vice Chancellor of Human Resources

- Brittney Murray Joins HR
- *Update!* Worker's Compensation Penalties effective July 2016!
- Employee Relations Welcomes Jenna Fielding
- Benefits updates
- Annual Enrollment Period
- Edison ID's
- Benefits Welcomes Maya Joy
- Sick Leave Bank Open Enrollment
- HR Offices Change Locations!



## Employee Relations (E-Relations)



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The Worker's Compensation (WC) benefit provided to employees helps to cover costs for necessary treatment or medication due to an injury that occurs while an employee is performing their daily job duties. All employees who have an approved WC injury have the right to receive this benefit and should receive the necessary treatment or medication as soon as possible. To ensure the employee receives necessary treatment or medication in a timely manner, supervisors must respond as soon as possible, by following up with CorVel to give a supervisors report! ***On July 1, 2016, the State of Tennessee began levying a fine of \$1000.00 to departments. This fine is applicable each time a claim report is not completed by a UT supervisor within seven (7) calendar days following an employee's first call to CorVel to report any injury requiring medical treatment.***

If you are a supervisor, please make sure you review the information below when an employee informs you that they have experienced a work-related injury:

- All work related injuries must be reported to CorVel ***whether medical treatment is required or not.*** This will help the University identify any potential risks with "near misses."
- When an employee informs the CorVel triage nurse that no treatment is necessary, ***the report is closed and no further action is required.***

- When medical treatment is anticipated, the supervisor ***MUST*** call CorVel to establish the claim and allow an adjuster to be assigned to that employee. This call helps to facilitate further treatment, referrals to specialists, etc.
- ***If no call has been made within 7calendar days of the employees first call to CorVel the \$1,000 fine will be applied to the department.***
- In addition to the call, please complete and forward the [WC instructions and procedures form](#), [Report of On-The-Job Injury form](#) and [Initial Medical Checklist](#) to the Benefits office as soon as possible.

Currently, UT supervisors are doing a great job following up— Let's keep up the good work! The contact number and instructions can be found on our [website!](#) If you need additional information please contact the Employee Relations office at 901-448-8481.

## HR Welcomes Jenna Mednikow



Jenna serves as the Employee Relations Specialist for the Employee Relations department. She joined UTHSC in 2015 in the Office of Equity and Diversity. Within Human Resources, her primary duties involve FMLA, sick leave bank, and workers' compensation. She also assists with employee concerns and service award programs. Jenna holds a B.A. in Psychology and a B.S. in Biology from the University of Memphis and is a native of Memphis.

**2 WEEKS  
ONLY**

## Benefits Updates

### Annual Open Enrollment and Transfer Period for 2017

This year the **Annual Open Enrollment and Transfer Period (AETP) is set for October 3-14, 2016**. Unlike previous years, the AETP for 2017 is two weeks instead of four weeks! Materials and communication regarding any updates and changes for 2017 will be mailed directly to each employees home address! If you have changed addresses or plan to change addresses **YOU MUST** update your address with the Payroll department or by submitting a [Personal Data Form](#) to ensure you receive the AETP materials on time! If you do not update your address, you will miss important information that may impact you and your family's insurance cost and coverage in 2017. Do not assume all of your benefits will remain the same, as carriers and providers do change. The Benefits office will provide HR128 classes for AETP as well as send reminders via the Staff Digest to all staff and faculty regarding important updates on an as needed basis. However, all employees bear the responsibility of reading and understanding any insurance changes and taking any actions required by the deadline. Employees must carefully read the insurance guides, handbooks or brochures from the Benefits Administration or insurance carriers to make an informed decision for the 2017 calendar year.

### Edison ID's Mailed in mid-September

During Annual Enrollment & Transfer Period (AETP), employees who wish to make changes to medical or dental insurance must do so via the Edison system. To log onto the system, employees must have their Edison ID and password. Although Edison ID's are found on your Caremark Pharmacy cards, the Benefits Administration will mail Edison ID's and a temporary password during the month of September. During the AETP, once you log in, you will need to create a new password. In order to receive the information, your home address must be current! If you need to change your address, please do so via the Payroll office or by submitting a [Personal Data](#) form to Payroll.

### HR Benefits Welcomes Maya Joy!



Maya recently joined HR as the Benefits Specialist. Maya relocated to Memphis from Jackson, TN after graduating from Lambuth University with a Bachelor of Science degree in Sociology. Maya has over 4 years work experience involving commercial insurance and office assistance experience. She is the mother of two beautiful daughters and enjoys traveling, shopping and spending time with family and friends. Maya's primary responsibilities include educational assistance, educational assistance billing as well as administrative support for insurance and retirement.

## 85 Employees Join the Sick Leave Bank!

This year's sick leave bank open enrollment resulted in 85 new enrollees. July 1<sup>st</sup> is the official first day of membership for new enrollees. After your initial enrollment, you are a sick leave bank member for the entire course of your employment at UTHSC. Sick leave bank hours are available to any employee that suffers a serious health condition or injury. For more information, please visit the [Employee Relations webpage](#) or contact Jenna Mednikow at 448-8481.



## HR Offices Change Locations!

We've moved  
😊

The Human Resources office had a number of renovation projects during the last year. Now that those projects are complete, some of our offices have moved to new locations! The Employment and Records offices are now located on the 1st floor of the 910 Madison bldg. in Ste. WP012. HR Administration, Compensation, Benefits and Employee Relations offices are still located on the 7th floor of 910 Madison. The Employee Relations team is located in Ste. 764 while Benefits, Compensation, and HR Administration are all housed in Ste. 753.

## TEAM

**T** TOGETHER  
**E** EVERYONE  
**A** ACHIEVES  
**M** MORE

## HUMAN RESOURCES STAFF

### **Chandra Alston**

Associate Vice Chancellor

### **Damon Davis**

Compensation Manager

### **Debbie Jackson**

Benefits Manager

### **Kendy Kallaher**

Employee Relations Manager

### **Donna Lenoir**

Employment Manager

### **Brittney Murray**

Sr. Admin Services Asst.

### **Marian Harris**

Employee Relations Counselor

### **Phyllis Hubbard**

HR Consultant

### **Gina Curry**

Insurance Coordinator

### **Jenna Fielding Mednikow**

Employee Relations Specialist

### **Maya Joy**

Benefits Specialist

### **Demetriss Gilliam**

Compensation Specialist

### **Denise Griffin**

Sr. Records Specialist

### **Barbara Patton**

Admin. Specialist II

### **Chastity Pegues**

Admin. Support Asst.

### **Barica Horner**

Admin. Secretary