



Chandra Alston
HR Associate Vice Chancellor

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Chancellor Of Human Resources

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Where are you headed?
Determining the Pathway to Success

As we finalize the performance evaluation process this year, we each need to reflect on last year's performance. Did we do everything we set out to do? If not, why? As we enter into the second quarter of 2016, let's set goals that will provide ourselves with a clear direction for our efforts. According to Schienle (2007), goals have the following characteristics:

- 1 Are written down
- 2 Specify what steps need to be taken
- 3 Inspire action
- 4 Have a measurable outcome
- 5 Are agreed upon by employees and their supervisor
- 6 Are ambitious but realistic
- 7 Include a deadline



If you have not set your goals with your supervisor for 2016, do it today! Then start making progress towards your success.

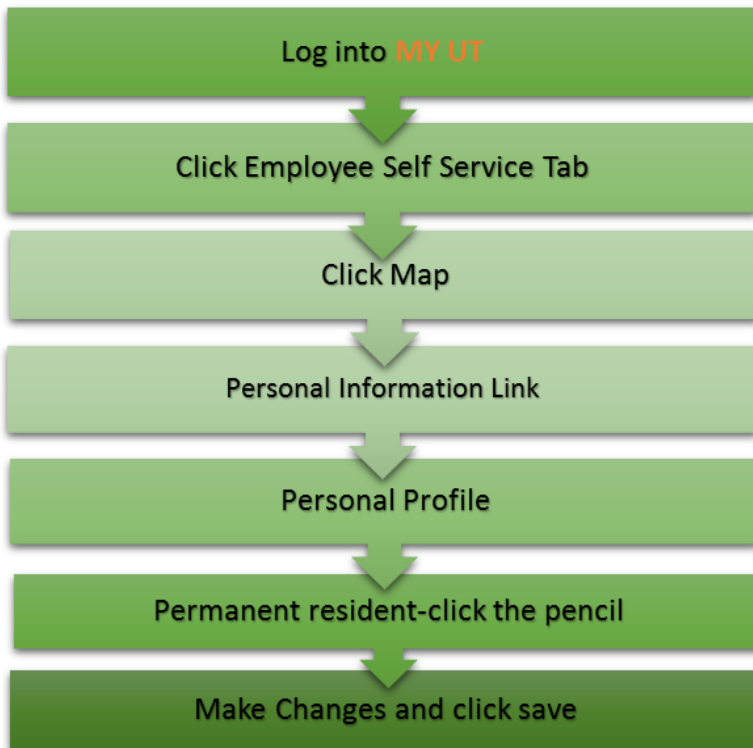
Reference: Shienle, K. (2007). *Achieving Goals: Define and surpass your high performance goals*. New York: HarperCollins.

**Performance Evaluations
Due March 31, 2016!!**



EMPLOYMENT UPDATES

Employment Self Service (ESS) is another way to access and change your personal data information in IRIS. Follow these instructions to access and review your information through ESS. Any changes you make are instantaneous!



Use the UT Vault Email Application!

The Employment/Records Team utilizes **UT Vault** during the on-boarding process of new employees. UT Vault is a secure email application that allows you to readily send large & confidential files quickly and securely. Uploaded and attached files are stored on the vault service in an encrypted data store. UT Vault is available to ALL current faculty, staff and students at the University of Tennessee. Non-UT users must first complete an External User Registration by entering a valid email address in order to access the UT Vault Email System. To access UT Vault application, go to: [https:// vault.utk.edu](https://vault.utk.edu). Please send your confidential information to HR through The Vault to our general email account: hr@uthsc.edu.

Minors on Campus Policy and Procedures

Summer is approaching and you may be thinking about hiring High School students to work in your department. Please review the Minors on Campus policy and procedures @ <http://www.uthsc.edu/hr/minors-on-campus-procedures/> before hiring a student. Contact Donna Lenoir in HR at dlenoir@uthsc.edu or 901-448-5599 if you have any questions.



Division of Claims to Implement
Worker's Compensation *Fines for Late Reporting!*

Only
5
Days

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! ***Beginning, July 1, 2016, the Division of Claims will be levying a fine of \$1000.00 to that department. This fine is applicable each time a claim report is not completed by a UT supervisor within five (5) business 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 5 business 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 Benefits office at 901-448-5577.

Know Your Benefits!

The Benefits Office is actively addressing the concerns of employees. Employees expressed the need for more transparency and information regarding health benefits. As a State of Tennessee institution, our benefits are decided for us by the State of Tennessee Insurance Committee. According to the State Plan Document, the committee is comprised of “by law of the Commissioner of Finance and Administration, the Commissioner of Commerce and Insurance, the Commissioner of Human Resources, the Treasurer, the Comptroller of the Treasury, a representative of the Tennessee State Employees Association (TSEA) and three state employee representatives.” These individuals are ultimately responsible for electing our plans and costs for our insurance plans.

When changes are made to our benefits, information is mailed to the employees home address. The Benefits office has been diligent in making sure it is communicated via Staff Digest, HR Reporter and other avenues. As a state employee, you must also be attentive to information sent to your home and your UT email. Help us help you by asking questions, going to our website and reading your email, especially before and during the Annual Open Enrollment Period! One way Benefits chose to help even more is by reaching out to our health plan carriers. Two sessions with BCBS and Cigna were held to allow employees access to their insurance company to ask questions and discover the many “unknown benefits” each plan has to offer. Please take advantage of these opportunities to remain in the “know!”

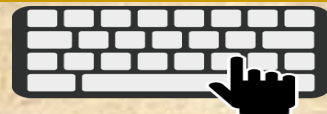


Employees listen to BCBS Account rep. Amy Jordan



Gina Curry and Cigna Account Rep. Sharon Tansil

Your Benefits Info is a Click Away!



[Click here for your Benefits info!](#)

[PERSONALIZED BENEFITS STATEMENT](#)

[TCRS ACCOUNT INFORMATION](#)

MYTCRS.TN.GOV

[NEED TO ENROLL OR UPDATE YOUR 401K/457?](#)

WWW.GWRS.COM

Employee Relations (E-Relations) Leadership Forums

Between January and June of 2015, the Exempt Staff Council (ESC) and the Employee Relations Council (ERC) reviewed the 2014 Workplace Dynamics Survey results, with a focus on improving the UTHSC work environment. Therefore, under the guidance of Chandra Alston, Associate Vice Chancellor of Human Resources, the committees were divided into three sub-groups (workgroups): Leadership, Employee Concerns and Engagement. These workgroups were led by Darnita Brassel (Engagement), Marian Harris (Employee Concerns) and Chandra Alston (Leadership), diligently addressing concerns presented in the 2014 Workplace Dynamics Survey. This groups collaboratively brainstormed ideas and recommendations that would help improve the work culture at UTHSC. On July of 2015, the committees enjoyed lunch with the Chancellor and Executive Vice Chancellor, while discussing their suggested recommendations for improvement. One of those recommendations were to Increase the Visibility of Leadership. Therefore, the suggestion was made to revive and recreate the old Chancellor’s Chat, which led to what is now called the Leadership Forum. The following is a brief description of the Leadership Forum:

As administration focuses on the mission and vision of The University of Tennessee Health Science Center (UTHSC), leadership wants employees to know that, their voice matters. Therefore, the Chancellors have begun a new initiative titled “Leadership Forum.” This will allow employees to engage Dr. Steve Schwab, Chancellor, and Dr. Ken Brown, Executive Vice Chancellor and COO, in open discussion, while enjoying breakfast and/or lunch. In 2016, the Leadership Forums will be held quarterly: January 13, 2016, March 9, 2016, May 3, 2016, July 13, 2016, September 7, 2016 and November 9, 2016. This will include visiting off-site campus locations. In this process both faculty and staff employees

will be randomly selected on a quarterly basis and notified via email. Supervisors are encouraged to permit full participation in this event unless mission critical. Please visit the [Leadership Forum](#) webpage for more information.

The concerns presented by each participant will be shared on the Leadership Forum webpage, with feedback on how the concern will be addressed/resolved. We will also send out a survey to all the participants and those comments will also be shared (if any) on the webpage. The dates for the upcoming 2016 Leadership Forums are as follow: **On Campus** - January 13, March 9, September 7, and November 9, 2016. **Off-Site**- Jackson TN, May 3, Chattanooga TN, June 9, 2016, Knoxville TN, July 13.

Employees share concerns with Administration





Dr. Lori Gonzalez

Success By Design



The **2016 Administrative Professionals' Luncheon** will be held on Wednesday, April 27, 2016 from 11:30 a.m. – 1:30 p.m. Registration will be held March 28th – April 15th. Visit the [APL homepage](#) for details.

This year's theme is ***Success By Design: Write Your Vision—Work Your Vision.***

The keynote speaker is Dr. Lori Gonzalez, Vice Chancellor of Academic, Faculty and Student Affairs.

Welcome Barica Horner to the Human Resources
Employment/Records Office



Barica Horner joined Human Resources-Employment/Records Team March 1, 2016 as the HR Administrative Secretary. Barica has over 15 years Administrative Support experience. If you are in the area, stop by our office at 910 Madison Ave. 1st floor and welcome her to the University!

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

Darnita Brassel

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Jacqueline Anderson

HR Consultant

Phyllis Hubbard

HR Consultant

Gina Curry

Insurance Coordinator

Renita Mattox

Sr. Benefits Specialist

Karen Weatherly

Sr. Benefits Specialist

Demetriss Gilliam

HR Assistant

Denise Griffin

Sr. Records Specialist

Barbara Patton

Admin. Specialist II

Chastity Pegues

Admin. Support Asst.

Barica Horner

Admin. Support Asst.