

What You Should Know About Proposed Changes to Federal Overtime Regulations

Information current as of April 15, 2016.

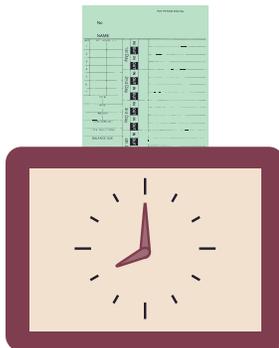
You may not be familiar with the Fair Labor Standards Act (FLSA) of 1938, but you've probably heard talk recently about an overhaul to that federal law that, if passed, would extend overtime pay to an estimated 5 million "exempt" employees across the country.

Simply put, the U.S. Department of Labor proposed in June 2015 that overtime pay be required for all employees paid less than \$50,440 a year. Currently, salaried employees must be paid more than \$23,660 to be exempt from overtime pay requirements.

While the debate continues and the impact proposed changes could have on UT employees remains unclear—it's important that you know we're engaged in the conversation. We will share details as we have them, and we'll answer questions and offer training if and when changes are approved.

Recently, the proposed regulations were submitted to the White House Office of Management and Budget (OMB) for review, and subsequently, both branches of Congress proposed bills to stop the new regulations. OMB review is expected to take between 45 and 90 days, or until early to mid-May.

Stay tuned for more information and reach out with questions by calling the HR Call Center at **888-444-UTHR** or local campus and institute human resources offices.



WELCOME

Our goal in human resources is to make UT the best workplace it can be, and the purpose of this newsletter is to keep you informed about things that matter most.



New information is included about proposed changes to the Fair Labor Standards Act that, if implemented, have the potential to impact UT and employers across the country. Also included is information about hiring processes, performance reviews and employee discounts—all topics you've requested through feedback surveys on this newsletter.

I hope you find the information helpful and your time reading well-spent. I also encourage you to help us make the newsletter as effective as possible by sending comments and suggestions to systemhr@tennessee.edu.

Linda Hendricks Harig
*UT System Vice President
for Human Resources*

Take the RetireReady TN Challenge: Increase Your Contribution by \$25 Today

We've all heard the saying, "The more you do now, the better off you'll be," and when you think about it, that's sound advice for most aspects of life, especially retirement readiness.

The Tennessee Treasury Department and RetireReady TN, the state's retirement program, encourage all employees to take one small step toward better retirement prep by contributing just \$25 more a month to deferred compensation plans (401k and/or 457).

With the potential of compounding interest, the manageable reduction in your paycheck now can make a big difference to your retirement later. Studies show that most Americans are not saving enough for retirement, and UT wants to help you get and stay on track.

Call the HR Call Center at **888-444-UTHR** if you have questions about adjusting your contribution level or reach out to your local campus or institute retirement specialist. Adjustments can be made at any time, and remember, you have free access to professional financial planners if you'd like advice about the many great investment options available.



Questions?

Contact the HR Call Center

1-888-444-UTHR

From 865 Area code, call 946-8847
Available 8 a.m. - 6 p.m. ET

Meet the Inaugural President's Award Winners

By Jennifer Sicking



From Mars to Martin, the inaugural winners of the UT President's Awards impact their students, communities and beyond.

In 2015, President Joe DiPietro established a program to recognize faculty and staff whose exceptional contributions fulfilled one of the University's three mission focus areas: education, research and outreach. The inaugural President's Awards, which went to two faculty members at UT Martin and one from UT Knoxville, were announced as part of the State of the University address in February 2016.



EDUCATE

Julie Hill, director of percussion studies at UT Martin, has brought the nation to the University. For that she received the Educate award, which honors accomplishments that enhance educational offerings and diverse learning environments.

In nominating her for the award, UT Martin Interim Chancellor Robert Smith credited Hill's teaching with UT Martin becoming a national draw for young performance musicians.

"Her modeling of the way has led to a reinvigorating of the entire department and attraction of more majors as well as non-majors who share a love of music and performance," Smith said.

UT Martin Provost Jerald Ogg also praised Hill's work with students noting that her student evaluations routinely exceed 4.9/5.

"She epitomizes what the UT Martin 'brand' has historically represented: exceptional, effective instruction provided by faculty who are both knowledgeable about their disciplines and dedicated to meeting each student wherever he or she is," he said.

Hill established the Roots of Rhythm program, which exposes young people to the culture and music of Latin American and African nations.

She has earned the UT Martin Cunningham Outstanding Teacher/Scholar Award, the Hardy Graham Distinguished Professorship Award and the UT Alumni Association Outstanding Teacher Award. She performs around the world with Caixa Percussion Trio and regionally with the Paducah Symphony, Jackson Symphony and Lexington (Kentucky) Philharmonic.

DISCOVER

Since he was a graduate student, Hap McSween's work has led him to Mars. Now as a UT Knoxville Distinguished Professor of Science, he has served as a co-investigator for the NASA Mars Oydsey, Mars Pathfinder, Mars Global Surveyor and Mars Exploration Rover missions. In 1999, he led a team of researchers that discovered geologic evidence from a meteorite that water existed deep in Mars's crust.

For his work, he received the President's Award in the Discover category, which honors research and applications of knowledge.

"We believe that Professor McSween embodies the very essence of what it means to push the boundaries of science and innovation," wrote UT Knoxville Chancellor Jimmy G. Cheek in his recommendation letter.

Theresa Lee, dean of the UT Knoxville College of Arts and Sciences, noted that McSween's research has expanded the understanding of the origin of rocks on the Red Planet.

"Professor McSween's work has been at the forefront of his field because of his ability to see the big picture while simultaneously developing the tools and approaches for a variety of data that would build answers," she said.

McSween joined UT Knoxville in 1977 after serving as a pilot and officer in the U.S. Air Force. He has won the National Academy of Sciences' J. Lawrence Smith Medal and Southeastern Conference Professor of the Year award. He has been named a Fellow of the American Academy of Arts and Sciences and is also the namesake for an asteroid: "5223 McSween."



CONNECT

David McBeth, UT Martin professor of art, combines art and public service to aid his community. For that effort, he received the President’s Award in the Connect category, which honors outreach, engagement and service.

“I’ve always known him as someone passionate about serving his community and merging his art in unique ways to lift the spirit and restore the humanity of people less fortunate,” wrote UT Martin Interim Chancellor Robert Smith in a nominating letter.

Each fall, McBeth leads an effort to create 500 ceramic soup bowls as part of the Empty Bowls Project to help a local service organization. He involves his students in crafting bowls, designing posters, generating publicity and assisting in displays and sales for the event. McBeth also crafts bowls for the Putnam County, Tennessee, Habitat for Humanity’s annual Bowlathon.

“I think much of what drives David McBeth as an artist is based on his desire to use art as a force for good,” wrote Douglas Cook, chairman of the department of visual and theatre arts at UT Martin, in a nominating letter.

McBeth’s work can be found in public and private collections around the world, including in Japan, Sweden, Italy and Australia.

Learn more about the President's Awards nomination process, selection committee and other 2016 nominees at president.tennessee.edu/awards.

New Anonymous Hotline for Reporting Fraud, Waste, Abuse or Non-Compliance

All UT faculty, staff and students are encouraged to help promote a responsible and ethical workplace by reporting known or suspected misconduct committed by employees, outside contractors or vendors.



1-855-461-2771 | tennessee.edu/hotline

Several reporting options are available, including the new UT Compliance Hotline—an independent, third-party resource for anonymously reporting concerns by phone or online submission. For purposes of the compliance hotline, the term "misconduct" means fraud, waste, abuse or non-compliance with laws or University policies.

Learn more about UT’s Code of Conduct, examples of the types of acts to report, reporting options and the UT Compliance Hotline at tennessee.edu/hotline.

The UT Office of Audit and Compliance is responsible for investigating allegations of fraud, waste and abuse for the UT System. Compliance and other violations are investigated by the appropriate offices at each campus.

UNDER CONSTRUCTION:

UT System HR Website

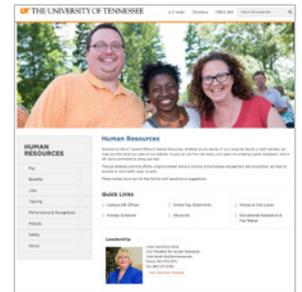
The UT System Office of Human Resources website will soon have a new look and layout—and we think you will like the changes.

Our goal is to make the information you find most important—such as pay, benefits, paid time off and training—easy to find and understand. We never want your experience with the site to be frustrating.

The UT System HR website is visited more than 300,000 times a year. For a fall 2015 survey of what works well and what could be better at the site, we contacted random samples of faculty and staff at each campus and institute.

We even brought willing participants to a user testing lab and recorded their keystrokes while they looked for different types of information online. From both of those efforts, we learned a lot about ways we could improve and have been hard at work since the first of 2016.

Visit us online at humanresources.tennessee.edu/ and please continue to share your thoughts by emailing systemhr@tennessee.edu.



FINDING THE RIGHT FIT

A How-To Guide for Job Seekers and Decision Makers

Think back to the last time you were involved in a job search. Regardless of where you were seated at the table, the process probably was overwhelming at some point.

“Supervisors are trying to find the perfect employee, and applicants are hoping to be the perfect employee,” explained Pam Ledford, administrative coordinator in the Office of Human Resources at the UT Space Institute. “Everyone’s at a different place in the process, and we’re here to serve them all.”

The following how-to guide is based on interviews with seven of UT’s 12 recruitment specialists statewide. The intent is to offer guidance for both job seekers and decision makers looking to find the right fit—because when that fit is good, life can be great.

“If you send your resume out and don’t get a positive response, try changing the format or highlighting different experiences.”

Ashlie Czyz, Director of HR Programs and Executive Recruiter, UT System Administration

Q When’s the the best time to tell your supervisor?

A “If you’re actively pursuing a change, I advise sitting down with your supervisor and talking about why you’re interested, especially if there’s a developmental purpose for your path. It doesn’t have to mean you’re not happy—unless you are. And in that case, you may not be comfortable with open dialogue. This is one of the areas where a recruiter can help. We might partner with employee relations and can work together to find a solution.”

Alica Shamblin, Recruitment Manager, Knoxville-Area Employees

Are You Making These 5 Common Mistakes?

1. NOT TAKING ADVANTAGE OF RESOURCES

UT’s employment recruiters are happy to help dust off your resume, talk through goals and identify positions. Maintain a current profile in UT’s online application system and enroll in UT’s training (in-person and e-learning) and certification programs. Finally, take advantage of UT’s tuition waiver benefit, if going back to school is a goal.

“Don’t just look at jobs you qualify for now. Think about what you’d like to apply for in five years and work to develop the skills and qualifications you lack.”

Judy McMorries, Assistant Director of Human Resources, UT Martin

2. LISTING UNREACHABLE REFERENCES

Don’t make someone work to chase down your references. Before listing someone as a reference, consider how well that person can speak to your experience and work ethic, and always ask permission before citing someone as a reference. Don’t forget to check his or her availability and preferred phone numbers.

3. SKIPPING INSTRUCTIONS

If a cover letter is requested, attach one, and make sure it’s addressed to the right person using his or her correct title. In addition to attaching your resume, input requested information completely in the online or paper application form.

4. CONTACTING SEARCH COMMITTEE MEMBERS

Get online with one purpose—to learn as much as you can about the department, its goals and how it contributes to the University’s mission. Avoid the urge to contact search committee members, and by all means, don’t send fruit baskets after the interview. Thank you notes or emails are appropriate and appreciated expressions of gratitude.

5. LETTING JOBS CHOOSE YOU

As an applicant, sometimes you may need to say no. Think through what you’ve enjoyed most about past positions, make a list of the criteria you need to be successful, and ask plenty of questions.



Resume Dos...

- Keep it to the minimum necessary, 2-3 pages **maximum**, and error-free.
- Compare the job description to your qualifications.
- Highlight relevant experience in just enough detail to pique interest.



Resume Don'ts...

- Crowd your resume and put decision makers in a position of losing interest—it takes only about 10 seconds for the hiring manager or responsible person to decide whether to interview a candidate.
- Use an unprofessional email address—“Lonelyguy” and “foxylady” need not apply.
- Include a photo—give your experience the chance to speak for itself.



5 Tips for Conducting a Successful Search

1. GET STARTED RIGHT AWAY

Schedule a meeting with your recruiter as soon as you know about an upcoming vacancy or have approval to create a new position. The more time you have to plan and prepare, the better the outcome.

2. REALLY KNOW THE JOB

Whether you're looking to create a new position or fill a vacancy, start by really considering what you need the position to accomplish. Don't get hung up on what the previous person brought to the table. The best time to review a position is when it's vacant.

"Make sure the job description reflects your expectations. Candidates may not hear everything you say in the interview and need to see what's expected in print to avoid any miscommunication."

Melanie Sadler, Administrative Specialist, UT Chattanooga

3. MIRROR YOUR AUDIENCE

Your department should reflect the campus population or the customers, community or audience you serve. Diversity in backgrounds, perspectives and skill sets is critical to solving problems and relating to and learning from one another.



4. DON'T POST UNTIL YOU'RE READY

Searches take time, and you shouldn't post a position unless you're available to get to work. If the process takes too long, you could lose a good candidate, especially for a hard-to-fill position.

"It is important for us to move as quickly as possible during the recruitment process. There are other great employers in the Memphis area, and we don't want to lose good candidates because our hiring process is long and drawn out."

Donna Lenoir, Employment Team Leader, UT Health Science Center

5. DON'T RULE OUT MOTIVATIONS

Just because an applicant currently works out-of-state and earns more than you can offer doesn't mean you should toss him or her out. You never know why candidates apply and should base evaluations solely on qualifications. If a candidate's not willing to move for the opportunity, fair enough.

"Come up with a rating tool to ensure you're evaluating candidates based on what's on paper. Candidates with the most points should be looked at first."

Jennifer Wynn, HR Specialist, UT Foundation

HOW LONG DOES IT TYPICALLY TAKE TO FILL A POSITION?

NON-EXEMPT

4 - 6 Weeks

EXEMPT

3 - 6 Months

EXECUTIVE

6 - 9 Months

HOW HR CAN HELP:

- Training and One-On-One Consultation
- Search Committee Counsel
- Position Description Qualifications (PDQ) Review
- Compensation Review
- Recruiting Applicants
- Advertising
- Filtering Applicants
- Coordinating with Equity and Diversity
- Background Checks
- Employment Verifications
- Onboarding New Hires

WHO TO CONTACT:

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Calling All Healthy Living Enthusiasts!



More than 330 UT faculty and staff have joined the Work Healthy UT blog—authored entirely by your UT colleagues—since it launched in April 2015.

If you're not a subscriber but are a healthy living enthusiast or someone who wants to learn more, sign up today at workhealthy.blogs.tennessee.edu/. You'll receive monthly email digests highlighting new posts and requesting fresh content.

The Work Healthy UT blog is an online community for connecting to others with similar interests, sharing success stories, recommending tips and offering support. And the best part? All posts are written by faculty and staff who have either expertise in or passion for a lifestyle topic—or both. Researchers, teachers, parents, caregivers, survivors—everyone has something to share.

DID YOU KNOW?

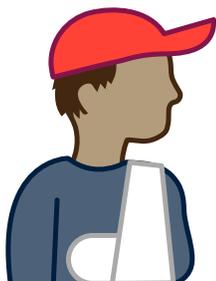
In-Network Doctors and Hospitals Available Outside Tennessee



Planning for the unexpected can be hard, but the health insurance networks available to UT employees enrolled in the state of Tennessee's ParTNeRs for Health program make it easy to find in-network options regardless of the situation.

Whether your child breaks an arm while on vacation or you're facing a cancer diagnosis and want a second opinion from one of the country's leading cancer institutes, know that exceptional care doesn't have to come at an unaffordable price.

Check the online provider directories for BlueCross BlueShield of Tennessee and Cigna available at partnersforhealthtn.gov/hlth_carrier_information.shtml, and call the customer service number listed on the back of your insurance card with questions.



EXCERPT FROM THE BLOG:

What I Learned from My Grandmother's Battle with Cancer

By Renata Gillispie



RENATA'S GRANDMOTHER, EVELYN V. MATTHEWS

Even throughout my grandmother's treatments, the doctors were surprised at how quickly she would bounce back each time. She fought through the ups and downs of breast cancer for almost six years. She was the strongest and most resilient woman I've known and made a huge impact on my life and the lives of many others in her 81 years.

Some of the very important life lessons I learned from my grandmother include:

1. ALWAYS MAINTAIN A POSITIVE ATTITUDE

I don't think my grandmother would have survived as long as she did after her diagnosis if she had not had the correct mindset. Starting the day off with positive thinking sets the tone for the whole day.

2. SURROUND YOURSELF WITH THE THINGS AND PEOPLE YOU LOVE

My grandmother wanted to be around her family as much as she could, and she enjoyed our company greatly. She hated to see us go. She didn't like to say goodbye—she preferred to say, "See you later." She also enjoyed watching soap operas, movies on Lifetime TV, praying and reading her Bible. These were just a few of her favorite things.

3. LIVE LIFE TO THE FULLEST EVERY SINGLE DAY

Enjoy the simple things, such as nature. When you're healthy and busy, you don't take time to stop and smell the roses. When faced with a major health issue, you will see life from a different perspective. Things that used to matter will no longer be a priority. My grandmother enjoyed sitting on her front porch in the early mornings and attending church when she was able.

4. HELP OTHERS IN THE AREAS WHERE YOU NEED HELP

For example, my grandmother reached out to others who were ill or who just needed some encouragement. She would make a phone call or send food. Not only was she helping others, but she was also helping herself. The reward and satisfaction you get from helping others in need makes you forget about your own struggles.



Renata Gillispie is a coordinator in the College of Graduate Health Sciences at the UT Health Science Center. She enjoys attending church, family, traveling, reading and writing. She earned both a bachelor's degree in English and creative writing and a master's degree in leadership from the University of Memphis.

Read the full version of Renata's blog post at workhealthy.blogs.tennessee.edu/2015/11/02/4-lessons-learned-from-my-grandmothers-battle-with-cancer/.

PERK\$ OF THE JOB:

Discounts You Should Know About

From floral arrangements to rental cars to theme parks, UT employees have access to dozens of added benefits. The discounts listed below are available to all UT employees:



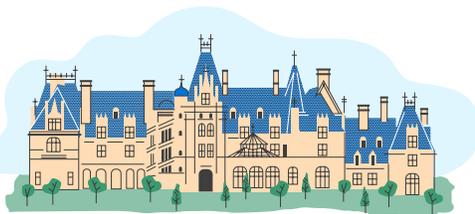
ENTERPRISE RENT-A-CAR AND NATIONAL CAR RENTAL

Discounted rates for personal rentals using code **XZ56TNP**



AT&T AND VERIZON WIRELESS

Up to 20 percent off monthly recurring charges and accessories



BILTMORE ESTATE IN ASHEVILLE

Varying discounts depending on dates and ticket types



FROM YOU FLOWERS

20 percent on all regular-priced floral and gift items using code **36B**



STAPLES

Discounts in retail stores nationwide to registered employees



TENNESSEE STATE PARKS

Up to 50 percent off lodging and camping fees



COMPUTERS, SOFTWARE AND ACCESSORIES

Discounts available on Apple products and other items ordered through the VolTech shop, UT Knoxville's official campus store



ORLANDO THEME PARKS

Discounts on tickets and travel packages at Disney World, Universal Studios, Sea World, Discovery Bay and Aquatica available through Affordable Travel of Orlando using registration code **TENNESSEE**

To learn more and access direct savings links and contact numbers, visit humanresources.tennessee.edu/employeerelations/discounts/.

In addition to these statewide discounts, campus-specific perks are available, too. Contact your local human resources office for information about area gym memberships, athletic tickets, museum tours and much more.

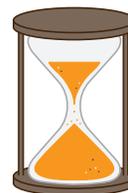
TRAINING AT UT

The UT System HR Office of Employee and Organizational Development (EOD) offers more than 150 in-person training courses and five major learning events—many of which are held and/or attended by employees statewide.

Additionally, 300 e-learning courses are available at no cost to employees on a variety of key productivity topics—providing a sound investment for employees needing a flexible schedule to meet their HR-128 development needs. Courses and events are continuously enhanced, so visit the EOD website at humanresources.tennessee.edu/eod/ for updates on new content, certificate programs and learning events.

We also encourage you to speak with your local training coordinator about other training available to your campus, function and work unit. Training is documented in IRIS through HR/EOD using the Additional Training Credit form.

Here's a look at training conducted in 2015:



System Human Resources
825 Andy Holt Tower
Knoxville, TN 37996



NEWS AND INFORMATION ABOUT YOUR UNIVERSITY BENEFITS

SPRING 2016

Start Thinking Now About Next Year's Performance Review

The deadline to complete reviews for staff performance during calendar year 2015 ended March 31, but it's never too early to start planning for next year.

Think about how the process went and take steps now to ensure you're contributing to a productive process.

Performance reviews shouldn't be thought of as an annual event. During the review period, there should be multiple opportunities

for check-ins to discuss how things are going, ask for help or give recognition. When this happens, the actual review becomes a natural outgrowth of those conversations. By avoiding surprises and, instead, building on past conversations, performance reviews can be forward-looking and beneficial for both parties.

Take advantage of trainings offered throughout the year, and contact your human resources office with questions. Answers to frequently asked questions, including how scores are used and what to do if you disagree with parts of your evaluation, are available online at humanresources.tennessee.edu/employeerelations/.

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