

Keep Your Partnership Promise!

If you signed up for the Partnership PPO, don't forget there are two things you need to do to enjoy the preferred rates in 2012:

- Fill out a health questionnaire
- Complete a free health screening

The deadline for submitting forms is June 30, 2011.

To schedule a screening appointment, call ParTNers for Health at 1-888-741-3390, or visit <http://www.partnersforhealthtn.gov> and click on the "Free Health Screening" link.



For more information, contact your local payroll and insurance office or visit the ParTNers for Health website at: <http://www.partnersforhealthtn.gov/>.

Enroll in a Sick Leave Bank Today

Sick leave banks offer members experiencing illness or injury the opportunity to request additional paid leave after exhausting their accrued annual and sick leave.

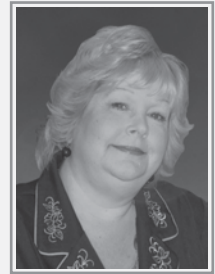
Human resources offices now are accepting applications for enrollment in campus and institute sick leave banks.

Requests for withdrawals from banks require medical verification and are reviewed by a chancellor-appointed board. Members granted time from banks receive their usual pay and continue to accrue sick and annual leave.

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Welcome

Welcome to the Spring 2011 issue of For Your Benefit, a newsletter addressing the benefits offered to you as a UT employee.



In this issue, you will find information on several important initiatives concerning your pay, benefits, training and feedback. I hope you will find time to read through the newsletter, and I encourage you to call the HR Call Center or contact your campus human resources officer if you have questions. A list of HR officers is on page eight.

Communicating news and information on issues that directly affect you is a top priority at the University and in each human resources office across the system. This newsletter is one way to do that, and I hope you find it to be helpful.

Our employees are our greatest asset. Thank you for all you do for the University.

Linda Hendricks
Chief Human Resources Officer

1-888-444-UTHR

From 865 area code, call 946-8847

Available 8 a.m. - 6 p.m. ET

Human Resources Call Center.
Because Google™ can't
answer it all.

Enroll in a Sick Leave Bank Today *(continued from page 1)*

Phyllis Hammer joined UT Martin's sick leave bank as a precaution and never expected she'd need to use it. When complications from a surgery left her unable to speak and needing vocal therapy, she turned to the bank for additional leave after exhausting her own. She was able to recover without worrying about her paycheck.



"Everyone should take advantage of this excellent program," Hammer said.

Bank members who have exhausted all personal accrued leave and whose requests have been approved by their campus or institute sick leave bank board also are eligible to receive donations of sick leave from other employees. Employees do not have to belong to a bank to donate. The key is that the

recipient must be a sick leave bank member and meet the above criteria.

To join, employees must have a minimum balance of 48 hours of sick leave by July 1 and are required to donate 24 of those hours to the bank upon enrollment. UT Knoxville's bank also includes employees from the Institute for Public Service, the Space Institute and University-wide administration.

"Everyone should take advantage of this excellent program."

More information about sick leave banks and terms of use is at:

<http://humanresources.tennessee.edu/benefits/sickleavebank/>.

Instructions for joining also are online, and each campus and institute will offer information sessions during the enrollment period running now through June 30.

Consider the Benefits of Long-Term Disability Insurance

Improved long-term disability (LTD) insurance is now available at a lower monthly cost thanks to a University contract with the Prudential Insurance Company of America.

The University's optional LTD insurance offers eligible employees loss of income protection in the event of a disability from sickness, pregnancy or accidental bodily injury. Eligibility is open to regular full- and part-time employees scheduled to work at least 75 percent time.

Open enrollment for the new LTD insurance plan began in late March and continues through May 2. Employees already enrolled in LTD insurance through UT have been automatically transferred to Prudential's plan but have the

option to increase coverage one benefit level during open enrollment without answering medical questions. New participants also may enroll at entry-level benefits without answering medical questions. Compared to premiums with the previous provider, Prudential's monthly premiums reflect reductions of 45 to 60 percent.

Enrollment information, instructions and forms have been mailed to eligible employees' home addresses, and human resources officers are available to answer additional questions. Basic information about the LTD insurance plan and a listing of HR contacts are available at: <http://humanresources.tennessee.edu/benefits/ltd/index.html>.

The Importance of Feedback

The Employee Relations Advisory Board (ERAB) is a statewide group of employees elected by their Employee Relations Committee members to serve as an advisory council to the president. The president meets quarterly with the ERAB to provide a University-wide update and to address staff questions and concerns.

President Joe DiPietro attended his first ERAB meeting as president on March 17 in Knoxville. He emphasized the importance of meeting with employees and that he has an open-door policy and values employee feedback.

If you have questions or concerns about decisions affecting the University, you are encouraged to communicate those directly to your ERAB representative and to hold the board accountable for a response. A contact list is provided below.

ERAB meets next on June 28 and Sept. 20. Meeting minutes are posted at <http://humanresources.tennessee.edu/employeerelations/erab.html>.

Additional questions about the ERAB can be directed to Linda Francisco at lfrancisco@tennessee.edu.

ERAB Representatives

Chattanooga	Jean Dake	(423) 425-4184	jean-dake@utc.edu
Health Science Center	Kelly Griffin	(423) 425-4635	kelly-griffin@utc.edu
Institute of Agriculture	Jackie McClarin	(901) 448-8470	jmcllari@uthsc.edu
Institute for Public Service	Karen Weatherly	(901) 448-5577	kweatherly@uthsc.edu
Knoxville, Academic Affairs	LeAnn McElhane	(865) 974-7506	jmcelhan@utk.edu
Knoxville, Administration & Student Affairs	Judy Wilhite	(865) 974-1548	judy.wilhite@tennessee.edu
Knoxville-Area	Jane Moser	(865) 974-4116	jmoser@utk.edu
Knoxville, University Operations	Kim Harmon	(865) 974-5084	kcox2@utk.edu
Martin	Tom Cervone	(865) 689-6614	tcervone@utk.edu
Space Institute	Tom Anderson	(865) 974-5514	tander13@utk.edu
University Administration & Support Services	Debbie Hunter	(731) 881-7250	dhunter@utm.edu
	Jack Legeune	(931) 393-7310	jlegeune@utsi.edu
	Vacant		

Employee Spotlight – Proud to be from UT

While Chuck Beasley loves his job at the UT Institute for Public Service, he and his wife try to get away for a vacation whenever possible. But he takes the University with him wherever he goes.

“I wear something with UT on it almost every day while we’re away,” Beasley said.

By doing this, he met a former football player around the pool in Hawaii, a former basketball player in Los Angeles and a



colleague’s cousin on a dive boat in the Cayman Islands. And he says the list goes on and on.

“The thing I love most about wearing orange and white is there are fans and alumni everywhere in the world,” he said.

“I am proud to be an employee and to be associated with the University.”

“You are bound to get a ‘Go Vols’ no matter where you travel,” Beasley said. “I am proud to be an employee and to be associated with the University.”

Making Compensation a Priority

THE UNIVERSITY of TENNESSEE **UT** COMPENSATION ADVISORY BOARD

In support of compensation as a top University priority, an advisory board has been formed to create UT's first strategic compensation plan and to review and update policies, procedures and practices relating to compensation as needed.

“With our ongoing collaborative work, we hope to enhance the quality of our workforce, strengthen professional development opportunities for employees and provide a compensation plan that ensures sustainable growth and competitive advantage at the University,” said Richard Brown, vice chancellor of finance and operations at UT Chattanooga. Brown is chairman of the Compensation Advisory Board.

The advisory board’s first recommendation was to increase the minimum starting pay rate for regular full- and part-time employees to \$8.50 an hour. Adoption of this recommendation was announced in March, and the pay rate increase becomes effective on July 1, 2011.

It is important to note the increase for the minimum starting pay was among suggestions submitted by faculty and staff to the UT Board of Trustees' Effectiveness and Efficiency for the Future Committee, through our online feedback forum known as UTALK and to various internal employee representative groups.

The increase in the minimum starting pay rate is a first step in a long-term process to address compensation at the University. Information on other initiatives and progress will be shared in coming weeks and months.

More information about the Compensation Advisory Board and the pay rate increase is at: <http://humanresources.tennessee.edu/cab/>.

Benefit Spotlight – Training Certification Results in Pay Increase

Elaine Morrisey took advantage of an employee benefit and gained a new outlook on life.

Morrisey, of the Institute for Public Service, decided to obtain a Certified Professional Secretary certification, a benefit the University of Tennessee offers secretaries and administrative assistants to increase their job knowledge.

Attending the classes and studying for the test made Morrisey enjoy learning new things and become more confident on the job, she said.



The sense of accomplishment Morrisey got from passing the

test also changed the way she looked at herself and her job. Besides her more positive outlook, achieving the certification also gave her a boost in pay.

"I'm very happy the University offers this benefit because it helps you in your job."

"I'm very happy the University offers this benefit because it helps you in your job," Morrisey said. "I realized if I could do this, I can do anything I put my mind to. Becoming a Certified Professional Secretary really opened my eyes, and I'm so happy I came here to work because of it."

Need Answers? The HR Call Center is on Standby

During its first year in operation, the UT Human Resources Call Center (HRCC) answered 26,486 calls from employees statewide on topics such as benefits, policies, training and recruitment.

Launched in January 2010, the HRCC has two full-time staff members and a team of seven additional human resources employees to provide support when needed. The center receives approximately 100 calls per day, and staff members ensure waiting is kept to a minimum.

The toll-free hotline does not replace campus and institute human resources officers or walk-in offices. It simply provides another avenue for quickly and efficiently meeting employee needs.

If you have suggestions for how we can improve our call center, we ask that you submit them to systemhr@tennessee.edu.

We hope you will continue to take advantage of the statewide resource.

1-888-444-UTHR

From 865 area code, call 946-8847

Available 8 a.m. - 6 p.m. ET

Benefit Spotlight – Using Annual Leave to Help Others

For nearly 20 years, Dale Willis, a senior refrigeration technician at UT Martin, has used his employee benefits to help those who are less fortunate.

Willis uses his annual leave to take time off from work to go on mission trips to rebuild or repair homes. He also uses this time off to work in the homes of elderly people who need repairs to a furnace, air conditioning or other service units.

Recently, a storm blew the roof off a woman's house, and she couldn't afford to hire laborers to replace it, so Willis put one on for her.

Coming from a family that was less fortunate, Willis said he appreciates how blessed he is now. He lives by the belief that "if you give, you will receive," and he doesn't hesitate to give



his time to those in need.

Willis says he couldn't afford to help others in this way without using leave time.

"These benefits are important because there are people who are less fortunate, and because I get paid when I'm off, I'm able to use my time to help someone else," Willis said. "I am so grateful because there are so many people without a job, and I can be of help to someone in need."

"Having such great benefits makes me want to remain a UT employee."

"I am a service here at the University, and my benefits allow me to be a service outside of work. Having such great benefits makes me want to remain a UT employee."

Training - Just a Click Away

Ongoing training is key to professional and personal development. And thanks to a new agreement with SkillSoft, almost 300 courses can be completed from your own computer.

The University recently contracted with SkillSoft to provide free e-learning courses to employees statewide. Course topics range from preparing for an interview, to managing time effectively, to dealing with workplace negativity, to managing personal finances.

E-learning courses satisfy training requirements set by HR Policy 128 and are available around the clock. They can be downloaded and completed at a convenient time, including the option to leave a section to finish later.

A complete course listing is at: http://humanresources.tennessee.edu/eod/skillsoft_courses.html. To receive training credit, complete the additional training credit form available on the site and send it to your human resources office.

E-learning courses do not replace face-to-face training options available system-wide. Detailed

information on other training opportunities can be found at the following sites:

Training Information

Chattanooga:
<http://www.utc.edu/Administration/HumanResources/Training/>

Knoxville:
<http://humanresources.tennessee.edu/eod/index.html>

Martin:
<http://www.utm.edu/departments/eccc/training/>

Memphis:
<http://www.uthsc.edu/hrtraining/>

Tullahoma:
<http://personnel.utsi.edu/>

Knoxville-area employees are encouraged to use the above link to access the online version of Training Pages. To cut costs, the traditional printed listing of courses offered in Knoxville is now in an electronic format, but courses are still available and more are added each semester.

Benefit Spotlight – Tuition Waiver Allows for Continued Education

In his seven-year career at UT Chattanooga, Steven Hood has learned to take advantage of and to appreciate his employee benefits.

By using the tuition waiver, Hood, assistant vice chancellor for student housing, earned a doctoral degree as an employee.

He knew his advancement options would be limited without a terminal degree. The tuition waiver benefit allowed Hood to continue his education and could open career doors in the future.



To Hood, the value of his education is great, so that he has a

still greater desire to help make the University a better place for student learning and a more desirable place to work.

"As I continue to learn and grow professionally, it is my hope that other opportunities will be available so that I may continue to contribute to this University," Hood said.

"Having this benefit has saved me approximately \$30,000 in tuition."

"Having this benefit has saved me approximately \$30,000 in tuition fees, not to mention the opportunities that I have now and will have in the future. It is truly a great benefit."

Preparing Tomorrow's Leaders Today

Do you have a passion to lead? If so, you might be a good candidate for UT's Leadership Institute. The institute has recognized and trained leaders within the University for the past 30 years.

Fifty UT employees from across the state joined the institute's list of accomplished alumni in February 2011 after completing the week-long program in Gatlinburg.

"Effective leaders allow good teams to achieve great success," UT President Joe DiPietro said to the group during his welcoming remarks. "We have the ability to strengthen the University by identifying leaders and helping develop their skills."

Training consists of self-awareness, teamwork, organizational effectiveness and adaptability exercises. Participants are selected by campus and institute leaders. The Leadership Institute currently is offered every other year. Exit surveys from this

year's program show 90 percent of participants rated the institute as outstanding.

Betsy Adams, a budget director for the chancellor's office at UT Knoxville, enjoyed learning from her colleagues' diverse personalities and talents and said she felt the program had a direct connection to her daily activities.

As someone who recently assumed leadership responsibilities, Meredith Perry said the institute helped her better understand the role of relationship- and trust-building in effective leadership. Perry is director of Partnerships and Sponsored Programs at UT Chattanooga.

Learn more about the Leadership Institute at: <http://humanresources.tennessee.edu/leadership/>. Human resources is investigating options for making leadership training more accessible year-round. Look for updates soon.

Mark Your Calendars

Chattanooga:

Extreme Makeover: Professional Edition
Professional Development Sessions for
Administrative Support Staff
April 28
University Center
To register, call Melanie Sadler at (423) 425-4729

Knoxville:

Mobile Mammography
May 27, June 6 and Nov. 30
9 a.m. - 4 p.m.
Circle Park
Walk-ins welcome

Prostate Screenings
May 11
8 a.m. - 4:30 p.m.
Student Health Services
To make an appointment, call (865) 974-6452

Martin:

Delegation Skills Training
May 4, 9 a.m. - Noon

Using Constructive Criticism Training
May 4, 1 - 4 p.m.

Setting Top-Quality Customer Service Standards Training
May 5, 9 a.m. - Noon

All sessions held in Gooch Hall, Room 206
To register, call (731) 881-7940

Memphis:

7 Habits of Highly Effective People Training
July 7, 14 and 21
Student Alumni Center, Room 305
To register, call (901) 448-2784

Tulahoma:

Partnership PPO Health Screenings
May 3
Main Academic Building, Room H-111

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