

Open Enrollment for 2017 Insurance Programs Set for Oct. 3-14

During the state of Tennessee's open enrollment period from **Oct. 3-14**, UT faculty and staff have the opportunity to sign up for or make changes to health, dental, vision, basic and term life, long-term care and optional special accident programs.

WHAT'S IMPORTANT FOR 2017

- Changes in Premiums, Deductibles, Copays and Coinsurance
- Combined Medical and Pharmacy Out-of-Pocket Maximums
- More Health Plans (5 Total) and Insurance Networks (3 Total)
- Less Health Coaching
- New Telehealth Option for Virtual Visits
- New ID Cards
- New Behavioral Health, Substance Abuse and Employee Assistance Program Vendor
- New Copay Installment Plan for 90-Day Maintenance Medications

INSTRUCTIONS

Now is your chance to enroll in programs, change providers or options, add dependents or cancel coverage. The decisions you make during the enrollment period are effective **Jan. 1 – Dec. 31, 2017**.

Continued on Page 2

Update on Overtime Regulations Changes Take Effect Dec. 1

Over the past several months, campus and institute leaders and human resources departments have been working to implement the U.S. Department of Labor's changes to the Fair Labor Standards Act, which take effect Dec. 1.

The changes, announced in May, apply to all private and public employers in the nation. UT staff members who are paid less than \$47,476 become non-exempt employees on Dec. 1. The rule change is intended to provide employees with important wage and hour protections.

UT Human Resources staff members have been working with departments and units to evaluate positions and apply the exemptions for academic administration and teaching set forth in the Department of Labor regulations and guidance for the higher education sector.

WELCOME

The fall semester is in full swing. Open enrollment is underway. And now is a great time to update you on several important topics.



This issue includes a comprehensive summary of health, dental, vision and other benefits that are part of the annual open enrollment and transfer period, which runs through Oct. 14. We also have information about the new overtime regulations taking effect Dec. 1, a new FranklinCovey training opportunity, ideas for recognizing retiring colleagues and much more.

I encourage you to spend a few minutes reading the newsletter and to contact us with feedback or questions at systemhr@tennessee.edu.

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

HR Call Center:

1-888-444-UTHR

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

Supervisors should be communicating with employees who will be affected by the change about how the new rules will impact them and their job responsibilities. All non-exempt employees must receive overtime pay or paid time off (compensatory time) for hours worked in excess of 40 hours a week.

Flexible scheduling and other changes may be required to manage overtime and comp time.

Benefits such as sick leave, retirement, insurance, educational assistance and longevity pay will not change for affected employees.

Continued on Page 4

Health Insurance Plans at a Glance

IF YOU DO NOT WANT TO MAKE CHANGES . . .

You will keep your current health benefits. This means you will stay in your current options with your current networks.

But it's still a good idea to look through the information because several changes are being introduced. Also, check provider networks to make sure your preferred doctors, hospitals and medical centers are still in-network.

IF YOU DO WANT TO MAKE CHANGES . . .

You must make changes online by 4:30 p.m. CDT on Oct. 14 using the state's self-service program. Instructions are available on page 4 of the state's 2017 Decision Guide—mailed to home addresses in early September—and at partnersforhealthtn.gov/ess.shtml. A toll-free helpdesk can be reached at 866-376-0104.

NOT SURE WHICH PLAN IS RIGHT FOR YOU?

Everyone's needs are different, and there's a lot to consider. Read through the detailed information included in the state's 2017 Decision Guide—mailed to home addresses in early September and available at partnersforhealthtn.gov—to help you decide. What's included here is just a summary.

NEW: Cigna Open Access Plus is a large network with more doctors and facilities, including Baptist Memphis, but costs more in monthly premiums.



| | Deductibles | Out-of-Pocket Maximums (Medical and Pharmacy) | Employer Contribution to Tax-Free Health Savings Account | Monthly Premiums (Costs vary based on plan type and insurance carrier/network) | |
|---|--|---|--|---|---|
| Higher monthly premiums, lower deductibles | Partnership Promise PPO | \$500 individual; \$1,250 family | \$3,600 individual; \$9,000 family | N/A | \$133 – \$346 (BCBST & Cigna LocalPlus) \$173 – \$426 (Cigna Open Access Plus) |
| | Partnership PPO (without Promise Requirements) | (same benefits as above but higher monthly premiums for not agreeing to the 2017 Partnership Promise) | | N/A | \$183 – \$446 (BCBST & Cigna LocalPlus) \$223 – \$526 (Cigna Open Access Plus) |
| | Standard PPO | \$1,000 individual; \$2,500 family | \$4,000 individual; \$10,000 family | N/A | \$130 – \$340 (BCBST & Cigna LocalPlus) \$170 – \$420 (Cigna Open Access Plus) |

Monthly premiums for the **Partnership Promise PPO** reflect 12 percent increases for 2017—which range from \$15 to \$38 depending on plan type. The **Standard PPO** offers lower monthly premiums but has a higher deductible.

| | | | | | |
|---|--|---------------------------------------|---------------------------------------|-------------------------------------|--|
| Higher monthly premiums, lower deductibles | Wellness HealthSavings CDHP | \$1,500 individual; \$3,000 family | \$2,500 individual; \$5,000 family | \$500 individual; \$1,000 family | \$84 – \$219 (BCBST & Cigna LocalPlus) \$124 – \$299 (Cigna Open Access Plus) |
| | HealthSavings CDHP* (without Promise Requirements) | (same benefits as above) | | \$0 | (same monthly premiums as above) |

* This option of the **HealthSavings CDHP** does not include the **Partnership Promise**. Therefore, the state will not put money (up to \$1,000 for family plan) into your health savings account.

DIDN'T MEET REQUIREMENTS FOR THE 2016 PARTNERSHIP PROMISE?

If you and/or your covered spouse were in the Partnership PPO or the Wellness HealthSavings CDHP and did not complete the 2016 Partnership Promise, **you can stay in your current plan, but you will not qualify for the lower monthly premium or state health savings account deposit.** Depending on your needs, you may want to switch plans during open enrollment.

2017 PARTNERSHIP PROMISE REQUIREMENTS

The Partnership Promise is designed to help you get and stay healthy—while saving you money. To participate, employees and covered spouse agree to:

- Complete the online Healthways Well-Being Assessment between Jan. 1, 2017, and March 15, 2017
- Complete a biometric health screening by July 15, 2017
- Update your contact information, if it changes
- Actively participate in health coaching if you are called—**only members in disease management (diabetes, heart failure, coronary artery disease, asthma and COPD) and case management (complex medical needs, chronic conditions and catastrophic illness or injuries) will be called in 2017**

**Staying or Switching:
Feedback about the Low Premium / High Deductible HealthSavings CDHP Introduced in 2016**

By Alyssa Janssen

Trying to decide if the HealthSavings CDHP is the right plan for you? Looking for some feedback about how it worked for the **625 UT employees who gave it a try this year?** We asked faculty and staff if they thought the plan was effective and offer their feedback as a tool for helping make your decision.

The HealthSavings CDHP plans feature lower monthly premiums and tax-free health savings accounts that can be used to pay the plans' higher deductibles. The deductibles must be met before the plans start paying for covered expenses.

ROB CHANCE

*UT System,
Director of Payroll*



STAYING WITH HEALTHSAVINGS CDHP

OVERALL EXPERIENCE: *The plan worked out well for me and my family. We did not have a lot of medical needs in the last year, so we were able to save quite a bit.*

RECOMMEND THE PLAN TO OTHERS? *Yes, I would recommend this to someone in a similar situation—as long as they enroll in the Promise HealthSavings CDHP.*

LINDA ARMS

*UT Institute for Public Service,
Administrative Specialist*



SWITCHING TO ANOTHER PLAN

OVERALL EXPERIENCE: *The one time I had a health problem, it was expensive. The bonus is you get money in your savings account, but the plan just didn't work for me.*

RECOMMEND THE PLAN TO OTHERS? *Yes, as long as they look at their age and health concerns. It's a good plan, just not right for me.*

DAVID NELSON

*UT Health Science Center, Professor of
Microbiology, Immunology and Biochemistry*



STAYING WITH HEALTHSAVINGS CDHP

OVERALL EXPERIENCE: *The coaches that were part of the Partnership Promise were interested in setting goals for us, and we believe the commitment was worth the trouble for saving money.*

RECOMMEND THE PLAN TO OTHERS? *Yes, I would recommend this plan to a colleague.*

LLOYD DAVIS

*UT Space Institute,
Professor of Physics*



STAYING WITH HEALTHSAVINGS CDHP

OVERALL EXPERIENCE: *It can be financially beneficial. In my case, it was not this year due to unexpected medical needs, but I expect that to change.*

RECOMMEND THE PLAN TO OTHERS? *Yes, I would recommend this plan if they don't expect to have healthcare issues.*

WEBINARS are scheduled for employees interested in learning more about the HealthSavings CDHP and disability benefits:

- Oct. 4 from 2:30-3:30 p.m.
- Oct. 5 from 10:30-11:30 a.m.
- Oct. 11 from 2:30-3:30 p.m.
- Oct. 12 from 2-3 p.m.

All times central, login instructions at partnersforhealthtn.gov

Celebrating Retiring Co-workers

By John Lacey

When I hear the word retirement, I think of lazy days, afternoon naps and extended vacations. I think about learning yoga (minus the wearing of the stretch pants) and spending more time with my wife. For me retirement seems like a distant snowcapped mountain, but for many it's just around the corner.

You likely have had a valued co-worker or friend retire and you may have experienced the mixed emotions that accompany such news. On one hand, there's joy and excitement for your co-workers as they embark on new journeys in their lives. On the other, sadness as your daily interactions and relationships change. But one thing is for certain, we want our retiring co-workers to be celebrated.

So what can we do to let our co-workers know our appreciation for them? Here are three ideas from some recent UT retirees:



PLAN A CELEBRATION DINNER

"The volunteers that I worked with planned a dinner and called it a 'roast.' When they got ready for the roast they announced that it was me who got to roast all of the guests. I loved it! I could not think of anything but supportive things to say to these folks. I talked about special memories that I had with them, when they went the extra mile, saved the day and so on. And just having people that I worked with stop in to recognize UT Extension Family and Consumer Sciences efforts that made a difference in their lives was invaluable."

Martha Pile, Retired UT Extension Agent



A GIFT OF RECOGNITION GOES A LONG WAY

"I remain grateful for the many recognitions UT Chattanooga gave me throughout the years. Of all the statements of appreciation that I have received, one stands out most in my mind. It came on a plaque that the department presented me with when I



ended my tenure as department head. Along with other words of appreciation it included a quote from one of my favorite authors, Eudora Welty, 'I have been told . . . that I seem to love all my characters.' Like Welty, indeed I do! Thanks to all of them!"

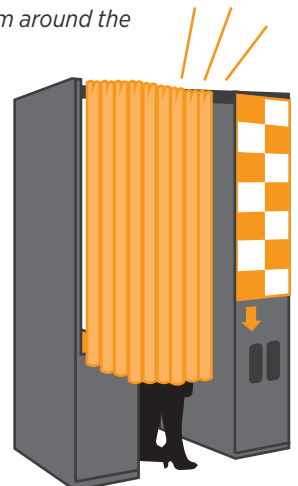


Verbie Prevost, Retired UT Chattanooga Professor of American Literature



CREATE NEW AND LASTING MEMORIES

*"All of my co-workers offered their best wishes in the form of a video. As that video played with lots of my favorite music, I was touched by comments from former co-workers, graduate students and former student assistants from around the country—and even Germany. Their happy faces warmed my heart as they thanked me for the lessons they learned while working with me. **An orange and white photo booth** was a very popular part of the event with lots of tears and laughter. A few weeks later, I was invited back to the office for yet another sweet surprise. All those happy pictures made at the reception had been transformed into a memory book which is proudly displayed in my home along with many University of Tennessee keepsakes."*



Betty Drinnen, Retired UT Knoxville Administrative Specialist and Vol For Life

UT ROAD TRIP:

QUAD CITY

By John Lacey

On any given week, UT Martin hosts a variety of events—performances, sports, lectures, concerts and many more. But one event allows guests to experience the full flavor of this friendly fun campus: Quad City.

Quad City occurs every fall in conjunction with homecoming weekend and is a fun event for the whole family.

Clubs and organizations set up tents and tables in the University's quadrangle and offer food, carnival games and gifts to guests. There's also live music, a petting farm and demonstration areas.

The theme for Quad City is different each year, and organizations decorate their tents to fit it. Prizes are awarded to the best tents in different categories.

Alpha Gamma Rho fraternity provides a free barbecue lunch for attendees. And did I mention there is also a football game in the afternoon? This year's matchup is against in-state rival, Austin Peay State University.

So let's review: beautiful, enchanting West Tennessee scenery, family fun atmosphere, welcoming locals, barbecue for all and football. What more could you want in a fall getaway?

This year's Quad City and homecoming events take place Saturday, Oct. 8, and the folks at UT Martin would be glad to see you.

Quad City is part one of a four-part series featuring unique events at UT campuses and institutes across the state. Make plans today for your next road trip, and let us know what events should be featured in upcoming issues by emailing systemhr@tennessee.edu.

QUAD CITY

"IVORY TOWER OF POWER"

OPENS 10:30 A.M.
SATURDAY, OCT. 8

"It's a carnival-like atmosphere. Where else can you see the chancellor zip lining or faculty and students playing games? I love seeing former students and catching up on their lives. And what's great is it's truly a community event. It's something every friend of UT Martin should experience."

Joey Melhorn, *UT Martin Professor and Interim Parker Chair of Excellence in Agriculture*



"Crisp fall air, pre-game excitement, fun, food and reuniting with old friends and alumni—Quad City is the place to be on homecoming day at UT Martin!"

Janet Bonar, *UT Martin Program Resource Specialist, Department of Agriculture, Geosciences and Natural Resources*

Update on Overtime Regulations *(Continued from Page 1)*

Annual leave calculations will change for employees who move from exempt to non-exempt:

- Monthly accrual rates for annual leave will change on Dec. 1 based on the employee's years of service, using the same rates in place for current non-exempt employees.
- The maximum amount of annual leave carried over from one calendar year to the next also will change based on years of service. For details, see the employee section of the FLSA frequently asked questions at tennessee.edu/flsa/faq.
- The annual leave carry-over maximum will not take effect until Dec. 31, 2017, to give affected employees time to use any excess annual leave hours before the time is converted to sick leave.
- Employees who are converted to non-exempt status Dec. 1 will be given one personal day that must be used by Dec. 31, 2016.

As is the case for all non-exempt employees, affected staff also will earn a personal day in the new calendar year to be used by Dec. 31, 2017.

Training will be conducted for affected employees and supervisors. Training sessions will be announced soon, and an online training course will be made available.

A review process has been established for supervisors to request employees retain their exempt status. All requests must be received by Oct. 15 and will be evaluated by division heads, HR, chief business officers, and the Office of the General Counsel. Please contact HR for information about the process at 865-946-8847.

As a reminder, more information about the changes and answers to frequently asked questions are available at tennessee.edu/flsa/faq/.

Special Advisor Noma Anderson Talks Diversity and Inclusion

Raised in a small, racially segregated city in the 1950s and 60s, Noma Anderson draws from personal experience, including when she enrolled at a predominately white university in 1966, when talking about the importance of embracing diversity and inclusion.

“Many times I was tripped carrying my tray in the cafeteria, and it was understood that when parents of the white students who were my friends visited, we had to act as though we didn’t know each other,” she said. “But what I experienced there that impacted me the most was that my faculty members were either cruel or indifferent to me. I couldn’t figure out how to achieve. My brain shut down, and I transferred to a school where I could succeed.”

In her new role as special advisor on diversity and inclusion, Anderson is assisting UT President Joe DiPietro on system-wide efforts to enhance diversity among faculty, staff and students and to promote inclusion in UT’s living, learning and working environments.

Following are excerpts from an interview with Anderson, the first African-American named a dean at the UT Health Science Center.



Noma Anderson, pictured in Hampton Institute’s (now Hampton University) 1971 yearbook

Q: HOW DOES EMBRACING DIVERSITY AND INCLUSION IMPACT OUR WORKPLACE?

A: The more diverse we are as a University community and the more culturally aware and respectful we are toward others—the better able we are to succeed at everything we do. Our workforce is changing in lots of ways. Racial and ethnic diversity is increasing as more people move into our country from around the world. More segments of our nation’s population are gaining access to the workforce. We have millennials working alongside baby boomers, and we’re bringing more veterans into the workplace. For these reasons and many others, our workplace has to evolve and adapt, too. We have to work together for the common good.

Q: WHAT’S THE MOST IMPORTANT THING FOR EMPLOYEES TO KNOW TO GROW IN THEIR UNDERSTANDING OF DIVERSITY?

A: The most important thing to understand is the depth and breadth of diversity. Diversity encompasses race, ethnicity, culture, gender, sexual orientation and identity, ability, and much more.

Whatever one’s definition, I would ask them to expand it. The next steps are becoming culturally competent, taking ownership of learning about the people around you and being more empathetic. Try to understand how others may feel and how you can help a situation.

Q: YOU’VE DEDICATED YOUR CAREER TO MOTIVATING OTHERS. WHAT’S BEEN YOUR PERSONAL MOTIVATION?

A: Being your best, contributing and making a difference were concepts I acquired from my parents and my Durham, North Carolina, community that have guided me throughout my life and career. My parents expected me to work as hard as I could, do as well as I could and to always care about others. That was a strong message in our household. My parents wanted me to recognize that people struggle and to understand the importance of assisting with their struggle. That

was the era in which I grew up. The civil rights era brought a renewed sense of togetherness so that all can achieve. I’ve tried to always encourage my students because I know how devastating it is to the brain and spirit when that doesn’t happen.

Q: HOW CAN EMPLOYEES COLLECTIVELY IMPACT UT’S DIVERSITY AND INCLUSION EFFORTS?

A: We have to create a statewide conversation and sense of urgency among our entire University community. I encourage employees to use whatever opportunities they have to promote diversity and inclusion in their departments and through their work. We have a shared responsibility for ensuring the University of Tennessee is a welcoming environment for all. We, as a faculty and staff, have a tremendous opportunity to serve as role models to the students who have made UT their home and to the visitors, community members, partners and alumni we interact with every day.

UT’s Workforce and Workplace

A snapshot of HR activities and priorities in fiscal year 2015:



30,758
UNIQUE APPLICATIONS RECEIVED



70,949
TOTAL APPLICATIONS RECEIVED



22%
OF UT EMPLOYEES ARE OF A MINORITY RACE



\$1,481
UT-PAID BENEFITS PER REGULAR EMPLOYEE (Monthly Average)



2,006
EMPLOYEES / DEPENDENTS RECEIVING FREE OR DISCOUNTED TUITION

2017 President's Awards: New Category Added, Nominations Underway



Left: 2016 Discover Award honoree Harry (Hap) McSween with UT President Joe DiPietro.



Right: 2016 Educate and Connect honorees Julie Ann Hill and David Lee McBeth, with UT Martin Interim Chancellor Bob Smith.

From crafting bowls to benefit the hungry to proving water existed on Mars, the 2016 inaugural group of President's Award winners embodied excellence. While the bar has been set high, we're excited to begin the nomination process for the 2017 awards program and to announce the addition of a fourth award category.

The Support Award recognizes contributions by staff employees in support of UT's three-part mission to educate, discover and connect. Examples of nominees include someone who conducted research or provided administrative support that contributed to a discovery; who works with individual students or student organizations; or someone who coordinates outreach and service events or activities. The program's four award categories include: support, educate, discover and connect. Descriptions for each category are available on the website mentioned below.

The President's Awards program is a system-wide platform for honoring our best from across the state. Honorees are selected each year from a system-wide pool of candidates nominated by campus and institute leaders. Commemorative and monetary awards are presented during an annual ceremony.

Nominations are due Jan. 4, and winners will be announced during the February 2017 State of UT event. Processes for identifying nominees vary at each campus and institute.

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

New FranklinCovey Leadership Course Available to All Departments

By Johanna Owenby

Most people would probably agree that trust plays a critical role in workplace satisfaction, engagement and successful professional relationships. What might not be so obvious is that according to Stephen MR Covey, *New York Times* and *Wall Street Journal* bestselling author, trust is a learnable skill.

Leading at the Speed of Trust focuses on five areas of trust—self, relationship, organizational, market and societal—and guides participants to an understanding of how these five areas impact professional and leadership effectiveness. The course covers valuable information on ways to boost credibility with self and others and teaches participants 13 behaviors to develop to build trust with other people. Participants gain a better understanding of how to improve trust—the trust people have in them and the trust among team members—and are able to identify areas where they need to spend more time by using an optional feedback tool.

IDEAL GROUPS*

- Leadership teams
- Departmental supervisors
- Managers and assistant directors up to senior staff

*While specifically designed for leaders, the course can be customized to benefit entire work teams

COST

\$289 a person

SCHEDULING

Contact Johanna Owenby, learning manager, at 865-974-4430 or jowenby@tennessee.edu to discuss bringing this program to your team. More information about the course is available at hr.tennessee.edu/training/conferences-seminars/leading-at-the-speed-of-trust/.

The UT System Office of Employee and Organizational Development offers more than 150 courses, many of which are held statewide. Additionally, more than 300 e-learning courses are available at no cost to employees at hr.tennessee.edu/training/

 **1,640**
HIRES / TRANSFERS

 **8**
4 EXECUTIVE-LEVEL
SEARCHES COMPLETED
& 4 IN PROCESS

 **3.9%**
REDUCTION IN
MARKET PAY GAP

 **8,958**
TRAINING HOURS
OFFERED

 **75**
CALLS HANDLED
PER DAY BY THE
HR CALL CENTER

 **30%**
OF EMPLOYEES ARE
RETIREMENT ELIGIBLE

System Human Resources
825 Andy Holt Tower
Knoxville, TN 37996

NONPROFIT ORG.
U.S. POSTAGE
PAID
PERMIT No. 481
KNOXVILLE, TN



NEWS AND INFORMATION ABOUT YOUR UNIVERSITY BENEFITS

FALL 2016

Annual Reminder: Check the Code and Report Concerns

All employees are encouraged to help promote responsible and ethical behavior in the workplace by routinely reviewing the **UT Code of Conduct**. The code outlines basic expectations, highlights policy requirements, includes training resources and provides instructions for reporting concerns and violations.

Several reporting options are available, including the new **UT Compliance Hotline**—an independent, third-party resource for anonymously reporting concerns of fraud, waste, abuse or non-compliance with laws or University policies. Reports to the hotline can be made by phone or online submission and are investigated immediately. Learn more at tennessee.edu/code.



UT CODE OF CONDUCT
CHECK THE CODE



**UT COMPLIANCE
HOTLINE**

Toll Free: 1-855-461-2771

UT HUMAN RESOURCES OFFICERS

Linda Hendricks Harig

UT System Vice President for HR
and Vice Chancellor for HR, UT Knoxville
865-974-8170
linda.hendricks@tennessee.edu

Whitney Fair

Interim HR Officer
UT Institute of Agriculture
865-974-4506
wfair@tennessee.edu

Laure Pou

Interim HR Director
UT Chattanooga
423-425-5742
laure-pou@utc.edu

Patricia Burks-Jelks

HR Director, Equity and Diversity Officer
UT Space Institute
931-393-7226
pielks@utsi.edu

Mary Lucal

Associate Vice Chancellor for HR
UT Knoxville
865-974-8847
mlucal@utk.edu

Judie Martin

HR/Operations Manager
UT Institute for Public Service
865-974-1535
judie.martin@tennessee.edu

Phil Bright

Director of HR
UT Martin
731-881-7847
pbright@utm.edu

Chandra Alston

Associate Vice Chancellor for HR
UT Health Science Center
901-448-5600
calston@uthsc.edu

Produced by the UT System Office of Communications & Marketing.

Editor: Ellie Amador

Design: Nick Simson

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.