

Pay: Everything You Want to Know

By Alyssa Janssen

Pay can be a difficult topic to discuss, especially with your supervisor. To help, we've asked employees from different UT campuses and institutes what questions they have about pay.

Our participants are representatives of faculty senates and exempt and non-exempt councils, and they gathered input from employees they serve.

Julie Hunt, executive director of compensation, and Jon Gushen, director of benefits and retirement for UT System Administration, provided answers.

If you have more specific questions about pay, start with your direct supervisor or contact human resources at your campus/institute.



Q&A:

“How is base pay calculated for new hires?” — *UT Knoxville Exempt Staff Council Representative*

Hiring managers should be working with their human resources offices to determine appropriate starting pay for new employees. Several factors may have an impact on the starting pay for a new employee:

- Candidate's qualifications and previous experience in relation to the minimum and preferred requirements of the position
- Competitiveness of the market
- Internal equity
- Available funding

“Is base pay your starting salary or your starting salary plus raises you receive from year to year?” — *UT Health Science Center Faculty Senate*

“Base pay includes merit increases received,” Hunt said. Base pay does not include benefits or one-time bonuses. If recurring pay increases are awarded, the rate of base increases by that amount.

“What factors determine compensation?” — *UT Foundation Representative*

Compensation depends on an employee's skills, the need for the department to attract and retain quality staff and available funding. Refer to HR Policy HR0455 for more information.

“How are merit increases calculated?” — *UT System Representative*

“Salary increase guidelines are developed at the campus level,” Hunt said. “Percentage increases are calculated on base pay.”

“When an increase in compensation is not possible, what can be done to reward a worker who deserves a raise and recognition?” — *UT Martin Employee Relations Council*

Human resources has partnered with departments to come up with creative ways to recognize hard work when a raise isn't possible. Examples include

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WELCOME

Thank you for taking the time to read *For Your Benefit*, a newsletter about the benefits you're offered as a UT employee.



This issue covers a variety of topics such as questions employees have about pay, campus-specific benefits and the 2017 President's Award winners. We've also included reminders about the 2017 Partnership Promise, such as how to complete your biometric screening and how to participate in the new coaching system, if you are called.

I hope you find these stories helpful and encourage you to share comments and suggestions by emailing us 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

INSIDE:

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Employee of the Month programs and certificates of recognition. Department heads could also consider bringing in doughnuts or hosting a lunch to show appreciation for the department members.

“How can I move within my paygrade without changing jobs?” — *UT Chattanooga Employee Relations Committee*

Pay increases within the current pay range are typically done through merit, market and/or equity adjustments.

“How can you have the paygrade for a job re-evaluated?” — *UT Martin Employee Relations Council*

Paygrades are closely tied to position description questionnaires (PDQs). PDQs reflect the duties and responsibilities assigned to a position, and supervisors should regularly evaluate PDQs for each member of their teams. When employees take on additional responsibilities, their PDQs should be updated and re-evaluated for a potential change in pay grade by human resources. For a copy of your PDQ or answers to additional questions, contact your direct supervisor or human resources at your campus/institute.

“When someone transfers departments, is there a limit to the increase in pay they can be offered?” — *UT System Representative*

Hiring managers should work with their human resources offices to determine pay. Increases greater than 10 percent above the reference point require approval from the campus/unit head or designee. See policy HR0455: http://policy.tennessee.edu/hr_policy/hr0455/.



“I get a longevity bonus each month after I’ve earned it.”

FALSE: After 36 months of service, all regular employees working 82.05 percent time or more receive an annual payment of \$100 for each year of service up to \$3,000 for a maximum of 30 years. This annual payment is made in the first pay period following an eligible employee's anniversary.

“Employees covered under Tennessee Consolidated Retirement System are the only ones who can use unused sick leave towards their retirement.”

FALSE: There are eight different retirement plans that UT employees can participate in, and the optional retirement plan (ORP) and ORP hybrid are the only plans that do not allow a benefit for unused sick leave.

Who to Contact:

Specific questions about pay can be directed to the following campus contacts:

UT System Office of Payroll
865-974-5251

UT Health Science Center
Chandra Alston
901-448-5613
calston@uthsc.edu

Statewide Compensation Office
Julie Hunt
865-946-8847
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UT Space Institute
Patricia Burks-Jelks
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UT Martin
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“If you know how to spend less than you get, you have the philosopher’s stone.”

—Benjamin Franklin

Pay Quiz: True or False?

“I can choose if I want to be paid bi-weekly or monthly.”

FALSE: All newly hired non-exempt employees must be paid biweekly. All faculty and exempt employees must be paid monthly.

“Non-exempt employees are eligible for overtime pay.”

TRUE: Eligible non-exempt employees who work more than 40 hours in a workweek will be provided with compensatory time, unless the campus or department practice provides monetary compensation. The University provides compensatory time at the rate of one and one-half hours for every hour over 40 worked in a workweek. Overtime pay is provided at the rate of one and one-half times an employee’s regular hourly rate of pay for every hour over 40 hours worked in one workweek. If an employee takes leave during a week in which they work, the leave hours do not count as worked. Refer to HR Policy HR0445 http://policy.tennessee.edu/hr_policy/hr0455/ for more information.



Attention Empower Retirement Hybrid Members:

If you were hired after July 1, 2014, you may still need to add a beneficiary to your retirement plan. Follow these steps to add/change your beneficiary information:

For TCRS, visit <https://mytcrs.tn.gov>.

If you need to register, complete the registration process using the “Need to Register?” option.

Once you have successfully logged into your account, navigate to Account> View/ Change Beneficiary.

- To add someone to your account, you will need to list his or her name, address and relationship status. You’ll also need to list the percent of your account balance you wish for him or her to receive.
- To add/change your beneficiary information for your 401k-457 plan/s, visit <https://retirereadytn.gwrs.com>.
- If you need to set up your account, click on “Let’s Get Started,” and complete the registration process.
- Once you gain access, navigate to the “Beneficiary” option under “My Profile.”
- From there, you will be able to update or add your beneficiary information.



Partnership Promise: Disease and Case Management Coaching

By Rob Chance



New disease management

and case management coaching is required for 2017 Partnership Promise members who suffer from chronic conditions, medical needs or catastrophic illness or injuries. Lifestyle management, which helps tobacco users and individuals dealing with stress and weight management, is voluntary in 2017.

If you suffer from diabetes, asthma, chronic obstructive pulmonary disease, congestive heart failure, coronary artery disease or have other complicated medical needs, you are required to participate in coaching to help you manage these health issues. Frequency of coaching calls will be dependent on the severity of the chronic condition.

Healthways, the company that the state has contracted with to manage the wellness program, decides who is contacted for disease management coaching based on medical/pharmacy claims.

Coaches are degreed healthcare professionals who can help you reach your health goals. Coaches provide support so you can live the kind of life you want by making improvements to your health and well-being. They can provide assistance with exercise, nutrition, stress management, tobacco cessation and many other areas that affect lifestyle behaviors.

Visit partnersforhealthtn.gov for more information.

Partnership Promise Biometric Screening: Don't Forget!

By Rob Chance

Are you a member of the 2017 Partnership Promise? If so, don't forget that your biometric health screening must be completed by July 15!



The biometric screening is required for all members currently enrolled in the Partnership Promise PPO and Partnership HealthSavings consumer-driven health plan. This includes employees and covered spouses!

Biometric screenings can be completed by your physician or at an onsite screening event. To find an onsite screening event near you, or print a Physician Screening Form to take to your personal physician, visit partnersforhealthtn.gov.

The screening includes height, weight, blood pressure and waist circumference. A sample of your blood is also collected to determine blood sugar, cholesterol levels and other factors that can lead to lifestyle-related health complications.

2017 President's Award Winners

By Ellie Amador

From establishing a foot clinic for the homeless to developing a novel treatment for dissolving blood clots, the four faculty and staff winners of the 2017 University of Tennessee President's Awards are using their talents to impact lives across the state and beyond.

UT President Joe DiPietro announced the winners Feb. 21 during his second State of the University address in Nashville, attended by a crowd of legislators, alumni and friends.

"Every success we achieve as a University is the result of hard work and dedication by the thousands of faculty and staff who pursue their passions on our campuses and in our classrooms, laboratories and communities across the state," DiPietro said. "I believe in the importance of saying 'thank you' whenever possible and recognizing and



rewarding outstanding contributions. That's what this program is about, and I'm honored to work alongside individuals like the four remarkable people acknowledged today and the 19 other nominees."

The award program was established in 2016 to recognize employees for exceptional contributions to fulfillment of the University's mission—education, research and outreach—and one to a person who supports the mission.

President's Awards are the highest honor a UT faculty or staff member can receive from the institution and are intended to spotlight success and inspire excellence. Honorees are selected each year from a system-wide pool of candidates nominated by campus and institute leaders. Commemorative plaques and monetary awards of \$3,000 are presented.



JASON ROBERTS

Jason Roberts, associate professor of animal science at UT Martin, was the education category honoree. This award honors accomplishments that enhance educational offerings and diverse learning environments.

In his nomination letter, former UT Martin Interim Chancellor Robert Smith said, "Few on our campus have had the impact on our students as Dr. Roberts." More than 90 percent of the students in Roberts' pre-veterinary science program are accepted in veterinary school each year—with last year's students averaging three offers from schools across the country.

In addition to teaching and advising, Roberts serves as director of the West Tennessee Animal Disease Diagnostics Laboratory and of the UT Martin Veterinary Technology Program. In 2015, he received the UT Martin Coffey Outstanding Teaching Award and is credited as a team player, devoted mentor and selfless employee by those with whom he works.



GUY REED

Guy Reed, Lemuel Diggs Professor of Medicine and chair of the department of Medicine at the UT Health Science Center, was recognized as the discover category honoree. This award honors discoveries and applications of knowledge.

"He began more than 10 years ago to research a safer, more effective therapy for dissolving blood clots, the cause of most strokes," UT Health Science Center Chancellor Steve Schwab said. "The outcome of his research is a novel thrombus- (blood clot) dissolving agent, TS23, which is currently undergoing clinical trials."

Reed, a prolific researcher, has secured 22 grants, including 11 National Institutes of Health and four American Heart grants, since 1989. He holds 23 U.S. patents and has more than 90 peer-reviewed publications. He was one of four recipients of the Inside Memphis Business magazine's 2016 Innovation Awards.

DiPietro's address, the presentation of the President's Awards and the entire webcast are archived at tennessee.edu/state-of-ut/.



CHRISTINE SMITH

Christine Smith, director of the school of Nursing and Student Health Services Clinic at UT Chattanooga, was the connect category honoree. This award honors outreach, engagement and service efforts and programs.

“She goes above the call of duty for her University and the larger Chattanooga community,” wrote Steve Angle, chancellor of UT Chattanooga, in his nomination letter. “Her service is truly exceptional.”

On top of demanding administrative positions, Smith supported nursing faculty members in their development of a foot care clinic to combat chronic disease in the region’s homeless residents. Nursing students are involved at the clinic, and Smith also looks for opportunities to expose them to international medical care through in-service trips to Haiti and Costa Rica.



STEVE BUTLER

Steve Butler, director of instructional technology services at the UT Health Science Center, was recognized as the support category honoree. This award honors efforts in support of educational excellence; discoveries and applications of knowledge; and outreach, engagement and service.

In nominating him for the award, Schwab credited Butler’s work with helping transform the campus into a 21st-century academic health science center.

Butler designed and supported the first distance education classroom at UTHSC. The installation now connects more than 20 classrooms in Memphis, Nashville and Knoxville. Technologies brought on and supported by Butler and his team enable communication among pharmacy residents at rural locations across the state; participation in lectures, seminars and rounds by medical residents at various hospitals; and follow-up treatment with the Hamilton Eye Institute for patients around the world. He joined UT in 1981, has more than 35 years of experience in information technology, and received the UTHSC Exceptional Service Award in 2011.

To learn more about the President’s Award program, visit president.tennessee.edu/awards. Nominees for this year’s awards are listed below.

2017 President Award Nominees

EDUCATE

- **Noma Anderson**, UT System, special advisor to the president on diversity and inclusion
- **Joanne Logan**, UT Institute of Agriculture, associate professor, biosystems engineering and soil science
- **Laurie Melnik**, UT Chattanooga, executive director of the Southeast Center for Education in the Arts
- **Elisabeth Schussler**, UT Knoxville, associate professor, director of biology teaching and learning
- **Trevor Sweatman**, UT Health Science Center, professor, pharmacology and medical education

DISCOVER

- **Michael Gibson**, UT Martin, professor, geology
- **Hope Klug**, UT Chattanooga, UC Foundation associate professor, biology, geology and environmental science
- **Daniel Simberloff**, UT Knoxville, professor, environmental studies
- **Neal Stewart**, UT Institute of Agriculture, Ivan Racheff chair of excellence and professor, plant sciences

CONNECT

- **Justin Crowe**, UT Institute of Agriculture, extension specialist, 4-H youth development
- **Nan Gaylord**, UT Knoxville, associate professor, nursing
- **Margaret Thorman Hartig**, UT Health Science Center, professor, health promotion and disease prevention
- **Walter Idol**, UT Institute for Public Service, manager, health, safety and preparedness
- **Carey Whitworth**, UT System, director of advocacy and special assistant to the vice president

SUPPORT

- **Dorothy Bryson**, UT Foundation, executive director, development
- **Alice-Catherine Carls**, UT Martin, Tom Elam distinguished professor, history
- **Teresa Lynn Fisher**, UT Institute of Agriculture, program director, Companion Animal Initiative of Tennessee
- **Yancy Freeman**, UT Chattanooga, associate provost, enrollment services
- **Trevor Moeller**, UT Space Institute, associate professor and graduate program director, mechanical, aerospace and biomedical engineering

Benefits of UT Employment

Did you know you have access to discounted athletic tickets, gym memberships and theme park passes just for working at UT? Each UT campus and institute offers benefits and discounts that employees can use. Depending on the campus or institute you work for, the benefits offered may be different. However, all UT employees, no matter the campus, are eligible for discounts on floral arrangements, select wireless phone providers, computers and software.

Check out more statewide discounts at hr.tennessee.edu. Some examples, but not all, are listed below.

CAMPUS-SPECIFIC BENEFITS



UT HEALTH SCIENCE CENTER

- Discounts for YMCA services
Contact local YMCA for details
- Several restaurant discounts
The Park Café
Subway
Smoothie King

- Up to 20 percent off at Wyndham Hotel Group at 7,000 participating hotels
- 25 percent off laundry service at Mercury Valet Cleaners
- 15 percent discount at Germantown Performing Arts Center

UT CHATTANOOGA

- Discounted athletic tickets
- Discounts at the UTC bookstore
- Discounted AT&T and Sprint personal phone plans
- Free rides using Carta Bus Service
- Discounted tickets for Fine Arts events



UT SPACE INSTITUTE

- Free parking
- Free access to the UTSI fitness center
- Discounted memberships to Harvey's Gym
- Discounted tickets to Holiday World & Splashin' Safari in Santa Claus, Indiana
- Access to on-campus boating, fishing and sports facilities. Members are invited to participate in student activity organizations, such as gaming, rocketry, astronomy, paintball, soaring, music and boat club.



UT MARTIN

- Memberships to the UTM Student Recreation Center for employees and their families
- Meal plans at a reduced rate
- 10 percent discount on books at Barnes and Noble (non text books)
- Athletic ticket discounts
- 10 percent discount at local gym



KNOXVILLE AREA

- Clarence Brown Theatre tickets
- Rec Sports memberships
- Discounted athletic tickets
- Discounts at VolShop
- Discounts at on-campus dining locations



Seven Habits of Highly Effective People

Learn how to be a more effective person through one of the most popular training programs worldwide. **Seven Habits of Highly Effective People**, which focuses on teaching participants habits that can help them be more successful in their work and personal life, is being taught May 24-25 in Knoxville.

Attendees will discover how to take initiative, avoid procrastination and balance key priorities based on work and life roles. This training is available to any UT employee who seeks to be more effective in his or her work and personal life. Those interested in attending should visit <https://hr.tennessee.edu/training/conferences-seminars/seven-habits-of-highly-effective-people>.



- Cost — \$289
- Location — 218 Conference Center Building, Knoxville

UT Compliance 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. 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 what 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.



UT ROAD TRIP: Fruits of the Backyard

By Hannah Sewell

Have you ever wanted to get rid of those pesky weeds in your yard? What about the annoying insects? Curious to know your soil's pH level?

The Institute of Agriculture can help. The **9th annual Fruits of the Backyard Field Day**, scheduled for June 13 at the Middle Tennessee Research and Education Center in Spring Hill, will allow gardeners to find out what is happening in their backyards. Bring a sample of any soil, fungus, plants or insects to be tested by experts.

The event also includes three panel speakers, an open question/answer discussion and an assortment of booths and vendors.

"Educational topics, displays and demonstrations will provide insight into the production of fruits and vegetables, maintenance of lawn grasses and ornamentals, and control of harmful insects and weeds," said Kevin Thompson, center director. "Please plan to attend and bring an interested neighbor as this program has been developed to help you



WHEN:

June 13 from 8:30 a.m.
to 12:30 p.m.

WHERE:

Middle Tennessee Research
and Education Center
1000 Main Entrance Drive,
Spring Hill, Tennessee, 37174



make your backyard a more productive and enjoyable place to spend time with family and friends."

The event's three educational presentations begin at 9:30 a.m. and conclude at 11:30 a.m., followed by a question/answer session. Natalie Bumgarner will speak on vegetable production opportunities in residential environments, John Skinner will discuss backyard honey production and David Lockwood will speak about the King of Fruits—Johnny Appleseed.

Learn how to make the most of outdoor space by asking questions of the panelists, additional UT specialists and local area farmers.

Fruits of the Backyard is a free event open to the public. Attendees are encouraged to arrive early.



For questions about Fruits of the Backyard or any of the 10 field day events hosted by AgResearch and Education Centers across the state, call Cyndi Petty at 931-486-2129 or Kevin Thompson at 931-797-6642.

Additional field days and activities are planned throughout the year: <https://ag.tennessee.edu/Pages/fielddays.aspx>.

Work Healthy UT Blog

Whether you are looking for exercise tips, new recipes or how to deal with stress in the workplace, the Work Healthy UT blog has you covered!

This employee-authored blog covers a wide variety of topics that promote physical health, mental health and work/life balance. Connect with UT employees from across the state as they share their stories and experiences in everything from dealing with grief to looking at exercise from a new perspective.

Read how UT Martin Chancellor Keith Carver learned to cherish ordinary moments with his daughter as she prepared for college. Try Britton Sharp's five iced tea recipes for the quickly approaching summer. Learn from Karen Rose how to support a family member who suffers from dementia.

We're always looking for good storytellers and want to hear from you if you're a UT employee interested in sharing your expertise or personal experiences. Researchers, teachers, parents, survivors—we all have something to share. Diversity in backgrounds, perspectives, writing styles and individual characteristics is encouraged.

Visit workhealthy.blogs.tennessee.edu to learn more!



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NEWS AND INFORMATION ABOUT YOUR UNIVERSITY BENEFITS

SPRING 2017

Code of Conduct: Check the Code

The University of Tennessee's Code of Conduct is intended to facilitate a workplace culture that promotes responsible behavior, from understanding ethical behavior in the workplace to knowing your responsibility to report suspected violations as a UT employee.

"The purpose of the **UT Code of Conduct** is to encourage and empower employees to perform their work in a responsible and ethical manner," said Bill Moles, director of compliance for the UT System Administration. "The Code provides guidance on the University's expectations of acceptable behavior and



UT CODE OF CONDUCT
CHECK THE CODE

what to do if you have a question or suspect misconduct."

The Code of Conduct is comprised of general principles and statements of responsible conduct and provides specific examples of prohibited conduct. However, the Code does not replace, limit or alter any existing policies.

"To fulfill our mission of serving the people of Tennessee and beyond through the discovery, communication and application of knowledge, we must be committed as a statewide workforce to promoting responsible and ethical behavior in everything we do," said UT System President Joe DiPietro.

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