Employee Relations Council Meeting
Minutes
December 5, 2012

I. Welcome and Introduction (Phil Bright)

Leanne Perry
Administration
Debra Hunter
EPS, Fine Arts, Brehm Hall & UTM Farm
Kathy Wiley
Building Services & Physical Plant Administration
Amanda Broussard
Children’s Center, Elam Center, Fieldhouse, Football Bldg.
Sherry Shanklin
Recreation Wellness
Karen Sliger
Human Resources
Betty Cowen
Extended Campus and Online Studies & Gooch Hall
Debra Lamb
Governor’s School for the Humanities, Healthy Start
Sherry Whaley
Program, Humanities Bldg. & Student Success Center
Donna Butler
Information Technology Services
Cynthia Gaylord
Information Technology Services
Malissia Pentecost
Library
Jeremy Caudle
Student Health, Counseling Services & University Center
Phil Bright
Information Technology Services
Corey Brock
Library
Marsha Davis
Human Resources
Nancy Yarbrough
Human Resources
Dr. Thomas Rakes
Chancellor’s Office

II. Human Resources Changes (Phil Bright)

Marsha Davis, administrative support assistant III, joined the Office of Human Resources in May 2012. Her telephone number is 7845. As a result of two recent searches: Judy McMorries was hired as assistant director of the Office of Human Resources. Her telephone number is 7849. Sherry Shanklin was hired as administrative coordinator II in the payroll section of the Office of Human Resources. Her telephone number is 7818.

III. Announcement only for BlueCross/BlueShield participants (Sherry Shanklin)

Due to the uncertainty and confusion with the situation, Benefits Administration will allow members in West Tennessee to switch from BlueCross/BlueShield to Cigna if you wish. This is not mandatory; this gives you the option to switch to Cigna if you have concerns. This situation only affects the Baptist hospitals in West Tennessee.

If you wish to make a change from BlueCross/BlueShield to Cigna, please come to the Office of Human Resources as soon as possible and we will assist you. All changes must be submitted on paper and no later than December 14, 2012.
IV. September 2012 Employee Relations Advisory Board Meeting (Phil Bright)

December 31, 2012, UT Martin will be open. Employees can discuss and request leave with their supervisors. University Code of conduct has been expanded and distributed during the meeting. Phil Bright also spoke about the compensation market study, flexible benefits for medical care and dependent care. Phil Bright referred to the handout distributed to Employee Relations Council and will be available to answer any questions.

V. Derryberry Lane (Phil Bright)

A question to widen Derryberry Lane was asked by the Employee Relations Council. The issue with Derryberry Lane will be brought back to the Employee Relations Council in the future.

VI. Sick Leave Bank policy #HR0382 (Phil Bright)

Members who are eligible to apply for the sick leave bank shall require a doctor’s statement completed by a medical provider. The statement must state the illness or injury, employee’s name, and the number of leave days requested. Phil Bright distributed the University of Tennessee System Policy handout.

VII. UT Martin Elevator’s (Phil Bright)

Tim Nipp will bring information on the progress of UT Martin elevators at the next Employee Relations Council meeting.

VII. Employee Relations Advisory Board

Debra Hunter will continue serving on the Employee Relations Advisory Board, for the two year period, January 1, 2013-December 31, 2014.

VIII. Compensation Plan (Nancy Yarbrough)

UT-Martin has participated in a system-wide salary compensation survey completed by Sibson Consulting. Using the results of the survey, UTM developed a multi-year compensation plan to address salary issues. The first year of the plan is being implemented January 1, 2013, for monthly and bi-weekly paid staff employees, and February 1, 2013, for flex-year employees. Regular employees with 15 or more years of service and a satisfactory average on the last 5 years of employee evaluations were eligible. The goal of this first year is for the average employee salaries per grade level to be at 85% of market median. No salary increase can exceed 10%.

For faculty, the average salaries for rank and discipline from the College and University Personnel Association (CUPA) for our THEC peers and other identified peers were the benchmark salaries. This is a multi-year plan, with the first year of the plan focused on full Professors with 15 or more years of service and satisfactory performance evaluations who were below 85% of the market. Associate and Assistant Professors with less than 15 years but below 85% of the market were also included. The first year of the plan is being implemented January 1, 2013, for 12-month faculty, and February 1, 2013, for academic-year faculty.

Ms. Judy McMorries from Human Resources and Dr. Gail Stephens from Equity and Diversity will co-chair the compensation planning committee for year two of the compensation plan. Regular staff employees with 15 years of service or less, a satisfactory average on their last 5 years of performance evaluations, and who are below 85% of the market for their grade level will be eligible. If employed less than five years all performance evaluations must be satisfactory.
Regular faculty with the rank of Professor, Associate Professor, or Assistant Professor with 15 or fewer years of service or less, with satisfactory performance evaluations, who based on rank and discipline are below 85% of the market for their rank and discipline will be eligible.

There may be other criteria for faculty and staff, or faculty and staff with higher years of service involved in the final plan that is adopted for year 2.

Employee Relations Council representatives and alternates are asked to provide input to Dr. Stephens and Ms. McMorries. They are also requested to have their offices or departments e-mail suggestions to the co-chairs.

UT is committed to the compensation plans.

IX. Closing

Tenna Bynum reminded everyone about the Christmas breakfast December 17, 2012.