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HUMAN RESOURCES

- Chandra Alston, EdD**
Associate Vice Chancellor
- Damon Davis**
Compensation Manager
- Debbie Jackson**
Benefits Manager
- Kendy Kallaher**
Employee Relations Manager
- Donna Lenoir**
Employment Manager
- Brittany Murray**
Senior Administrative Services Assistant
- Marian Harris**
Employee Relations Counselor
- Alisha Boone**
Sr. HR Consultant
- Angela Franklin**
HR Consultant
- Gina Curry**
Insurance Coordinator
- Jenna Fielding Mednikow**
Employee Relations Specialist
- Demetriss Gilliam**
Compensation Specialist
- Denise Griffin**
Sr. Records Specialist
- Barbara Patton**
Admin. Specialist II
- Chastity Pegues**
Admin. Specialist II
- Barica Horner**
Admin. Secretary
- Na'eem Rashada**
Admin. Support Asst.



UTHSC HUMAN RESOURCES EXPANDS AND IMPROVES SERVICES PROVIDED TO UTHSC EMPLOYEES WHO WORK AT A DISTANCE

UTHSC has an increasing footprint across the state of Tennessee that warrants an expansion and improvement of HR services to our employees who work at a distance. Eric Bloom, president of Manager Mechanics, said, “No matter how widespread your organization becomes, you need to work hard to retain team cohesion and the philosophy that everyone is on the same team regardless of where they work.”

Over the past decade, the Health Science Center has continued or expanded operations in Knoxville, Chattanooga, Nashville, Jackson, Tipton, Union City, and Bristol, TN. Operations outside the state include clinics in Arkansas and medical operations in San Antonio, TX. (Lackland Airforce Base), San Angelo, TX, Wichita Falls, TX and Biloxi, MS.

With more than 900 employees working in remote locations, UTHSC HR is challenged to meet the needs of these employees. Providing virtual meeting places, measuring new hire “health” at the 90 day mark, including remote employees in corporate celebration and communications, and hosting periodic face to face meetings with HR Team Leaders and key leaders from the main campus are several methods planned for 2017.

As we launch this new statewide effort, on-site receptions or e-meetings are being hosted at each site to explain this expansion of services. Damon Davis, Compensation Team Leader, will be the HR business partner assigned to sites and employees in Knoxville. Debbie Jackson, Benefits Team Leader, is assigned to Nashville, Union City and Bristol employees. Donna Lenoir, Employment Team Leader will work with Chattanooga sites and employees. Kendy Kallaher is assigned to the Family Practice sites as well as the employees in Texas sites. All other sites will be handled by the Associate Vice Chancellor, Dr. Chandra Alston.

The expanded or continued services for these employees will include new hire orientation (virtual or on-site), onboarding functions (paperwork processing, background checks, etc.), benefits orientation and ongoing support, employee relations support (performance management), and compensation functions.

We anticipate challenges as we attempt to bring all UTHSC employees closer through enhanced communication and support. Everyone should feel like a part of the UTHSC team, whether they work in Memphis on the main campus or elsewhere!

INTRODUCING TELEHEALTH: A VIRTUAL VISIT

All benefit eligible employees have access to Telehealth with your carrier either BCBST or Cigna. With Telehealth, you can talk to a doctor by phone or computer from anywhere, at any time.

Employees can contact a doctor for non-emergency medical issues (allergies, asthma, bronchitis, cold and flu, infections, fever, ear aches, nausea, pink eye, sore throat, etc.)

Services are available 24 hours a day, seven days a week — including nights, weekends and holidays, when your doctor or pediatrician is unavailable.

The cost is only \$15 for all PPOs members (in-network) and CDHP members pay \$38 per visit until you reach your deductible. Payment will be due before treatment is rendered.

BLUECROSS MEMBERS

- Log into BlueAccess at bcbst.com/members/tn_state/.
- The Physician Now web link is on the center of the page and also under the My Health & Wellness tab
- Or, call 888.283.6691 to have a customer service representative to assist you.

CIGNA MEMBERS

- Go to mdlive.com/stateoftn or log into MyCigna.com
- MDLive is on the middle right side of the page and also under Find a Doctor, Dentist or Facility
- Or, call 888.726.3171 to have a customer service representative to assist you.

EMPLOYEE TESTIMONIAL

"Around 9:00 pm, my child came home from a basketball game and I noticed his eye was red. After looking at his eye, I immediately knew it was conjunctivitis or "pink eye". What were my options? I could have gotten out in the cold with my child late at night to visit a minor medical clinic but decided to try the telehealth that is now available through my UT insurance carrier. I contacted BCBST customer service - who was very helpful and patient with me. The representative assisted me with getting my child enrolled and verified what local pharmacy was open in case a prescription was needed.

I was instructed to take a photo of my child's eye, and send to the doctor on call. Within one minute a doctor contacted me about child. We discussed his illness and within about 15 minutes my pharmacy had received his prescription. I was able to get an antibiotic and start treating my sons pink eye within two hours. My son did not even have to leave his room. What a great and useful benefit!"

- Gina Curry

2016 PERFORMANCE EVALUATIONS DUE SOON!

It's time for staff (non-faculty) performance evaluations. The 2016 performance evaluation period reviews work performance and conduct between January 1, 2016 and December 31, 2016.

Every non-faculty staff exempt and non-exempt employee working for the university will be included in the 2016 performance evaluation process, unless they are within their 6-month probationary window. **All staff exempt and non-exempt employee's evaluations are due to Human Resources no later than Friday, March 31, 2017.**

This evaluation process is critical to the overall success of the university as we encourage communication between supervisors and employees. It is expected that all employees will receive performance feedback from their immediate supervisor during this evaluation period.

To support your efforts, staff performance evaluation forms have been placed on the Human Resources website accessible at uthsc.edu/hr/performance_evaluations. The department is required to provide Human Resources with the Summary Form and an updated copy of the employee's Position Description Questionnaire (PDQ) using the proper forms. All other tools or assessments for employees and/or managers should be maintained in the department file. Available training dates are located on the HR website at uthsc.edu/hr/compensation for your convenience.

If you have specific questions or concerns, contact Damon Davis in the Human Resources Office at 901.448.5600 or ddavis24@uthsc.edu.



HUMAN RESOURCES

IMPORTANT ALERTS:

FLEXIBLE SPENDING ACCOUNTS

March 15th was the last day for all employees to use the balance remaining during the 2016 plan year to pay for health care and dependent care expenses. Be sure to save the Explanation of Benefits you receive from your insurance provider and/or the receipts for out-of-pocket medical expenses you incur.

Claims can be submitted several ways:

- Use the PayFlex card
- Download the Free Mobile App
- Obtain a claim form online at healthhub.com

The deadline for filing claims for 2016 expenses is April 30th.

PARTNERSHIP PROMISE WELL-BEING ASSESSMENT DEADLINE

As part of the Partnership Promise, all employees - including covered spouses - who are enrolled in the Partnership PPO or Wellness HealthSavings CDHP must take action in 2017 by **completing the online Well-Being Assessment (WBA) by March 15, 2017**. Dependent children do not have to complete the Partnership Promise.

If you missed the deadline, please call Healthways at 1.888.741.3390, Monday - Friday, 8:00 am - 8:00 pm CST to determine if you will be allowed to submit the information.

If you were hired in 2017, there are different requirement deadlines. To learn more, please visit the Partnership Promise website, partnersforhealthtn.gov/promise.

You can also sign up to receive Partnership Promise email reminders by visiting partnersforhealthtn.gov, scrolling down to the bottom of the page where it says "Weekly Health Tips" and click "Register Today!"

SHORT TERM DISABILITY COMING IN 2018

The State is announcing Short-Term Disability, a new voluntary benefit for 2018. MetLife will be the carrier for this benefit.

Disability insurance replaces a portion of your income if you cannot work due to illness or injury. Eligible employees may enroll in the short term disability insurance during the 2018 open enrollment period. There will be no health questions. Employees are responsible for 100% of the premium.

Employees will receive announcement postcards in July and enrollment kits in Mid-September outlining details of the plan.

NEW SR. HR CONSULTANT HIRED!

Alisha Boone is joining us after working 3.5 years at University Clinical Health (formerly called UT Medical Group) in Human Resources. She prides herself on matching the perfect candidate to the needs of the department to facilitate the best fit for all parties. In her spare time she enjoys going to see live music, watching the Grizz and Tigers, and spending time with her family.



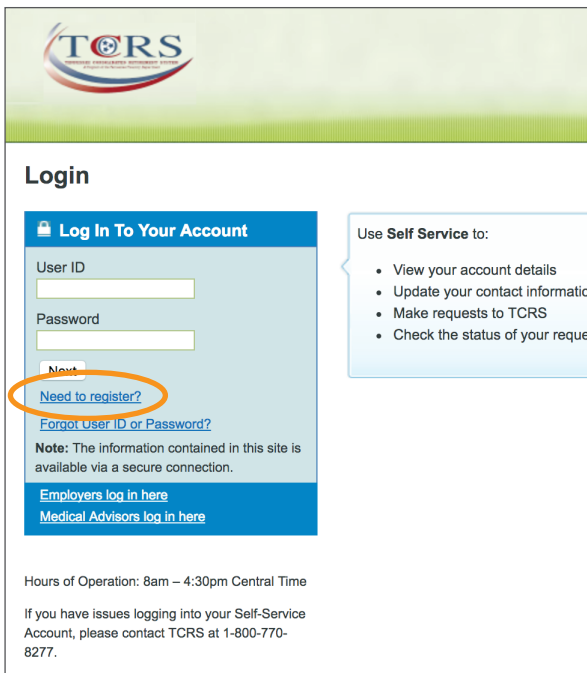
MY TCRS ONLINE!

Employees who are enrolled in the Tennessee Consolidated Retirement System (TCRS) have access to their retirement account information. Each member is encouraged to register at the TCRS website to review service credit, contributions, estimates and beneficiary information. Instructions on how to login is below.

1. Navigate to tcrs.tn.gov and click the self-service link. (You can also access reference materials via the Concord tab.)

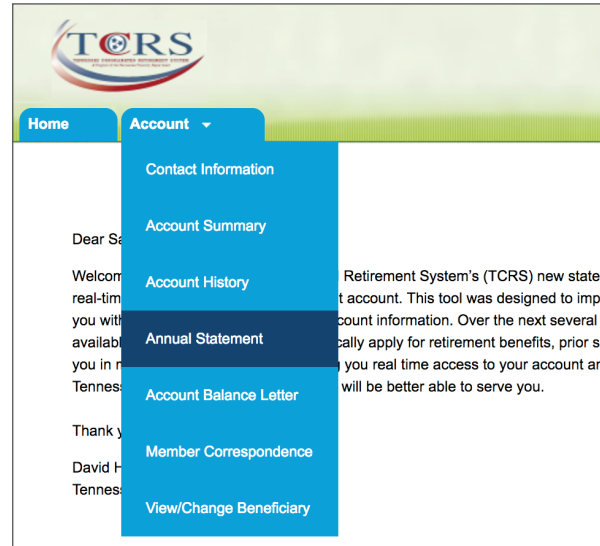


2. From the login page, click Need to register?

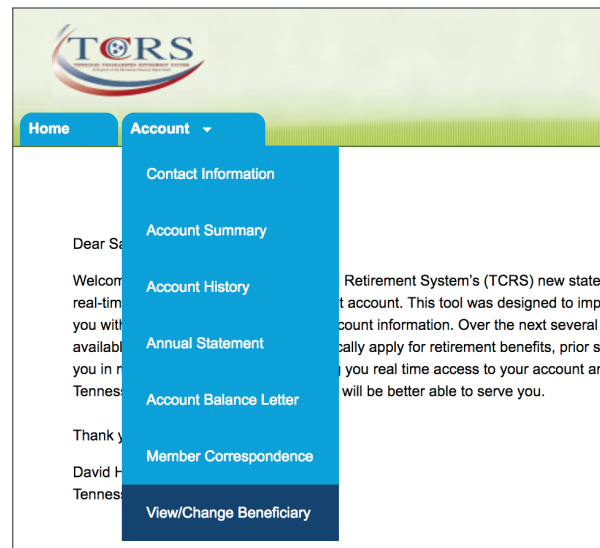


3. Complete the registration process. The process does not require any special information and only asks you to answer personal questions that are applicable to you.

4. Once you have successfully registered and logged in, navigate to Account > Annual Statement to access your 2013-2014 TCRS Annual Statement.



5. We also strongly encourage all members to verify their beneficiary information. To do so, navigate to Account > View/Change Beneficiary.



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

For more information, please contact:

Human Resources | 910 Madison Avenue | Suite WP012, 1st Floor
phone 901.448.5600 | fax 901.448.5170

uthsc.edu/hr



HUMAN RESOURCES