



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER

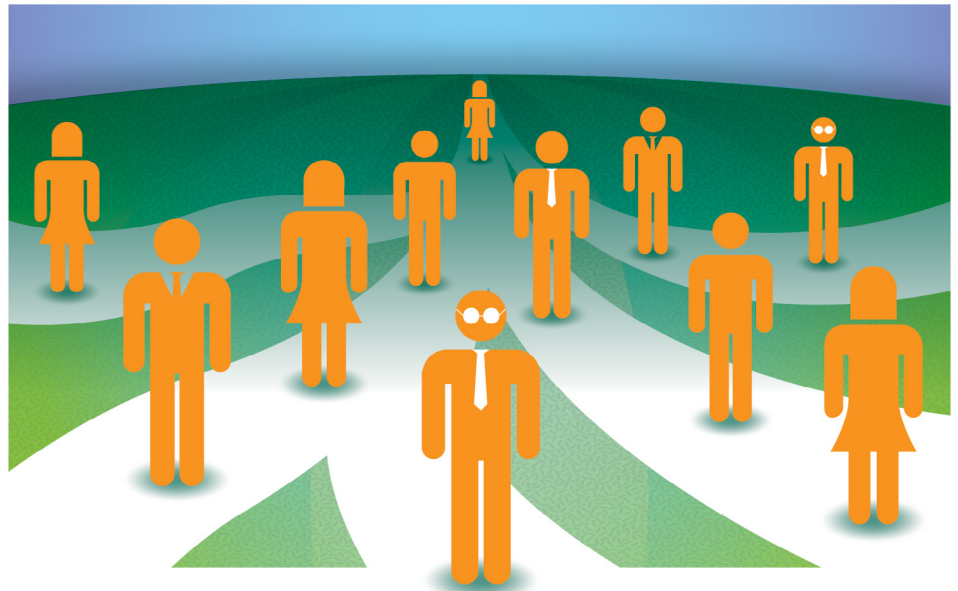
HUMAN RESOURCES

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## HUMAN RESOURCES

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## UTHSC CAREER MOVEMENT

One of the many great benefits of being a UTHSC employee is unlimited possibility for advancing your career within UTHSC. Take charge of your career and take advantage of the benefits of being a UTHSC employee. Whether you see your next step as an upward movement or a lateral movement, consider the following:

1. Which job posting/description reflects my next opportunity?
2. Do I possess all of the minimum requirements for this opportunity, or is there an area I need to develop and gain experience in?
3. Am I taking advantage of all of the internal career development opportunities offered through HR128 classes: [oracle.uthsc.edu/pls/htmlldb/prd/f?p=120701:12:2563405464787866::NO::](http://oracle.uthsc.edu/pls/htmlldb/prd/f?p=120701:12:2563405464787866::NO::), Lynda.com: [uthsc.edu/its/systems-development/productivity/lynda/](http://uthsc.edu/its/systems-development/productivity/lynda/), K@te: [hr.tennessee.edu/training/online-training/](http://hr.tennessee.edu/training/online-training/)?
4. What am I doing to accelerate my own development: college coursework (tuition reimbursement), online training, reading job-related materials, professional organizations, networking, etc.?
5. Does my resume accurately reflect all of my major accomplishments?
6. What numbers have I included in my resume to show the impact of my professional efforts?
7. Will my cover letter/resume help the receiving manager clearly see how I have made a difference and how my past/current work relates to what I would be doing for them (transferable skills)?

Review our current opportunities at [uthsc.edu/hr/employment](http://uthsc.edu/hr/employment). Remember, new employees must complete their 6 month probationary period to apply for internal opportunities.

**THE ONLY PERSON YOU ARE DESTINED TO BECOME  
IS THE PERSON YOU DECIDE TO BE.**

**Ralph Waldo Emerson**

## TOP 10 MOST ASKED BENEFIT QUESTIONS AND ANSWERS

- 1. If two employees in the same plan (state, local education or local government) are married, are you required to choose the employee + spouse premium level, or can each sign up for employee only coverage? What if there are children?**

Married members can each enroll in employee only coverage. If you have a child(ren), one of you can choose employee only and the other can choose employee + child(ren).

- 2. Can a dependent be dropped from coverage in the middle of the plan year?**

You can cancel medical or dental coverage outside of the Annual Enrollment period if you and/or your dependent(s) become newly eligible for coverage under another plan (proof is required and only the individual or individuals who become newly eligible for other coverage may cancel).

You have 60 days from the date that you and/or your dependent(s) become newly eligible for coverage to submit documentation. An insurance cancel request application must be submitted along with the required documentation.

- 3. Do I have to complete the Partnership Promise requirements (Well-Being Assessment or WBA, d biometric screening) in 2018?**

No. The Partnership PPO went away in 2017 and was replaced with the Premier PPO. There is no Partnership Promise in 2018. So there is no March 15 deadline for the WBA and no July 15 deadline for the biometric screening. Members who were enrolled in the Partnership PPO in 2017 and made no changes during annual enrollment were moved to the Premier PPO.

- 4. What is the CDHP/HSA (or Local CDHP/HSA) insurance plan?**

The CDHP is a consumer-driven health plan (CDHP) with a health savings account (HSA). It uses the same provider networks and discounted rates as the PPOs.

You control and manage more of your healthcare dollars. It has a higher deductible and lower monthly premiums. Instead of copays, you pay the full, discounted medical or prescription drug cost for any claims that you incur until you reach your deductible. You pay coinsurance after you meet your deductible until you reach your maximum out of pocket. Then you are covered at 100 percent.

To go with your CDHP, you also have a **health savings account (HSA)**, a tax-free savings account that you can use to pay for your deductible and coinsurance expenses.

For higher education employees, if you enroll in the CDHP, the state will put money into your HSA in 2018: \$250/individual only coverage and \$500/family coverage. If your coverage effective date is after September 2, 2018, the state contribution for 2018 is not available.

- 5. How is the CDHP different from Premier, Standard and Limited PPOs?**

It has a health savings account (HSA) and the cost sharing is different. The CDHP has lower premiums and higher deductibles.

- Instead of paying copays, you will pay the full cost of the discounted network rates for services until the deductible is met. Then you pay a portion of the discounted network cost (a 20 or 30 percent coinsurance) until the annual out-of-pocket maximum is reached for in-network providers. The CDHP covers 100 percent of in-network costs after that.
- Instead of paying pharmacy copays, you pay the full negotiated cost of the prescription drugs up to the plan's combined medical/pharmacy annual deductible, and then pay the coinsurance until the annual out-of-pocket maximum is reached. The plan covers 100 percent of in-network costs after that. There is not a separate pharmacy deductible or out-of-pocket maximum.

For certain 90-day chronic maintenance drugs (e.g., hypertension, high cholesterol, diabetes, depression, asthma/COPD, coronary artery disease, congestive heart failure), when you choose to fill these kinds of medications in a 90 day supply through Mail Order or a participating Retail-90 network pharmacy, you pay a lower (10 or 20 percent) coinsurance and do not have to meet your deductible first.

There is no individual deductible with family coverage. All deductibles are combined in the family deductible. When it is met, even if it is reached by just one family member, coinsurance rates will be charged until your out-of-pocket maximum is reached. Keep in mind, though, that the entire family deductible amount must be met before any insurance coverage kicks in and you will begin paying coinsurance.

- 6. What happens if I ask for a brand name medication when my doctor writes a prescription indicating that a generic drug can be substituted?**

When a generic is available and your doctor indicates "may substitute" but you request the brand name drug from the pharmacy, you will pay the difference between the brand name drug and the generic drug plus the brand copay (PPO) or coinsurance (CHDP).

- 7. Do I have to pay a copay or coinsurance for an annual well-woman visit if I also have an annual physical with my internist or family doctor?**

A well-woman visit is an annual preventive visit just like an annual physical or exam. As part of your health insurance, female members can have a well-woman visit and a physical each year. Both of these visits are covered at no cost to the member when received in-network.

## TOP 10 MOST ASKED CONTINUED

### 8. My doctor is not listed in the Davis Vision network? Can I still get some reimbursement if I continue to see him or her?

You can get an eye exam at your non-network provider but your benefit will be much less than if you used a network provider. You might want to consider filling your vision prescription at one of Davis Vision's network providers in order to save money. If you are seeing the doctor for a medical reason (other than a routine eye exam), the charges will have to be submitted to your medical plan.

### 9. Why are there waiting periods for some dental services?

The MetLife Dental Preferred Provider Organization (DPPO) plan requires a waiting period before certain more expensive services will be covered. A 6-month waiting period applies for implants, bridges, partial dentures, full dentures, crowns and cast restorations. A 12-month waiting period applies for initial placement of bridge or denture to replace one or more missing natural teeth. A 12-month waiting period applies for orthodontic treatment. This discourages members from joining for one year just to receive expensive major services while only paying premiums for one year. Waiting periods cannot be appealed through the state. Please direct any questions concerning waiting periods to MetLife at 855.700.8001.

Unlike our medical insurance options, which are self-insured, our dental products are fully insured. This means that the insurance carriers, not the state, are the ones that assume the risk of premium payment versus claims cost.

The Cigna Prepaid Dental (DHMO) plan does not require any waiting periods before services will be covered. This is because the prepaid plan pays a fee each month to the participating dentists for each enrolled member and in turn the dentists have agreed to deep discounts in their fees.

### 10. May I continue my voluntary term life insurance when I retire or terminate employment?

Yes, you may continue (port) one-half (1/2) the coverage amount and pay the same premium rates as active members. Employees will need to contact Minnesota directly for questions about coverages and rates at 866.881.0631



## UTHSC IS HONORED AS ONE OF TENNESSEE'S HEALTHY WORKPLACES!

Governor Haslam's Foundation for Health and Wellness honors the State's top employers who meet the Foundation's standards for a healthy workplace. Each participating employer must submit information on their wellness programs, policies and initiatives to the Foundation on an annual basis to qualify for this honor. UTHSC has been recognized for the past four years and continues the mission of ensuring UTHSC is a workplace that is conducive to employee's health and wellness. Free membership to the University's recreation center, Healthy Living and Weight Watcher's programs, walking groups, non-smoking campus, are just a few of the ways UTHSC encourages healthy living.

Additionally, the University was also recognized by The Memphis Business Group on Health. Cristie Upshaw Travis, CEO sponsors an annual awards ceremony for Memphis area businesses and universities who are also recognized by the Governor's Foundation for Health and Wellness. This year UTHSC's certificate was accepted by Debbie Jackson, HR Team Leader. UTHSC was recognized along with other organizations such as Methodist, St. Jude, Walgreens and Regional One Health just to name a few.

Each department is encouraged to continue implementing ways to create or maintain a healthy work environment. Providing healthy snacks for departmental meetings, attending exercise classes at the recreation center or walking groups on Monday, Wednesday and Friday. Employees are also encouraged to use the EAP services for help managing stress or to learn tools to help you have a better work life balance. You can view the [Campus Recreation](#) website for more information regarding your options for exercise and the [EAP](#) information is available online as well!

## YOUR BENEFICIARIES MATTER!

Please maintain updated beneficiaries on all of your UT benefits!

[uthsc.edu/hr/benefits/insurance/updates.php](http://uthsc.edu/hr/benefits/insurance/updates.php)

## EMPLOYMENT VERIFICATION PROCESS

Current employees, former employees, and third parties often contact Human Resources regarding Verification of Employment. Employment verification must be conducted by asking the requesting party to contact The Work Number at [theworknumber.com](http://theworknumber.com) or 800.367.5690 and using the UTHSC Company Code 17617 to complete the verification. Due to the volume of employment verifications we receive, only mortgage employment verifications and other verifications which require salary information may be conducted by faxing a release form signed by the employee to 901.448.5170.

## UT CONFERENCE FOR WOMEN IN LEADERSHIP

The University of Tennessee Human Resources Employee and Organizational Development office hosted the 2018 UT Conference for Women in Leadership in Murfreesboro, TN on June 13, 2018. UTHSC had a strong presence at the conference in both attendance and session facilitators. The one day conference opened with a morning keynote address by Dr. Tonja Johnson, Executive Vice President and Chief Operating Officer, UT System. Commissioner Danielle Barnes, Tennessee Department of Human Services closed the conference as the afternoon keynote. Those in attendance were able to select from eight courses, three of which were led by UTHSC leaders. Dr. Chandra Alston, Associate Vice Chancellor of HR, facilitated Proceed with Caution: Have you Checked UT Policy? Dr. Gail House, Director of Administration, Department of Surgery and Holly Rounds, Assistant Director of Surgery co-facilitated Career Strategies for Women and Dr. Noma Anderson, Special Advisor to the President on Diversity and Inclusion, led The Power and Purpose of Diversity and Inclusion. Conference attendees were engaged and excited to discuss strategies that help sharpen their leadership skills. The often thought provoking sessions required attendees to consider tools they could use to become a successful leader and career women as they continue to serve their departments and employees.

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  
t 901.448.5600 | f 901.448.5170

[uthsc.edu/hr](http://uthsc.edu/hr)

## ASK HR!

### Question:

**HOW SOON DO I NEED TO SUBMIT A LETTER OF RESIGNATION OR RETIREMENT?**

### Answer:

The System Termination of Employment Policy-HR0160 states:

Staff members are expected to notify their immediate supervisor in writing of their intention to resign their employment. Faculty will follow the policy as established in the applicable faculty handbook. Staff non-exempt employees are expected to give a minimum of two (2) weeks notice and staff exempt employees are expected to give a minimum of four (4) weeks notice. Whenever possible, reasonable advance notice of an employee's resignation is expected. Supervisors should acknowledge and accept the resignation in writing.

### Question:

**HOW CAN I ROLLOVER AN OLD RETIREMENT ACCOUNT TO MY UT RETIREMENT?**

### Answer:

The only retirement plans that accept any outside funds are the optional tax deferred annuities (TDA) 401k, 457 or 403b. Neither TCRS nor the ORP are eligible to receive any funds from other retirement accounts. If you have an old retirement account and you would like to consolidate those funds with a UT retirement plan, you would need to open one of the listed TDA's and then contact your previous retirement plan to begin the process. You will not have to contact HR for this process.

[Enroll in a tax deferred plan.](#)

## POSITION DESCRIPTION (PD) TRAINING

Access Position Description online training through [K@TE, the learning management system.](#)

### 2017-18 Compensation Project

[Frequently asked questions](#) about the project are available for those who want to learn more.