



Employee Relations Organizations Meeting
August 27th – 10am to 11am
Zoom Meeting

Representatives Present:

ERC: Amber Carter, April Thompson, Jackie Cotton, Jasmine Bowles, Katora Jones, Linda Johnson, Lyncie Crawford, Nathan Tipton, Robyn Taylor, Vickie Christian, Jackie Fox, Andrea Briggs, Janette Smith, Jean Perdicaris, Nury Magana

ESC: Blake Dingman, Daniel Hutchinson, Kimberlee Norwood, Stephanie Breuer, Vanessa Baker, Venus Claxton, Yin Su, Kaining Zhi, Lisa Hall

Minutes Secretary: Yin Su

Representatives Absent: Dorothea Owens, Felicia Washington, Joyce Hamilton

Meeting Agenda and Minutes

10:00am Welcome – Debbie Long

10:06am Leave Policies – Holidays/Sick/Annual/Personal/Administrative Leave & Closings – Debbie Jackson (attached lecture slides on page 4-9)

Damon emphasized the issues on personal leave. If employee transition the position from non-exempt into an exempt position if they did not use the personal leave day before the transition, those personal leave would go away.

Chandra pointed out the policy of annual leave payment. In the past, there were only two of our employees that did not receive their annual leave paid out at termination due to their misconduct that was so egregious the University tried to mediate the lost expense from said gross misconduct.

In addition, Debbie answered the question related annual leave hours that exceeded the allowable yearly carry-over hours would be transferred into sick leave by the end of the year. Employees who are enrolled in the TCRS retirement system can roll over excess sick leave into TCRS for added time calculation.

10:40am Leave Policy – Court Leave – Damon Davis (attached slides on page 10--13)

Chandra explained that when the employee is required to appear in court if you had any issue with the department's permission, please to let the HR department know.

The University will not pay for you to appear in court outside of regular jury, but your supervisor should allow you to appear in court with paid leave or unpaid leave.

10:50am Announcements: Some resources mentioned on August for EROs Meeting:

1. ERAB Proposal (See the attached on page14) for leave parity among exempt and non-exempt regular full-time employees has been sent to Dr. Brian Dickens, Chief Human Resources Office of the UT System for his review and was requested to forward the proposal on to President Boyd. It is unknown at this time when the ERAB will meet again but hopefully the proposal will be on the table for discussion.
2. Sick Leave Bank enrollment ends August 31st, please remind your constituents. If you or they have any questions around the sick leave bank please contact HR.
3. HR asked the ERC/ESC to post the Department of Labor mandated poster for the Families First Corona-virus Response Act (FFCRA) in employee common areas. While UTHSC is an exempt employer from FFCRA due to being a post-secondary medical institution, it is still mandated by the DOL to display the posters. The poster can be found at the following link:
https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf
4. Jean Perdicaris shared the good news: the UTHSC Student Affairs and Community Engagement Units are sponsoring two students' events that will follow the CDC guideline. One is on the UTHSC Students' Day, at Jones Orchard, the date will be announced for students when the apples or peaches are ready for picking. Another one, on the date of October 15th, they have rented Malco Drive Theater to show the double features, they will ask for the campus volunteers.
5. Lisa Hall said, "please follow the instruction to set up your voice mail that only takes a few minutes". Lisa continued, we should keep an eye on the daily digest to share valuable information such as software upgrades and training opportunities. For external sharing documentation, we can use the Microsoft SharePoint. Please check the website instruction at Business Productivity Solutions. The SharePoint® is part of the Microsoft Office 365 solution and replaces the application of "Dropbox" that is not a supported tool. UTHSC paid for Microsoft 365 with the group agreement. It is a security, powerful tool available to the entire campus. Please switching your habit and use external sharing with this supported tool.
6. Vanessa Baker announced two newly hired faculty members. Rachel Barenie is in Clinical and Translational Science, Udai Singh is in Pharmaceutical Sciences. We are doing the "Ratio Bias" training series on every Friday in College Pharmacy.

7. Black Dingman announced by the date of September 14, College of Dentistry will buy eight more dental chairs to increase training ability and will be able to see more patients coming to clinics.
8. Debbie Jackson said the UTHSC benefit office is working on the annual benefit fair. Due to the pandemic condition, vendors will be with us for online information. There are eight vendors on board now. This year, carriers will have little changes. Gina Curry currently organizes vendors. She will send the communication to the campus in two weeks with each vendor's date, time and the related online webinar in detail. Employees will register to participate in an interesting online event.

Leave Policies

Where can I find the policies and procedures?

2 locations: From [Faculty & Staff home page](#)
OR HR [home page Quick Links box](#)



We will review...

- ▶ Holiday's
- ▶ Sick
- ▶ Annual
- ▶ Personal
- ▶ Administrative Leave & Closings



Recognized Holidays Policy: HR0350

Objective: To specify holidays and compensation guidelines for regular university employees.

- ▶ New Year's Day
- ▶ Martin Luther King, Jr. Day
- ▶ Spring Holiday
- ▶ Memorial Day
- ▶ Independence Day
- ▶ Labor Day
- ▶ Thanksgiving Day
- ▶ Christmas Day





Sick Leave & Annual Leave Policy HR0380; HR0305

Sick Leave

Objective: To protect eligible regular staff and 12-month faculty against loss of earnings due to personal or family (spouse, child, or parent) illness, injury, and/or due to childbirth or adoption.

Annual Leave

Objective: To provide eligible regular staff and 12-month faculty with paid time away from work.

A photograph of a person from behind, wearing a dark t-shirt and a large, multi-colored (grey, orange, and black) backpack. They are looking out over a vast, blue ocean under a clear sky. The image is positioned on the left side of the page.

Personal Leave Policy HR0373

OBJECTIVE: TO DEFINE PERSONAL LEAVE AND
COMPENSATION GUIDELINES FOR REGULAR NON -
EXEMPT EMPLOYEES.



Admin Leave/Closing Policy HR0320

Objective: To define administrative closings and compensation guidelines for regular employees.

The background of the page is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the page.


LEAVE PROCEDURE

COURT LEAVE



COURT LEAVE


OBJECTIVE

- TO PROTECT ALL REGULAR EMPLOYEES AND THOSE TEMPORARY AND STUDENT EMPLOYEES WHO HAVE BEEN EMPLOYED FOR SIX MONTHS OR MORE FROM LOSS OF PAY WHILE SERVING ON JURY DUTY OR AS A WITNESS IN STATE, FEDERAL, OR LOCAL COURT.
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COURT LEAVE


PROCEDURE

- AN EMPLOYEE RECEIVING FORMAL NOTICE TO APPEAR IN COURT MUST IMMEDIATELY NOTIFY THEIR SUPERVISOR OF THE DATES, TIME AND EXPECTED DURATION OF THE APPEARANCE AND PROVIDE A COPY OF THE NOTICE RECEIVED FROM THE COURT.
 - SUPERVISORS MUST PERMIT THE EMPLOYEE TO APPEAR IN COURT AS SUMMONED.
- 



COURT LEAVE

PROCEDURE

- THE EMPLOYEE MAY RETAIN ANY COMPENSATION RECEIVED FOR JURY OR WITNESS DUTY.
 - THE DEPARTMENTAL TIMEKEEPER HAS RESPONSIBILITY FOR ENTERING COURT LEAVE ON THE TIME REPORT AND ALSO FOR MAINTAINING A COPY OF NOTICE RECEIVED FROM THE COURT REQUIRING THE EMPLOYEE'S PRESENCE WITHIN DEPARTMENTAL TIME RECORDS.
 - THE EMPLOYEE MUST PROVIDE THE SUPERVISOR AND DEPARTMENTAL TIMEKEEPER WITH DOCUMENTATION FROM THE COURT VERIFYING COURT DATES.
 - AN EMPLOYEE WHO IS A DEFENDANT OR PLAINTIFF IN A COURT ACTION MAY CHARGE THIS LEAVE TIME AS ANNUAL LEAVE.
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Date: August 25, 2020

To: President Randy Boyd and the System-wide ERAB

From: UTHSC ERAB Representatives: Katora Jones, ERC and Dorothea Owens, ESC

Re: UTHSC ERO Proposal to the ERAB

The annual leave structure for the UT System creates a system of classism that has fostered a culture of inequity and significantly impacted morale for non-exempt employees through the years. Non-exempt employees frequently struggle to manage personal crises with minimal leave balances that often put them in a vulnerable financial position. In the interest of alleviating stress, creating parity, increasing morale, and improving hiring/retention, the UTHSC Employee Relations Organizations are putting forward the following proposal:

Item #1: Revise the UT System Policy #HR0305

Eligible regular full-time exempt staff, non-exempt staff, and 12-month faculty earn and accrue annual leave at the rate of 16 hours per month. A maximum of 336 hours may be carried forward from one calendar year to the next.

Item #2: Eliminate the UT System Policy #HR0373

Regular full-time non-exempt employees who have completed their probationary period accrue 8 hours of personal leave on the first day of the calendar year or on the first day of the month immediately following completion of their probationary period. Regular non-exempt part-time employees accrue personal leave at a rate pro rata to their planned working time in IRIS.

We request that we include regular non-exempt staff in the same annual leave benefit received by regular exempt staff and 12-month faculty. Other peer universities have the same accrual structure for all regular employees (i.e., University of Nebraska-Lincoln, Mississippi State, University of Kentucky, Murray State and University of Texas at Tyler).

While there are some universities operating with structures similar to our existing HR policy, we would like to adopt a structure that creates parity among employees as a progressive forward-thinking institution. This change will positively impact the UT System since we were unable to move forward with paid parental leave and paid family and medical leave benefits. COVID-19 has likely removed these options for the foreseeable future.

Thank you for your consideration of this request.