

The University of Tennessee  
**Employee Relations Committee**  
**INSTITUTE OF AGRICULTURE**  
Wednesday, October 11, 2017  
Room 102 Morgan Hall

**Minutes**

**Members Present:**

Whitney Fair	Carla Phillips	Jaime Lyn Norris
Lyssa McKenry	Jane Barcroft	Stephanie Denton

**Members Present via Zoom:**

Kelly Grant	Susie Nicholson	Deneen Gault
Amelia Rader	Jenny Yeary	

**Welcome**

Meeting was called to order by Whitney Fair, Interim HRO at 2:02pm.

**Chancellor's Update**

Dr. Tim Cross was unable to attend due to a prior obligation.

**HR Update**

- Open enrollment ends Friday, October 13<sup>th</sup> at close of business.
- Compensation has updated the PDQ (Position Description Questionnaire) form to an interactive PDF and also changing the name to PD (Position Description). This is phase 1 of 2 by HR Comp, system wide. Phase 2 will be updating Job Families, based on the nature of work to make better job family fits. Please keep in mind no salary increases or decreases are tied to this.
- ERC would like to set up a booth at Ag Day in 2018 to promote the committee and its purpose to staff.

**Employee Relations Advisory Board Meeting Report**

- Carla Phillips' provided an update from the meeting.
  - UT is still searching for a Title IX Coordinator.
  - Linda Harig, HR Vice Chancellor, is retiring at the end of December. The vision for this role will change some.
  - Linda Martin is the new Vice President of Academic Affairs.

- The inclement weather proposal was voted down and is now dead.

### **Commission for Women**

- Lyssa McKenry provided a brief update. The following priorities were established for the 2017-2018 year:
  - Awareness around sexual assault
  - Representation of women in leadership positions
  - Pay equity and gender
  - Parental leave for arrival of a child for staff
  - Modified duties for arrival of a child for graduate assistants.

### **Support Staff Merit Increase Process (Extension)**

- Extension Support staff with questions or concerns about the merit increase process should speak with their County Director. If they are not satisfied with the help provided by the County Director they are encouraged to call the Region Office. The merit increase from UT is only on the state funded portion of their pay.

### **Ag Campus Parking Issues**

- Whitney is working with Joe Cagle on the parking issue concerns. UTIA is not yet maxed out on parking spaces yet. Call (865-548-2428) or email (jcagle@utk.edu) Joe Cagle to report any parking violators.

### **Administrative Staff Career Ladder**

- This would have to be a system wide decision and other implementations would need to take prior to this decision.

### **CVM On-Call Employee Policy Update**

- Whitney provided a copy UT General Policy for CVM on-call non-exempt employees (<https://budget.utk.edu/fiscal-policy/on-call-pay/>). There is currently no special code for on-call recording on the timesheets. Employees are encouraged to record and document in detail on call hours and duties performed. Contact Jennifer Daniels, CVM Management Specialist, for questions (865-974-3833 or [jmaples4@utk.edu](mailto:jmaples4@utk.edu)).

**Next Meeting: Wednesday, January 10, 2018**