

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
May 19, 2016, 9:00 a.m. CST
Lower A Conference Room**

Attendees:

ERC Committee: Clara Ferguson, Kathlene Franklin, Paula Morris, Susan Murphy

ERC Chairperson: Patricia Burks-Jelks **Recorder:** Pam Ledford

Special Guest: Julie King, SGA President

1) **2016 UTSI Annual Family Picnic planning**

•**MARK YOUR CALENDAR – Friday, September 23, 2016**

- This year's picnic theme is Fun in the Sun!
- The committee agreed to have Whitt's BBQ from Tullahoma, TN to cater picnic.
- The Dessert Contest will be held again this year prior to the picnic.
- The committee will be working with the SGA to co-host this year's Fun Run

2) **Miscellaneous Items**

•**Training announcement** – "Haven for Faculty and Staff" – online training about sexual assault, harassment, and other important topics. Deadline for online completion is May 31, 2016.

•**Sick Leave Bank** – open enrollment through June 30, 2016

•**Workers' Compensation Changes** – effective July 1, 2016:

1) \$1,000 will be charged to the department if an injury/illness requiring medical treatment is not reported in a timely way. After an employee first calls CorVel to report the incident and arrange medical treatment, a Supervisor has only 5 business days to complete the report.

2) When an injured employee receives a return-to-work note from the workers compensation doctor with identified temporary work restrictions, the department must arrange transitional duty to temporarily accommodate those restrictions, or pay 50% of the employee's lost time pay instead.

3) Reporting an "Incident Only": The Tennessee Division of Claims (the agency which runs our Workers' Compensation program) is now requiring that ALL personal injury incidents be reported via the CorVel call-in system. "All" means all. Even if the incident does not result in medical treatment, the employee and/or supervisor must notify the state. Additionally, any event involving a hazard (i.e. wet or slick floors, broken pavement, etc.) should also be reported.

•**2016 Partnership Promise** Biometric Screening Requirement due by July 15, 2016

•**Changes to Federal Fair Labor Standards Act** -the U.S. Department of Labor has announced changes to regulations for paying overtime under the Fair Labor Standards Act, effective Dec. 1.

For more information, please contact the UTSI Human Resources office at ext. 37226.

If anyone has issues or concerns, please contact the UTSI Human Resources office at ext. 37226.

Next Regular Meeting:

Time: 9:00 am

Date: July 21, 2016

Location: B110 Conference Room

Please submit agenda items for this meeting to your ERC representative no later than July 19, 2016.