

Exempt Staff Council

Tuesday, September 24, 2019, 2:30-4:00 pm
1610 University Avenue

MEETING MINUTES

Attending:

Michelle Atkins, Brad Briggs, William Bruhin, Leah Buffington, Jessica Cantu, Tom Cervone, Rob Chance (Guest Speaker), Joe Christian, Elizabeth Greene, Kimberly Hardaway, Elisha Hodge, Janet Jones, Johnny Jones, Mary Lucal, Charles Primm, Tammy Renalds, John Rich, Julie Roe, Theresa Sears, Nicholas Simson, Kaley Walker, Wesley Wright

Absent:

Rex Barton, Jeannine Berge, Brian Browning, Linda Daugherty, Deanne Flinchum, Kevin Frye, Heath Nokes, Susan Robertson, Norma Wilcox

Welcome:

Kimberly Hardaway, Chair & Student Life Representative, welcomed everyone to the meeting.

Commission Reports:

Commission for LGBT People

Tammy Renalds gave an update that the [Commission for LGBT People](#) had their first meeting for the academic year and Chancellor Plowman came to speak with the group. Ms. Renalds said the Chancellor offered her support for the work of the commission and talked about the campus initiative of [Mattering and Belonging](#) and her support of that effort.

Chancellor Plowman also said she was interested in the commission being a very active group. Ms. Renalds said the [group's subcommittees](#) are starting to meet and identify their individual initiatives for the coming year. The commission's next meeting is October 7.

Faculty Senate

Charles Primm gave an update that the [Faculty Senate](#) met for the first time for the academic year the previous week. A members' retreat took place a few weeks before the first meeting. Mr. Primm reported that Faculty Senate President Gary Skolits praised Chancellor Plowman, specifically with regard to her [quick response](#) to the [hateful messages painted on the Rock](#). The President also advised that the group's goal this year is to restore the voting faculty member and voting student member to the [UT Board of Trustees](#). The Senate is proceeding with adding a faculty representative to the [UT Knoxville Advisory Board](#) which advises the Board of Trustees. Mr. Primm said Chancellor Plowman also talked about [Mattering and Belonging](#) as well as a change in the campus space rental policy. There are now only three places for non-affiliated groups to be able to book public events: UT Conference Center, Thompson-Boling Arena and Neyland Stadium.

Mr. Primm said the Senate then heard a report on the [Oak Ridge Institute](#), which is designed to boost entrepreneurship and to create a pipeline of STEM graduates into East Tennessee businesses. He noted that Tim Cross, Senior Vice President/Senior Vice Chancellor of UTIA, stated that [unification continues between UTIA and UTK](#) and noted that there are no plans to move UTIA to UT Martin. Mr. Primm concluded that the Senate meets again next month.

Commission for Women

Kaley Walker noted that Chancellor Plowman visited with the [Commission](#) and that subcommittees for [Mattering and Belonging](#) are being set up.

Commission for Blacks

No report was given for the [Commission](#) as the representative was not present.

Constituent Issues:

Q. "Is there a university policy that prevents an exempt staff member who is resigning from taking leave up to the individual's last scheduled work day?"

Julie Roe replied that the university leave policy is [HR0160 Termination of Employment](#), which states that employees will terminate after their last working day. She also noted that the policy has not been updated in a while but it is the policy that we currently abide by.

The intention is that employees should work a notice period through their last working day wrapping up projects, transitioning work, packing belongings, etc. If there is an outlier situation such as an out of area relocation Ms. Roe encouraged employees to call HR to have a conversation around the need to leave the university prior to the last day.

Mary Lucal agreed with Ms. Roe that the policy is older, and noted that it is among several HR policies that are on the list for review.

Q. “Working from home/alternative work solutions - what are the details on this?”

Mary Lucal noted that if there is a situation in which a department believes that a position is appropriate for a flexible work schedule (or an alternate work arrangement/telecommuting) there are [resources on the HR website](#) including a [checklist](#) for the supervisor and the employee to walk through to see if the position is appropriate for flexible work scheduling. Some positions are more appropriate than others, and the checklist will assist in considering possible issues. The related university policy is [HRO480 Work Schedules](#).

Dr. Lucal noted that HR would like to work with any department that would like to create a specific position that has a regular flexible work schedule built into it. She gave several examples of conditions to consider as part of that planning process and also noted that in the future it may be less costly to the organization to create opportunities for work from home positions.

Dr. Lucal said as part of flexible work scheduling an agreement should be set up so that departmental leadership has options available to them in case the alternative work arrangement is not working for the department.

Kaley Walker noted that she works from home and described her reporting of activities and time and experiences with goal and leave tracking. The Council had a discussion about expectations for telecommuting employees including deliverables and time accounting as well as about position descriptions for positions intended to be filled with a telecommuting arrangement in mind.

Dr. Lucal asked that if a temporary arrangement needs to be in place for longer than a week to please call HR to discuss. The intention is less about oversight but to have a conversation about how the arrangement is working and to discuss other campus experiences with similar situations.

ESC Logo Update - Charles Primm

Ms. Hardaway discussed the recent ESC logo redesign by Creative Communications. Charles Primm distributed copies of the new logo and discussed the university’s rebranding

initiative. Mr. Primm noted the usage of the various logos and treatments for each including print and social media. He said he would distribute the files to HR for future use.

Updated Bylaws for Website – Kim Hardaway

Kim Hardaway and Nick Simson had a discussion about posting the updated bylaws to the ESC website.

Guest Speaker: Benefit Plans Update and Open Enrollment – Rob Chance, Director of Payroll/Insurance

Rob Chance noted the upcoming open enrollment period and that not much would be changing for 2020. He said that employees who are happy with their current insurance should do nothing; that the premiums, providers, plans, and network options would remain the same. He said he believes there are no network changes for our area but encouraged employees to double check that their providers will continue to be in-network.

Because it is a state run program Mr. Chance said that signups are completed through [Edison](#), and that emails have been sent out. He said the Edison website was recently updated to make it more user friendly and easier to use on mobile devices. He encouraged employees to reset their Edison passwords ahead of open enrollment.

Mr. Chance announced the addition of acupuncture as a benefit, and copays and hospitalization fees will be waived for certain preferred substance abuse treatment facilities. They can be found online at [here4tn.com](#).

Mr. Chance also discussed [Flexible Benefits](#), which has open enrollment from October 1 through 31st. He suggested employees visit [stateoftn.payflexdirect.com](#). He also discussed PayFlex complaints, and said that service is up for bid again next year. The dental plan and the pharmacy benefits manager (currently CVS Caremark) will also be up for bid next year as well.

For [Consumer-driven Health Plan \(CDHP\)](#) or high deductible plan participants, enrollment is also open for Health Savings Accounts (HSA) accounts. The state contributes \$250 per individual or \$500 per family to HSA accounts at the beginning of the year. A form is available in the Payroll office for starting, changing or stopping payroll contributions to HSA accounts at any time.

Mr. Chance also noted that [Long Term Disability open enrollment](#) is also for the full month of October. He noted that about 5,000 people are currently participating. About 7,000 who are not participating will receive an email encouraging them to enroll. He encourages everyone to look up the long term disability plan and sign up for it, and discussed experiences of employees his office is aware of where those employees would have benefited from signing up for it. He also discussed the premium and said coverage can be cancelled at any time, and those who are close to or eligible for retirement may want to

consider doing so. Charles Primm asked if the non-participant email would go out the week of the meeting, and Mr. Chance confirmed it should.

Tammy Renalds discussed her family’s current plan choice (Preferred Provider Organization, or PPO) and asked for a comparison of prescription cost coverage between PPO plan options and the CDHP with HSA account option. Mr. Chance confirmed that the CDHP prescription cost coverage is not as good as PPO plan coverage. A discussion of [costs associated with CDHP prescription coverage](#) took place including maintenance medications and the need to reach the deductible to get better cost coverage.

Mr. Chance followed up after the meeting and noted that “...except 90 day supply maintenance drugs, the member has to meet the deductible for the plan to start paying the co-insurance. The 90 day [supply of maintenance drugs](#) is subject to a 10% coinsurance without first having to meet the deductible. These are generally anti-hypertensives for coronary artery disease and congestive heart failure, oral diabetic medication, insulin and diabetic supplies, statins, medications for asthma, COPD, and depression.”

HEALTHCARE OPTION	CDHP/HSA Member Costs	
	IN-NETWORK ⁽¹⁾	OUT-OF-NETWORK ⁽¹⁾
PHARMACY		
30-Day Supply	20%	40% plus amount exceeding MAC
90-Day Supply (90-day network pharmacy or mail order)	20%	N/A - no network
90-Day Supply (certain maintenance medications from 90-day network pharmacy or mail order) ⁽³⁾	10% without first having to meet deductible	N/A - no network
Specialty Medications (30-day supply from a specialty network pharmacy)	20%	N/A - no network

William Bruhin asked Mr. Chance about the benefit of choosing HSA payroll deductions as pre-tax contributions versus post-tax. Mr. Chance responded that employees have to pay the deductible out of pocket, and then the plan covers at 80%. He also clarified that there is an in-network discount as part of the costs that go towards the deductible, and that the HSA accounts may be used for dental and vision costs beyond medical costs. If contributions are made via payroll deduction there is no tax on those deductions. Mr. Bruhin clarified that if someone made a contribution directly to their HSA account then that would be post-tax. Mr. Chance agreed but said the only contributions that are done through Payroll deduction are pre-tax.

Tammy Renalds asked to clarify that HSA account payroll deduction changes could be made at any time. Mr. Chance confirmed that yes, changes can be made at any time unlike

FSA. There was a discussion about submitting expenses to the HSA, using the HSA check cards and FSA use.

Kim Hardaway brought up a constituent question about looking into coverage for infertility centers and treatment being part of future insurance coverage bids. Mr. Chance said they will research and could talk with the state about interest in including coverage in the bid. He said that he actually sits on the state advisory committee, and noted that UT is one out of twelve seats on the committee. Mary Lucal noted that the coverage is a critical benefit from an HR perspective. There was a discussion regarding understanding about current coverage options, constituent interest, and the current cost of treatments and related prescriptions.

Mr. Chance followed up after the meeting to share that the plan document language covering family planning is:

“(18) Family planning and infertility services including history, physical examination, laboratory tests, advice and medical supervision related to family planning, medically indicated genetic testing and counseling, sterilization procedures, infertility testing and treatment for organic impotence. If fertilization services are initiated (including, but not limited to artificial insemination or in-vitro fertilization) benefits will cease.”

He also noted that he will talk with Benefits Administration to see what our options are on this.

Ms. Hardaway also raised a constituent concern about vision coverage and the current plan options not being as robust as past options. Mr. Chance agreed that the current coverage is not as robust. He said the state puts together a vision committee and discussed how the various committees work in reviewing vendor bid options, rules for vendor bids, grading bids on cost and awarding bids to vendors.

Charles Primm asked Mr. Primm about the Long Term Care insurance that used to be offered. Mr. Chance confirmed that coverage is no longer available.

William Bruhin asked about adding his spouse to his insurance and how his upcoming retirement will impact his spouse being able to stay on his insurance. Mr. Chance said he would reach out to do a personal consult to address. There was a discussion about retirement and continuing insurance coverage after retirement. Dr. Lucal noted that she has found good information for her own use in attending several [retirement seminars](#), and encouraged representatives to consider attending them as well regardless of how close they are to retirement to better understand their retirement options and decisions.

Old Business:

CBD oil usage

William Bruhin asked if there were any updates regarding the hemp (CBD) oil usage question from the August meeting. Dr. Lucal responded that Julie Roe will talk with General

Counsel, and restated the prior month's question for the group. There was a discussion about incidents that could arise related to CBD oil use.

Dr. Lucal said that her understanding in talking with the drug testing company is that they are able to test to a level that they can determine if the tested person was sitting next to someone who was smoking or if they were themselves smoking. Charles Primm noted that in the past when poppy seed buns were popular a blood test was developed to better determine drug use versus eating poppy seeds. There was a discussion about drug testing, forms of CBD available and personal experiences.

Distributions

- Agenda
- Veterans Day at UTK flyer
- Benefits Fair Flyer
- HR Financial Wellness Series flyer

Next Meeting:

- October 22, 2019 at 2:30 pm
 - Guest Speaker: Lisa Yamagata-Lynch, Ombudsperson
 - Topic: [Office of Ombuds Services](#)