
PRESENT

Christopher Binkley, Mary Beth Burlison, Jon Chandler, Shane Colter, George Drinnon, Darrell Easley, DeAnna Finchum, Mike Fitzgerald (Guest Speaker), John Goddard, Gina Hale, Marcus Hilliard, James Hodge, Rita Jackson, Melissa Jenkins, Bonnie Johnson, Johnny Jones, Beth Kurtz, Mary Lucal, Rachel McClelland, Nathan McKinney, David Moore, Kim Raia, Blake Reagan, Sam Smith, Ken Wagner, Matt Ward, Tanya Washington, Leslie Wereszczak, Norma Wilcox, and Lisa Yamagata-Lynch

ABSENT

Emma Burgin and Kevin Thompson

1. WELCOME

Beth Kurtz, Vice Chair, welcomed everyone to the meeting as John Goddard, Chair, was having technical issues.

2. NEW BUSINESS

a. HR Update

Dr. Mary Lucal began an update on Human Resources. [Online Performance Reviews](#) are now available to complete and are due at the end of the month on March 31, 2023. Dr. Lucal asked representatives to make sure and remind constituents, particularly those who have direct reports to get them in before March 31, 2023.

HR will be hosting a two-step career event in the Spring. The first event, on March 21, 2023, is a preparatory event called [Design Your Career](#) for people who are interested in exploring professional development and deepening their skills in their current role. At this event, you can submit your job materials for review, make an appointment with Nancy Burkett with Career Development, speak with recruiters, and attend various HR related micro-sessions. The second part of the event will be a job fair that will happen several weeks later and be open to both internal staff and the community at large.

HR continues to have a lot of open positions across campus and are working to fill those roles in a timely manner. Turnover has been slightly higher recently and has kept the Recruiting and Compensations departments very busy.

b. Committee Updates

There were no Committee Updates to provide this meeting.

c. Mike Fitzgerald, Legal Counsel

A constituent asked the following questions: (1) Are salaried/exempt employees required to take a lunch break? (2) Is there a minimum number of hours a week that an exempt employee must work (e.g., seasonal employees including athletics)? Or a maximum that they can be required to work?

Mike Fitzgerald answered that an employer is required by law to give a 30-minute break after 6 hours of non-stop work. Exempt employees will get paid the same salary amount, whether they work less than 40 hours or more than 40 hours in a week.

3. CONSTITUENT ISSUES

a. New Retiree Email Policy Issue

Dr. Lucal commented that HR and ESC leadership are aware that representatives continue to receive unhappy comments about the recent change to the [email policy](#) for retirees. The change has already taken place, but the next place to raise this issue is unclear, as this is a Knoxville area policy, making the ERAB not the appropriate next step.

b. Exempt Staff Committee Search

(Q): “We would like clarification on why direct supervisors are not allowed to lead searches for exempt positions. Yet to my knowledge, this rule does not apply to supervisors of non-exempt staff or faculty. It seems to place an undue burden on both the supervisors of exempt employees and the potential employees themselves.”

(A): Representatives from the Office of Equity and Diversity will be joining the March meeting to discuss this question in more detail.

A conversation then took place around the topic of the hiring process, training for job search committees, and if the salary should be listed on the job posting.

4. OTHER BUSINESS

- a. Constituent Lists went out last week (2/23). If you did not receive your updated constituent list, please contact Sam Smith at samsmith5@utk.edu
- b. ServeUTK Report

In 2022, there were 161 unique faculty/staff volunteers, making a total of 339 impacts. There were 45 locations served for a total of 1793.5 hours. [The 8 Volunteer hours](#) employees receive reset on January 1st and employees have until the end of the year to [use them](#).

5. REMINDERS

- a. Next meeting: March 28, 2023, from 2:30 – 4:00 p.m. eastern via zoom.
- b. Please email constituent questions to Sam Smith (samsmith5@utk.edu) or John Goddard (jgoddar1@utk.edu).