

Human Resources Bids Farewell to Sue Scates and Carole Rhodes

During the months of April and May, HR celebrated with Sue Scates and Carole Rhodes as they retired after many years of service. The two long time employees provided a combined total of 55 years of service.



Sue's family gathers for a photo during her retirement party.

Sue Scates came to UT in 1986 as a Principal Secretary and worked her way up the ranks. During her time in HR she worked in the Records area and eventually moved up to Management Specialist. Sue garnered many relationships with staff and faculty while assisting them with their retirement process, educational assistance, family and medical leave as well as Sick Leave Bank. While she worked, she took advantage of the educational benefit and graduated with her Associates Degree from Southwest Community College and eventually received a Bachelor's degree from UT Knoxville. Sue was well known throughout the campus and was a walking history book on UT Bowld Hospital and UTHSC. After 25 years of service that is to be expected! Her knowledge of benefits was valuable and many long time employees preferred speaking with her. Some employees outright refused to speak to anyone but her! Sue played a very important role in HR and her hard work will always be appreciated.



Carole Rhodes (in pink) bid farewell to UT on May 30, 2008 after 30 years of service.

Carole Rhodes began her career at UT in 1979 as a Telephone Operator. After working for UT several years, Carole was eventually hired in the Human Resources Dept. in 1995 as Senior Employment Clerk where she worked until her retirement. Carole participated in many UT activities but one of her more notable achievements was with the EAP program. The State-Wide EAP program had essay contests every year which Carole entered and won two years in a row! Carole's sweet disposition and professional attitude gained her an Employee of the Month award and three Lichterman Award nominations. We will miss seeing her in the front office of HR and hope her replacement will be as pleasant as she was!

Training Classes Offered in Certification Programs

Employees have expressed interest in completing the Communication Certification and the UT Leaders Lighting the Way-Part 1 Certification. Both programs were initiated by The Office of Employee and Organizational Development under the leadership of Dr. Linda Francisco in Knoxville, Tennessee.

The Communication Certification is designed to promote effective communication skills vital to the success and growth of each employee of the University of Tennessee. To complete the certification, employees must take 32 hours of classes within the curriculum which includes the required prerequisite course, *Introduction to Communication*. The UT Leaders Lighting the Way- Part 1 is a certification planned for staff members who desire to become supervisors. Classes focus on self knowledge, communication skills, and supervisory responsibilities. Several classes that are common to both certifications are scheduled through the end of year. To register go to: <http://www.utmem.edu/hrtraining> and choose the "Training Calendar" link. Questions may be directed to Darnita Brassel at 448-2784.

PC 191 and Fee Waivers for Fall 2008

The benefits office of Human Resources is gearing up for the upcoming Fall semester. This is a busy time as the staff processes fee waivers for employees and student fee discount forms for spouses and dependents. To help the process run smoothly and efficiently, here are a few important reminders:

- The PC191, Fee Waiver, and Certificate of Intent have been updated. Please use the new forms beginning with the fall semester. The forms and more details can be found at: <http://www.utmem.edu/hr/benefits>.
- Forms must have a supervisors signature in order to be approved by HR
- Only the PC 191 is required if you take one class.
- If you are taking more than one class, the PC 191 covers one class and additional classes should be listed on the Fee Waiver.
- Check registration dates with your school to avoid penalties.
- If you use the Fee Waiver make sure you complete a Certificate of Intent.
- HR will process fall fee waivers after receipt of fall tuition rates from schools other than UT.
- Try not to procrastinate to avoid late fees.
- Fulltime employees can take up to 9 hours each semester.
- Part-time employees eligibility is based on their percent of effort.

Don't Let Your Money Grow Wings!

Have you ever thought what would happen to your pre-taxed money set aside in your medical or dependent care reimbursement account if you terminate, or retire? The policy for this plan states that any employee who terminates or retires has 90 days after their termination or retirement date to make claims. Claims can only be made for medical and dependent care services that took place "prior" to your termination. If you wish to continue making claims after you leave, you must buy out the remaining months on your contract with your final paycheck. If no claims are made, the employee will forfeit any remaining money contributed to the account.

If you wish to buy out your reimbursement account, contact the insurance office at 448-5577 or 448-8547 for more details.

Ask HR!



Do you have a general HR question or problem in your department or work area? Ask HR! Simply submit your question or problem anonymously online or fax your question directly to 448-7497 attn: HR Reporter, and look for the answer in an upcoming Newsletter!
Send your emails to: hr@utmem.edu

OED CORNER

OFFICE OF EQUITY AND DIVERSITY

Upcoming Events...

Employee Recognition Five Years Reception

Thursday, June 26, 2008

2pm-3:30pm

Student Alumni Center, O.D. Larry Dining Hall

Employee Service Recognition Luncheon

Thursday, July 31, 2008

11am-1pm

Student Alumni Center Rm. 305

For additional information contact the office of Equity and Diversity at 448-2112



Address Changes and your Benefits

If you move and have benefits with UT you must complete a Personal Data Form in the payroll office. Completing this form updates your address with the health and dental companies. However, you will need to complete additional forms in the benefits office if you have a life insurance policy with UnumProvident. The benefits office is also where you need to complete an address change form if you are a member of TCRS. Those who have a 401k or 457 you will contact Great West Services at 1-800-701-8255. If you have a 403b or belong to the ORP (Optional Retirement Plan) you must contact the individual company in which you are invested.

Welcome New Hires

March

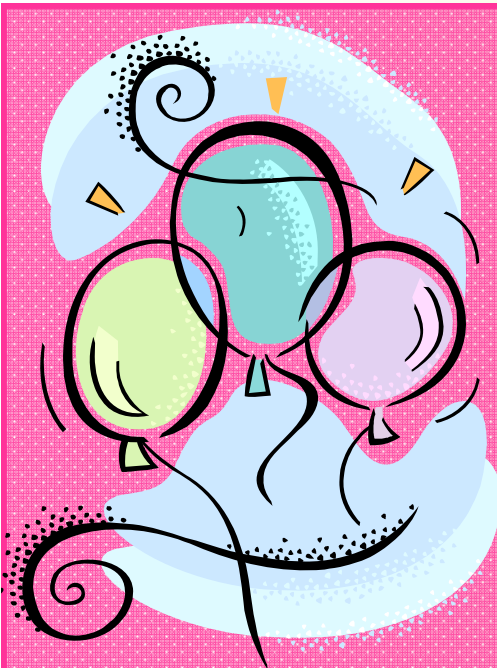
Patrick Allison	David Benjamin	Himanshu Bhattacharje	Derayne Boykins	Eduardo Cabigao
Olivia Cabigao	Pamela Cate	Annie Clemmons	Sheynah Craft	Laura Crenshaw
Tracey Flowers	Peihong Guan	Almeta Guffin	James Harris	Jeff Herod
Elbert Jones	Sabrina Jones	Tae-Kang Kim	Cynthia Kimbro	Teresa Caswell
Susan Lexow	Pengchong Liu	Columbus McClatchey	Valerie Monismith	Suni Mustafa
James O'Toole	Ashley Owens	Sravya Penmatsa	Deborah Powell	Askari Raza
Felecie Shaw	Stacy Starks	Holbrook Stoecklein	Deborah Talley	Constance Tucker
Orli Weisser-Pike	Raymond Whitlow	Dedwylder Wilkins		

April

Tamara Hendrix	Joseph Hunt	Veronica Logan	Feng Lu	Yan Lu	Chris Moseley
Andre Neyland	Mathew Ninan	Indumathy Shanmugihan	Beverly Spain	Henry Speich	
Robert St. Clair	James West				

May

Jacqueline Angel	Manjula Bhanoori	Bernard Blen	Suzanne Coco	Shengyuan Ding
Shelly Gabel	David Geisert	Mari Giancarlo	Ranjit Kyalthu	Katherine Lothstein
Tim Mashburn	Geraldine Moore	Suzanne Moore	Daniel Murrell	Mary Peterson
Edward Phelps	Leyra Purnell	Terrence Robinson	Margaret Sherrod	Margaret Sularin



Congratulations!

Kristin Bethune Gragg– Benefits Specialist in Benefits wed William B. Gragg on May 15, 2008.

Tiffany Trice-Coordinator for Equity and Diversity celebrated the birth of her son, Jett on March 6, 2008. Jett was 8lbs, 6oz and 21 inches long.

Debbie Jackson-Coordinator in Benefits and her husband welcomed their baby girl Gabrielle on February 28, 2008. Gabby weighed in at 7lbs, 7oz and 20 inches long.