

THE HR REPORTER

UT HEALTH SCIENCE CENTER

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Human Resources is Buzzing with Fall Events!

Beginning with the month of September and continuing through November the office of Human Resources will have several major events on campus. These events are provided to allow UTHSC staff and faculty the opportunity to maximize their insurance and retirement benefits and learn how those benefits are changing. With a number of faculty and staff members beginning to consider retirement, all of these issues become important. The Benefits office will offer seminars, HR128 classes as well as a Benefits Fair to help make benefits information easily accessible to employees. Whether you are considering retirement or want more detailed information about your medical benefits, we encourage employees to participate in the following events:

Life Planning Seminar: September 24-25



Annual Enrollment and Transfer Period: October 15- November 14



Benefits Fair: November 3



Get it together at the Life Planning Seminar

The Knoxville Office of Benefits and Retirement in partnership with the Health Science Center Benefits Office are proud to host the annual Life Planning Seminar (LPS) on September 24-25, 2008. The LPS will be held on the Health Science Center campus at the Student Alumni Center at 800 Madison Avenue.

The Life Planning Seminar is an annual event aimed at providing employees with important information about retirement planning, as well as updates concerning University retirement plans. Sessions specific to our various retirement plans are also included. Personalized retirement statements will be available to registered employees who attend the seminar.

Registration forms have been sent via campus mail to eligible employees and are also available on the HR Benefits website at : <http://www.utmem.edu/hr/benefits>. Simply choose the form that corresponds to the appropriate retirement plan and return it to the Knoxville Benefits and Retirement Office by September 15, 2008. Please note that only one registration form per employee is required.

We are hopeful that the LPS will assist employees in reaching financial goals now and in the future. Questions may be directed to the Human Resources Benefits Department at 901-448-5601.

General Sessions will focus on:

- ◆ Financial Planning
- ◆ Retiree Health Insurance
- ◆ Tax Deferred Income Planning
- ◆ Wills and Estates
- ◆ Social Security

2009 Insurance changes to be sent to employees

Our benefits and premiums are governed by the State Insurance Committee. Every year, the committee meets to address benefits and premiums for the upcoming year. The committee met on July 31, 2008 and made changes regarding our insurance for 2009. PAY CLOSE ATTENTION to your mailbox in the coming weeks! The Benefits Administration and HR office will begin forwarding your benefits statements and information regarding the insurance changes. This information will be helpful, as it will assist you in making any changes to your insurance during the **Annual Enrollment and Transfer Period (AETP)**. Like years past, employees are given this opportunity to make changes to benefits as well as enroll in others (excluding health coverage). The AETP begins October 15 through November 14. Now is the time to think about what benefits you would like to change. On October 15, all change forms will be available in the benefits office in 910 Madison, Ste. 727.

The deadline for all change forms to be in Benefits is November 14th. The benefits office will not process any forms after the set deadline!

Fall Festival 2008!

Campus Appreciation

Friday, October 3, 2008

10:30 am -3:30pm

800 Madison Avenue in Forrest Park

Come enjoy the food and fun!!

(wear your UT ID)

Contact The Office of Equity and Diversity at 8-2112 for more information

Benefits Fair 2008!

November 3, 2008

10-2pm in the

Atrium of the Plaza Buildings

Invited guests are:

BCBS CIGNA DELTA DENTAL & ASSURANT DENTAL GREAT WEST

THE BEST PROGRAM AIG TIAA CREF ING

AND MANY MORE!

Bring a friend and register for door prizes!

Leave Without Pay and Insurance

There may be several reasons why you may need to take a leave of absence from work. If you continue your absence after exhausting all accrued annual and sick leave, you will be in a Leave Without Pay status (LWOP). Whether you are out for medical reasons under The Family and Medical Leave Act or on personal leave, your medical insurance will be affected. There are different options to continue or suspend coverage until your return.

If you are on approved Family and Medical leave and go into LWOP, you will be responsible for paying "your" portion of the medical premiums. Anyone on approved LWOP-Non-FML status must pay the "whole" premium which includes the portion that UT pays for you. Your department's time keeper or business manager should be able to inform you when your LWOP status will begin.

Being in a LWOP status can cause a financial strain

making it difficult to pay the insurance premiums.

There are options available for employees who wish to suspend coverage until returning to work. Suspending coverage will "temporarily terminate" insurance while the employee is absent. Once you have returned to work you MUST reinstate your coverage within 31 days, otherwise, you will be required to go through special enrollment or the late applicant process. Your retirement and longevity date are also affected when in LWOP status.

If you have someone in your department who is in LWOP status and covered by UT insurance, it is important that the benefits office is notified immediately. The Insurance staff can be contacted at 448-5577 or 448-8547.

Welcome to UTHSC!

July New Hires

Beth Abraham Bilal Ahmed Ahmed Al-Absi
Mazin Askar Denise Blackford Megan Banet
David Cannon Susan Crim Pranab Das
Peter DiFiore Jimmie Dotson Kelley Evans
Bradley Harrell Margaret Hastings William Hickerson
Joseph Hunter Anastasios Karydis Kenneth King
Ronald Larabee Jonathan Laxton Kui Li
Thomas Patrick Jeffrey Phebus Guy Reed
Ora Robinson Margaret Rodgers Treva Rutherford
Scott Sadler Steven Schrock Crystal Schrum
O.C. Scott Yevgeniy Shildkrot Edward Standford
Lorena Thompson Maurice Ware

August New Hires

Cedric Belio Jeffrey Dwyer Ana Karabell
John Martineau James McCullum Sunitha Nekkallapu
William Pittman Todd Preston Susan Price
Matthew Pullen Namrata Shah Samir Shah

HR welcomes O.C. Scott, Compensation Analyst

Mr. Scott joined HR in July in the Compensation area. Mr. Scott has a distinguished background as a graduate of Howard University with a Bachelors Degree in Political Science. Mr. Scott also has done graduate work at the University of Memphis in Public Administration. He brings to us many years of experience in Human Resources in both the public and private sectors, a good portion of which has been in the area of Compensation. His immediate past experience was with FedEx in Compensation. On a personal note, Mr. Scott is married with two grown daughters.

Are you an Effective Listener?

We all know the importance of communication in our daily lives. Communication is extremely important in the workplace and if not done effectively could lead to misunderstandings, assumptions and major mistakes. During a recent HR128 training class, Tomi Rogers presented how everyone can become a more effective listener.

ALT's or Active Listening Techniques will help anyone pay closer attention to instructions, speakers or during daily interactions with colleagues and co-workers. Try applying these techniques to improve how you listen to others:



- Find a reason to want to listen
- Be “present”
- If you find yourself drifting away, change your body position, take a deep breath
- Control your response to distractions-actively tune them out.
- Control your emotional “hot buttons” - choose to stay neutral.
- Look for and mention points of agreement.
- Acknowledge any strong emotions of the speaker
- Provide silence
- Don't jump to answer a question right away
- Know when to stop listening! Don't “listen” just in order to hide and avoid revealing your own position.

“Communication is extremely important in the workplace...”