

EMPLOYEE RELATIONS COUNCIL MEETING

The University of Tennessee at Chattanooga

Thursday, June 18, 2020

via Zoom

Members attending: Melita Rector, Kellie Karaky, Sharon Thomas, Kate Gill, Shirley Hatfield, Cindy Williams, Lenore Cawthorne, Jonah Lasley, Sherrell Jordan, Laneeta Derrick, Jean Marie Lawrence, Juanita Wade, Mark Stotts, Terri Bearbower, Megs Hazare

Others in attendance: Laure Pou, Assistant Vice Chancellor of Human Resources; Julie Brown, Manager of Employee Relations, Human Resources; Janice Michaels, HR/OEI Assistant, Human Resources

Call to order: Ms. Rector called the meeting to order.

Minutes: The minutes for the May 21, 2020 meeting were submitted and approved electronically with no changes needed.

Blue Ribbon Award: Endia Butler, Financial Aid, was the recipient of the Chancellor's Blue Ribbon Award for April 2020.

Guest: Laure Pou, Assistant Vice Chancellor of Human Resources, Office of Human Resources

Ms. Pou discussed the UTC Reintegration plan. The dates of the phases for each division may look different depending on the needs of that division. Each unit head will work with administration to determine the dates of each phase for their division.

UTC is keeping up to date with the local school systems and their decisions on when/how they reopen the schools. UTC is currently working with employees who can't work due to having children without childcare because school systems and daycares are not open.

If a person is part of or cares for someone who is part of the at-risk population according to CDC guidelines, they can submit a request to be considered for remote work with the Human Resources office.

UTC is requiring the use of face masks for all members of the University community while on campus where social distancing is difficult to maintain. This means always wearing a mask when in a University facility and outside while walking to and from classes or meetings. Non-compliance with this requirement will be handled accordingly through the Office of Human Resources and/or the Office of Student Conduct.

"UTC Reintegration Safety Training" is a brief, online training module that all employees—both faculty and staff—are required to complete as they return to working on campus by the fall 2020 semester.

Employees returning to campus are required to complete the Daily Self-Check Health Survey each day before they come to campus via the electronic app or by paper, if no access to a computer is available.

The 2020 Labor Day holiday will be a floating holiday this year due to classes being held on that day. Faculty & staff will be able to defer the holiday and use it on another day between Labor Day and December 31st.

Other Issues

Melita reminded everyone that the new IRIS dual factor log-in and the desktop SAP log-in change will in June and encouraged everyone to begin the process now instead of waiting.

Next Meeting

The next meeting will be Thursday, July 16th.

Adjournment

The meeting was adjourned

Respectfully submitted,

Janice Michaels
HR/OEI Assistant