



5-7-1984

## **Group III Employee Relations Committee Meeting Minutes May 7, 1984**

Commission for Blacks

Follow this and additional works at: [https://trace.tennessee.edu/utk\\_blacktaskmeetings](https://trace.tennessee.edu/utk_blacktaskmeetings)

---

### **Recommended Citation**

Commission for Blacks, "Group III Employee Relations Committee Meeting Minutes May 7, 1984" (1984).  
*Task Force Meetings and Interviews*.  
[https://trace.tennessee.edu/utk\\_blacktaskmeetings/77](https://trace.tennessee.edu/utk_blacktaskmeetings/77)

This Article is brought to you for free and open access by the Issues, Proposals, and Recommendations at TRACE: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Task Force Meetings and Interviews by an authorized administrator of TRACE: Tennessee Research and Creative Exchange. For more information, please contact [trace@utk.edu](mailto:trace@utk.edu).

Please Post or Circulate

Your Rep. is: Debbie Myers  
Telephone: 2466

# M I N U T E S

## Group III Employee Relations Committee Meeting May 7, 1984

TIME: 2:00 p.m.  
PLACE: Room 105, Student Services Building  
ATTENDNG: Mr. Hardy Liston, Mr. E. K. Bennett, Ms. Mary Hovis, Ms. Therese Leadbetter, Mr. Al Carter, Mr. Ray Gaddis, Ms. Nancy Keller, Ms. Debbie Myers, Ms. Doris Tipton, Ms. Joan Barnette, Ms. Gloria Hill, Ms. Betty Kirkland, Ms. Michelle Joiner, Ms. Mary Maner, Mr. Frank Wiles, Ms. Shirley Sanders, Ms. Julie Adams.

ABSENT: Mr. Charles King, Ms. Kathy McKee, Mr. Mark Rozanski.

### \*NEXT MEETING\*

DATE: June 12, 1984  
TIME: 2:00 p.m.  
PLACE: Room 105, Student Services Building

The following items were discussed:

1. Purchase of Retirement Creditable Service: Ms. Therese Leadbetter from the Personnel Department responded to a question from Mr. Gaddis concerning the procedure for purchasing prior creditable service in the Retirement Plan. Employees who wish information or assistance on this process should contact Staff Benefits at 6018.
2. Emergency Medical Treatment: A question was raised regarding transportation to the Student Health Clinic for employees who have emergency medical needs while at work. Mr. Bennett said that departments can call the UT Police Department and officers will transport employees to the Clinic.
3. Computer Training: Ms. Maner suggested that UTK provide training on the IBM Personal Computer for employees who will be working with this piece of equipment. The Personnel Department plans to offer such training in the near future.
4. Parking During Football Games: Ms. Barnette said that student workers in the Library had problems last year parking during football games when they were scheduled to work. Mr. Bennett indicated that all employees, students or otherwise, are allowed to park on those days as long as their names are included on the list given to UT Police. He suggested that Ms. Barnette check with Mr. Don Hunt's office for clarification.

5. Parking in Lot 12: Representatives from the Library expressed concern about Lot 12, next to Tyson House, which is periodically blocked off for special activities. Mr. Bennett will check on this and report back at the next meeting.

6. Easter Holiday: Ms. Adams said tht several employees in the Library have requested that the University observe Easter as a holiday. Mr. Liston said that he will pursue this suggestion with the appropriate personnel.

7. Salary Distribution: Mr. Liston discussed plans for salary increases in July and responded to questions regarding the method of distribution. There will be a mandated salary increase for non-exempt staff of 10 percent, with an additional pool of 4 percent for merit increases.

8. Other Items:

a. CPS Exams: Mr. Bennett responded to a question about time off from work to take the CPS exam and said that such time should be charged to annual leave.

b. Longevity Pay: Mr. Gaddis reported on the various bills in the legislature affecting longevity pay. The one considered most likely to pass leaves the rate at \$75 per year and raises the maximum to 20 years with a five year phase-in period.

c. Administrative Closing: Mr. Liston clarified a recent situation where several campus buildings were closed due to electrical problems. He said that those who had to leave the workplace should charge that time to administrative closing.

The meeting was adjourned.

## M I N U T E S

Employee Relations Council Meeting  
April 27, 1984

TIME: 1:30 p.m.  
PLACE: Fifth Floor Conference Room, Andy Holt Tower  
PRESENT: Dr. Jack Reese, Mr. E. K. Bennett, Ms. Mary Hovis,  
Ms. Kathy McKee, Ms. Doris Sterling, Ms. Nancy  
Keller, Ms. Beverly Sweeney, Mr. Paul Norman, Mr. Ray  
Gaddis, Ms. Mary Maner, Mr. Ralph Lawson, Mr. John T.  
Johnson.

ABSENT: Ms. Sharon Wheatley.

-----

## \*NEXT MEETING\*

DATE: May 24, 1984  
TIME: 1:30 p.m.  
PLACE: Fifth Floor Conference Room, Andy Holt Tower

-----

The following items were discussed:

1. Budget Review: Dr. Reese gave an overview of the budget for the coming fiscal year. In particular, discussion was held concerning merit raises and the part that the evaluation process plays in determining salary increases. Dr. Reese indicated that raises for non-exempt staff will be approximately 10 percent, with an additional 4 percent pool of money set aside for merit increases. The increases this year, he feels, will help the University improve its overall salary position in the local labor market. Dr. Reese reminded the representatives that plans for salary adjustments are tentative until the legislature acts on the Appropriations Bill.

2. Longevity Pay for Part-time Employees: Mr. Gaddis reported on efforts being made by the Council to have legislation introduced in 1985 which would include permanent part-time employees in the longevity pay plan. The proposal calls for permanent part-time employees working at least 50 percent time to receive a prorated amount of longevity pay.

3. Other Items:

a. Open Forum: Ms. Sweeney announced that the Commission for Women is inviting Mr. Fisher and Mr. Bennett to speak on issues of interest to staff members on May 10 at noon at the Student Center. All employees are invited to attend.

b. Annual Picnic: The date for this year's staff/faculty picnic has been set for August 28.

The meeting was adjourned.

