### September 13, 2021

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#### **Zoom Briefing Updates**

Please be sure you are checking emails from Sam Ledford. To see the most recent briefing, visit <a href="https://youtu.be/okbZLPBxPXY">https://youtu.be/okbZLPBxPXY</a> if you missed any of the previous briefings, they can be found at the links located on page 4 under Communications & PR.

#### **HR Roadshow Tomorrow**

The HR Roadshow will take place tomorrow, Tuesday, September 14 from 10:30a to 12:30p and again from 9:00p to 11:00p. Representatives from Human Resources will be in FSC 101 to talk with our staff about employee benefits. This is setup as a drop-in event. If you have questions about retirement, medical benefits, the EAP or any other employee benefits, come by tomorrow and get your questions answered.

#### **NEXT Conference**

The NEXT "Non-Exempt Employees Excelling Together" is a new learning opportunity presented by Employee & Organizational Development. The conference will be held October 20, 2021. NEXT is designed to meet the specific needs of non-exempt staff on all campuses. Registration is now open. For more information, see the flyer at the end of this newsletter or visit <a href="https://hr.tennessee.edu/eod/conferences/next-conference/">https://hr.tennessee.edu/eod/conferences/next-conference/</a>! The deadline to register is Wednesday, September 15.

#### 2021 Facilities Services Flu Shot Clinic

Student Health will be at the Facilities Services Complex (HR Suite) on Tomorrow, September 14 from 9am to 1pm to provide flu shots to anyone interested. All employees are eligible to participate. Flu shots are free to employees enrolled in the State's health insurance plans. Be sure you bring a copy of your CVS/Caremark card with you. Otherwise, flu shots will cost \$25 payable in cash or check.

In addition to your CVS/Caremark card, you'll need to bring a completed shot waiver form and vaccine administration record, attached to the Flu Shot email from Sam Ledford. If you need a hard copy, see Geneva Andrew, Veronica Huff or Sam Ledford. Please keep in mind that we are not able to offer the COVID vaccine at this clinic. If you'd like to set up an appointment to receive the COVID vaccine, you can do so through Student Health by visiting <a href="https://www.signupgenius.com/go/utkpharmacyvaccinations">https://www.signupgenius.com/go/utkpharmacyvaccinations</a>.

#### **Campus Chest Campaign**

It's time to kick off the annual Campus Chest Campaign! This is an employee giving program that promotes the support of health and social service nonprofit agencies to help our community, provide assistance to those in need, and show what the Volunteer spirit really means!

The campaign officially kicks off today and will extend through November 5. Login to the pledge portal at <a href="mailto:tiny.utk.edu/campuschestfs">tiny.utk.edu/campuschestfs</a> with your Net ID and Password to see how your support is powering United Way of Greater Knoxville, Community Shares, and other independent agencies to keep doing critical work for our community all year long.

#### **ADMINISTRATION**

#### **Special Projects:**

- We are working on updating the monthly PMs for Building Services.
- Awaiting the arrival of the departmental polo shirts.

#### **FACILITIES OPERATIONS**

#### **Building Services:**

 Thursday, September 9, our Building Services staff from our first, second and fourth shifts worked over or came in early to clean up Neyland Stadium after the game. We would like to thank those who worked diligently to

FS WEEKLY CONTINUED ON PAGE 2

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#### **FS WEEKLY CONTINUED:**

clean up the Stadium. We appreciate your hard work and dedication!

#### **Landscape Services:**

- Hoskins Library: Install veterans memorial monument in landscape bed at ROTC flagpole.
- Pitt game (9/11): Prep, support and clean-up
- TN Tech game (9/18): Prep, support and clean-up
- Allan Jones Aquatic Ctr: Repair drop-out in lawn
- Pedestrian Mall Expansion Phase II: Participate in weekly progress meetings
- Fleming Warehouse: Clean-up of vegetation and prep for life safety improvements (cont)
- Campus wide irrigation system monitoring and repairs (on-going)
- Concord Street Site: Demolition clean-up and fence repairs (cont)
- Campus wide: Maintenance pruning to younger trees (on-going)
- Career Path Project: Making final adjustments to coordinate with new job family classifications before sending to HR for review (cont.)
- Recruiting to fill vacant positions
- Welcome to Walker Fowler. Walker is a new addition to the Arborist Team.

#### Sanitation Safety:

- Worked on monthly building interior PMs.
- Worked on bi-annual building exterior PMs.
- · Completed on-demand Pest Control work requests.

#### **ENERGY MANAGEMENT**

#### **UT Office of Sustainability/Recycling:**

Recycling Totals for September 9 to September 12:

- Bottles/Cans: 16,080 lbs.
- Paper: 6,260 lbs.
- Cardboard:10,400 lbs.
- Manure: 5,410 lbs.
- Food: 10,500 lbs.
- Green Waste: 9,700 lbs.
- Total: 48,650 lbs./ 24.33 tons

Recycling Totals for Fiscal Year 22:

- Bottles/Cans: 64,560 lbs. / 32.38 tons
- Paper: 90,060 lbs. / 45.03 tons
- Cardboard: 86,360 lbs. / 43.18 tons
- Manure: 149,813 lbs. / 74.91 tons
- Food Waste: 59,007 lbs. / 29.50 tons
- Green Waste: 479,700 lbs. / 239.85 tons
- Total: 449,800 lbs. / 224.90 tons

#### **Sustainability Report:**

- September 11/ Pittsburgh Game Recycling statistics
- Diverted 4,080 pounds of single stream recycling
- Received 7 volunteers for the Pittsburg game who assisted for 3.5 hours each
- Received 7 volunteers for food recovery who assisted for 3.5 hours. Recovered 1300 lbs of food
- Composted roughly 1,500 pounds of food waste

#### **ZONE MAINTENANCE**

#### Zone 2:

- Clarence Brown: We installed ceiling mounted tracks, mirrors and handicap handles for dressing rooms.
- Weekly generator tests.
- Building walk throughs.

#### Zone 3:

- Melrose upgrade lighting.
- Keeping up with PMs throughout the zone.
- Answering calls.

#### Zone 4:

- Repaired the bun toaster at the Student Union.
- Repaired oven at Stokely.
- · Repaired fryer at Anderson Training.
- Repaired cooler at Thompson-Boling Arena.
- Replaced hand dryer at the Cumberland Food Court.
- Repaired hot boxes for Football in all buildings.

#### Zone 5

- At Neyland Stadium, we checked and made repairs as needed after 2021 season opener against Bowling Green and ahead of Pittsburgh.
- At Anderson Training Complex, we checked and adjusted chemicals in pools.
- · At Allan Jones, we checked and adjusted chemicals in

**ZONE MAINTENANCE CONTINUED ON PAGE 3** 

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#### **ZONE MAINTENANCE CONTINUED:**

pools.

- At Regal Soccer, we checked and made repairs after Louisiana Lafayette.
- At Parking Services, we worked on leaking toilet.
- At Auxiliary Services, we checked and replaced LED lights as needed.
- Throughout the zone, we conducted general building maintenance.

#### Zone 6:

- Generally maintaining environmental equipment.
- · Generally addressing work order issues.
- Continue QR Code initiative.
- · Unlock doors.
- · Air filter changing zone wide.
- Dabney control valve replacement.
- Power outage coverage.
- General LED lighting project.

#### Zone 7:

- AMB: General maintenance, started on monthly PMs, repaired water fountain on ground floor and assisted contractors.
- SERF: Routine building checks, traced leaks, installed dehumidifier, greased equipment, repaired paper towel dispenser, assisted A/C shop as needed, assisted other buildings in zone as needed.
- Nuclear Engineering: Routine building checks, reset breakers, assisted other buildings in zone as needed.
- Jessie Harris: Checked sprinkler system, checked and cleaned elevator tracks, checked for mold, weekly building check, daily equipment check, checked generator.
- Senter Hall: Checked sprinkler system, checked for mold, weekly building check, daily equipment check, checked and ran generator and checked sprinkler system.
- Fibers & Composites: Checked sprinkler system, checked & cleaned elevator tracks, checked for mold, weekly building check and weekly equipment check.
- Dougherty Engineering: General maintenance assisting Belfor and Interstate conducting mold checks.
- Min Kao: Working on lights, restrooms and ceiling tile.
- Ferris Hall: Conducted daily walk throughs and weekly walk throughs. Serviced AHU 001 and AHU 002.

- Perkins Hall: Conducted daily walk throughs and weekly walk throughs. Serviced AHU 001.
- Tickle Engineering: Building rounds, lights out and power outage Wednesday morning.

#### Zone 8:

- We are having a busy time right now in the greenhouse area as different studies are being started in several locations.
- Our One-Call team is staying very busy with after hours and weekend calls with campus being at full capacity.
- We are currently installing several filter separator units to our chill water loop to increase the efficiency of the system.
- We will be working with BELFOR on a large leak that occurred in the Plant Biotech building.

#### Zone 9:

- We are working to install new lighting on the exterior of the 1610 University Avenue building.
- Our PM Archibus work requests will remain an area of focus as we move into the fall.
- We have recently been having issues with the HVAC supply for the breakroom at the Facilities Complex.

#### **Lock & Key Services:**

- Dougherty Engineering: Repair combination lock.
- HPER: Check multiple locks very difficult.
- Student Aquatic Center: Install lock.
- · Sigma Nu: Rekey lock.
- College of Nursing: Rekey display case.
- Nevland Thompson: Repair lock
- Phi Sigma Kappa: Check lock locking automatically.
- Bailey Education: Rekey locks.
- On Campus: Assisting as needed.
- Front Office: Processing key request, key pick up and drop off.
- University Housing: Assisting as needed, many recores and repairs.

#### **ZM Specialties:**

- Assisted Codes Enforcement team with setting up Annual Sprinkler Inspection PM and scheduled buildings due in October, November and December
- Drafted annual inspection PM for gaseous agent fire suppression systems per NFPA 2001

FS WEEKLY CONTINUED ON PAGE 4

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#### **FS WEEKLY CONTINUED:**

- Added fire pumps to asset inventory and switched monthly fire pump testing to an equipment PM
- Repaired door operators at Brehm, Hodges Library, Nursing, and Ferris Hall
- Working on fume hood at SERF
- Assisting AC Controls with MAUs and exhaust fans at Stokely Hall Dining
- Installed glass partitions in Neyland Stadium skyboxes and Gate 21
- Repaired mirrors at North Carrick
- Secured window at Student Services
- · Transported lifts to various campus locations

#### **COMMUNICATIONS & INFO SERVICES**

#### **Communications & Public Relations:**

- As a reminder, information for the 2021 Annual Report is now past due. Please send all updated information to Anna Best.
- The Summer issue of The Facilitator is now available for viewing online. Visit <a href="https://fs.utk.edu/facilitator/">https://fs.utk.edu/facilitator/</a> to read up on some of the many happenings across our department.
- Don't forget to send work team photos to Sam whenever you have them. Send them to <a href="mailto:sjones8o@utk.edu">sjones8o@utk.edu</a> or via text at 865-771-1531.
- Most recent zoom briefing links:
- Briefing #36: <a href="https://youtu.be/ftYmWFcScXo">https://youtu.be/ftYmWFcScXo</a>
- Briefing #37: https://youtu.be/FkFPStTiAZg
- Briefing #38: <a href="https://youtu.be/eKCa5QNbEhk">https://youtu.be/eKCa5QNbEhk</a>
- Briefing #39: <a href="https://youtu.be/osz7FsmpWTM">https://youtu.be/osz7FsmpWTM</a>
- Briefing #40: https://youtu.be/9GTofz9YRG4
- Briefing #41: https://youtu.be/GJ3AHGLOfkY
- Briefing #42: <a href="https://youtu.be/lpn8vSy6SLg">https://youtu.be/lpn8vSy6SLg</a>
- Briefing#43:<u>https://www.youtube.com/</u> watch?v=pgWDklQKMyw
- Briefing #44: <a href="https://youtu.be/IXDzdsINBRU">https://youtu.be/IXDzdsINBRU</a>
- Briefing #45: https://youtu.be/mrnEbV 55Ic
- Briefing #46: <a href="https://youtu.be/okbZLPBxPXY">https://youtu.be/okbZLPBxPXY</a>
- Be sure to check any emails from Sam Ledford concerning COVID-19 updates.
- The electronic employee comment box can be found at

#### tiny.utk.edu/fscommentbox.

#### **Employee Training & Development:**

#### **Upcoming Training:**

- Learning & Organizational Development is reaching out with a needs assessment survey to develop training programs for the upcoming year. Please take a few moments of your time to answer their survey questions and contribute your feedback for program development. Click here to begin the assessment: <a href="https://learningandorganizationalneedsassessment.guestionpro.com">https://learningandorganizationalneedsassessment.guestionpro.com</a>. Please note that survey participants have an opportunity to enter to win a UTK Swag Bag at the conclusion of the survey.
- There is no TNAPPA conference again this year due to COVID. There are, however, some online training resources provided by TNAPPA that are open to everyone to participate in at <a href="https://tnappa.appa.org/online-training/">https://tnappa.appa.org/online-training/</a>. If anyone participates in these training events, please have them send their certificates to <a href="fstraining@utk.edu">fstraining@utk.edu</a> for their credit to be properly recorded.

#### **Training News:**

- We have four new employees in new employee orientation this week! If you see them around, say hello and make them feel like a welcome member of the Facilities Services family!
- **FS Mini Train:** Multitasking is a social, cultural, and to be honest a human norm. Believing we're good at doing lots of things at once fulfills an emotional need "Look at how much I've accomplished!" But the truth is, trying to do multiple things at once is rarely successful, and it causes more wear



- and tear on our brains than we might realize. Check out this week's Mini Train at <a href="https://www.youtube.com/watch?v=mNdYXfC46ro">https://www.youtube.com/watch?v=mNdYXfC46ro</a> to see Trainer Beth break down some of the reasons we shouldn't multi-task so much (all while multi-tasking her way through creating this video. Take it for the meta object lesson it is.)
- Have you lost your badge? Need an updated picture? Contact the Training Team! - If you lose your badge or need an updated photo, we would be more than happy to make a new badge for you. Any position changes will be communicated through Nikki

COMM & INFO CONTINUED ON PAGE 5

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#### **COMM & INFO CONTINUED:**

and Hannah and a new badge will be created for you at that time.

- The 2021 Training Calendar is available online! Visit <a href="https://fs.utk.edu/comminfo/training/">https://fs.utk.edu/comminfo/training/</a> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link. Check back often as new events and opportunities are added often!
- Your 2021 OSHA Training can be accessed at any time at <a href="https://tennessee.csod.com/samldefault.aspx">https://tennessee.csod.com/samldefault.aspx</a>. Sign in with your NetID and password. Then, click on "Your Transcript" and "Launch" to load the training. Your course assignments are all the same as they were for 2020, but instead of having each course assigned to you individually, you will have a training curriculum assigned. When you look at your transcript in K@TE, you'll see something like "Facilities Services: Training Group 1 Office Staff" but it'll be specific to the group you're actually in. Just like you did with the campus compliance training, you'll open the curriculum and then complete each course inside the curriculum. You'll reach 100% completion when you complete every course within the curriculum.
- External Training Completions If you participate in any training not done through K@TE, make sure you let Training (Rebecca, Anna and/or Beth) know so they can give you proper credit for it. The university does recommend that you receive 32 hours of external training annually (HR 128). Last year, we had our highest number of staff hitting their goal for training hours, and while we don't realistically expect the same numbers as last year, we do want to see our team continue to put time and effort into receiving training for their professional and personal growth.

#### **IT Support and Maintenance:**

- EOC Assistance
- New Computer Installations
- Inventory
- Computer Troubleshooting
- New Badge Printer Installation and Data Import
- Malwarebytes troubleshooting
- ZOOM Assistance
- Culture Committee Meeting
- Adobe License Management
- Autodesk Software Purchases

• Be looking for a new version of Windows to show up on your computers in the next 2 or 3 months. Windows 11 may be pushed out like current windows updates. The main change you will notice is an update to the menu system. Contact Jim McCarter at <a href="mailto:jwm@utk.edu">jwm@utk.edu</a> with any questions.

#### **UTILITIES SERVICES**

#### A/C Services:

- Repaired HVAC issues that were encountered during Thursday night's football game.
- Repaired isolation actuator for chiller No. 1 at Mossman.
- Looked at lower isolation valve for cooling tower 2A at Strong Hall. Had to order a new actuator.
- Removed controls on fan coils so new units can be installed at Dougherty.
- Assisted with electrical issues at College of Nursing and then restored A/C units back to normal operations.
- Reset upper RTU at Kingston Pike Building.
- Restored operations of the Automated Logic Control Server.
- Installed new Building Automation Controller at Hoskins Library.
- Gameday Support at Neyland Stadium.
- Checked chiller plants across campus.
- Installed motor on secondary chilled water pump at Hodges.
- Worked with plumbing shop to drain heating water system and repair leaks at HPER.
- Replace motor on secondary chilled water pump No. 1 at Music.
- Repair cooling tower No.1 and Replace energy recovery pump on AHU No. 4 at JARTU.
- Repairing heating water leak on 4th floor lobby area at SERF.
- Cleaned VFD heat exchanger on chiller No. 1 at Strong Hall.
- Pregame check on all AC systems at Neyland Stadium.
- Replaced motor in cooling tower No. 1 at Brown.
- Repaired water leak on AHU P2 at Mossman.
- Cooling tower testing and chemical addition across campus.
- Closed loop testing and chemical addition across campus.

#### **Electrical Services:**

UTILITIES CONTINUED ON PAGE 6

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#### **UTILITIES CONTINUED:**

#### Security/Fire Alarm Group:

- Monthly fire pump testing across Campus.
- Made repairs and cleared alarms at Stokely Hall, Vol Hall, Neyland Stadium, Alan Jones, 1832 Fraternity, Sigma Kappa, Plant Biotech, Student Union, Laurel Hall, Anderson Training, and White Hall.
- Disabled fire alarm for Plumbers at JARTU.
- Assisted EHS with fire drills at UT Conference Center and Neyland Stadium.
- · Gameday support.

#### High Voltage:

- Daily 1-800 marking.
- Turned on the new field LED lights and checked all are working before 2nd game.
- Worked with Stowers on issues with generators during first home game. Changed batteries and sensors.
- Turned on/off temp power to Truly's beer garden after the game. Turned off temp power from tailgating toilets after the game.
- Installed new light fixture on pole below Gate 21A to new LED fixture for parking for TV trucks.
- Worked on issues with cooling fans for the game. Ran extra power cords where needed at Neyland Stadium.
- WR to check and repair burnt out field lights. TA
   Electric is doing the work and found issue with breakers.
   Ordered new replacement breaker for the job at Neyland
   Thompson.
- Worked on outage needed to remove old temp power to temp chillers on site during the build of the new ESF building. Performed safety meeting, outage, and rechecked all equipment when cleared at Tickle Engineering.
- Ordered materials for LA4 and G7 garage outages.
- Working on lighting control system in the building to repair ongoing issue with outside lights staying on at Plant Biotech.
- Report of several lights out in the lot. Pulled new cables and ordered new LED bulbs to install. Will be working on the rest next week at SC lot.
- Asked to check pole lights reported only one working.
  Will need to change old fixtures to LED at Andy Holt upper parking lot.
- · Checked campus lights.

#### **Plumbing Shop:**

- Pumped steam vaults on campus.
- Campus Tennessee One Calls
- · Wastewater testing.
- Repairing and testing fire hydrants.
- Repaired 2 steam leaks on PVA in TBA.
- Repaired exhaust pipe on generator.
- Pre-Game prep and game support at Neyland Stadium.
- Assisted AC shop with installing a new pump at JARTU.
- Unstopped sewer in manhole at SERF.
- Unstopped toilet at the Business Incubator.
- Replaced shower mixing valve in room 615.
- Repaired leaking backflow at Alumni Memorial.
- Repaired 4 heating water leaks at Claxton.
- Unstopped sink in room 747 at N. Carrick.
- Installed new bottle fillers at Law College and Alumni.
- Installed new 2" copper lines for new machine at Vet School.
- Replace new eye wash station at Walters Academic.

#### **Steam Plant:**

- Replaced low water cut-out on #4 boiler.
- Completed installation of #4 condensate pump.
- Installed new flow meter on main softeners.
- Prepared to have #2 and #5 boilers inspected.
- Completed monthly logs.
- Worked on area lighting.
- Worked on #4 boiler water level controls.

#### **CONSTRUCTION SERVICES**

- Alumni Memorial Building: Fire Marshal POCA list; Move cabinets and remove door Goo2
- Art and Architecture: Renovate Ewing Gallery; Laser cutters in 3rd floor Print Center
- Austin Peay: Carpet 303H
- Ayers Hall: Install lockers in Go12; Soundproof doors 208 and 247
- Bailey Education: Renovate 5th floor lobby; paint 113, 114, 223, 227, 329; Carpet 219 and 224
- Baker Center: Construct new office spaces 313 and 325

CONSTRUCTION CONTINUED ON PAGE 7

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#### **CONSTRUCTION CONTINUED:**

- Business Incubator: Paint and carpet for 117
- Campus: Replace University Seals; Replace elastomeric couplings on fire pumps with metal grid couplings; Volunteer First Impressions Contest winning projects
- Ceramics Annex: Green space and waterproofing
- Ceramics Building: Install 3 air filtration units in studio spaces
- Claxton Building: New signage at breezeway; Rework Dean's suite
- Communications: Renovate 302B; Renovate 64C and 77; Paint 473
- Conference Center Building: Add door 311A
- Dabney Buehler: New HVAC units 550, 552, 553
- Delta Tau Delta: Repairs from vandalism
- Dougherty Engineering: Paint 210; Carpet 226, 304, 310, 312, 406, 407, 407A, 407C, 410; Renovate 101 for welding and robotics lab
- Dunford Hall: Paint and electric 2432
- Environmental Landscape Laboratory: Hang white board and monitor 114
- Equity and Diversity: Paint, flooring and some lighting throughout
- Ferris Hall: Electric and exhaust for lab 217
- Fibers and Composites: Utilities for new equipment
- Fleet Management: 2 Electric vehicle chargers
- Greve Hall: Blinds for 316; Paint 5th floor corridor areas
- Hodges Library: Renovate 252; Paint 552A; New lighting and painting 199A; Paint, carpet, millwork 605
- Hopecote Building: Roof repair
- HPER: Paint 386, 387
- Jessie Harris: Paint 229D, 336, 337. 341
- JIAM: Add sink in 150; Add cup sink to hood in 216; 3 receptacles for 135; Connect glove box to exhaust 256; Electric for chiller Go26; Install utilities to ventilated cylinder cabinet
- Magnolia Hall: Repair a wall
- McClung Tower: Fire Marshal POCA list; Flooring 214, 401, 513, 1106, 1107, 1113, 1119; Paint and flooring 701; Paint 923
- Middlebrook Building: Add card reader to exterior door
- Morgan Hall: Renovations per POCA; Add sliding door for 121A
- Mossman Building: Electric for -80 freezer 226

- Neyland Stadium: Pour foundations for statues at Gate 21
- Nielsen Physics: Remodel room 217 into a lab; Fire Marshal POCA list; New ceilings on 6th floor
- Nursing: Fire Marshal POCA list
- Panhellenic Building: Repair ceiling 106
- Perkins Hall: Fire Marshal POCA list; Renovate classrooms
- Phi Sigma Psi: Repair roof
- Presidential Court: Convert Pod Market to shop for University Mail and Printing
- SERF: Remove connecting doors and add corridor door 511; Access controls 530; Electric 108
- Sherri Parker Stadium: Corrections for SFMO
- Sigma Nu Fraternity: Ladies restroom repairs
- SMC: Paint several offices; Replace faucet; Paint and furniture 312
- Student Health: Repair flooring seams on 1st floor
- Student Union: Move some signage; Paint 382; Move point of sale registers in Vol Shop
- Student Services: ADA height toilet; Acoustical ceiling tiles 209
- Taylor Law: Replace sound panels 132, 135, 136
- Thompson Boling Arena: Move card reader
- Tyson Alumni Center: Repair water damage
- UT Drive Services Building A: Renovations for 2nd floor offices
- UT Visitor Center: Renovation for Creamery
- UT Warehouse: Fire Marshal POCA list; Install dock lights
- 1817 Melrose Avenue: Carpet the stairs
- 22nd Street Duplex: Various repairs for doors and wall

### THE • COMMENT • BOX

**Responses on Page 8** 

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## THE • COMMENT • BOX

The following comments/questions were submitted to the FS comment boxes. Below each comment/question is the response from Interim Associate Vice Chancellor Terry Ledford.

**Comment:** Working From Home - I am speaking for the vast majority of workers across Facilities Services. It is common knowledge that many different departments have folks working from home for their different reasons. We feel fortunate that we were all able to have a job and income during the hard times we all faced. Terry made the comment that we were all back to work full time and referred to pre-Covid schedules. We ask our folks in the field to report to work daily and perform their duties. They gladly report and most of the time exceed expectations. When they know others are coming and going at their leisure, it takes a toll on morale. How do we best explain that to folks that report daily and keep them motivated.

Response: If you are referring to units within Facilities Services, our units are supposed to be working within the plan approved in June. In that plan all Facilities employees were to be working on site except for a few in Administrative Services that are alternating workdays and working some on site and some remotely each week. In that plan, the only exception is for employees that are working from home with an accommodation approved through the Office of Equity and Diversity. We do have a few employees working from

home with approved accommodations. About two weeks ago it was also approved that people that were not able to work on site due to needing to quarantine or isolate for COVID reasons are allowed to do so with supervisor approval, if they are able to effectively work from home. As we did in the spring of 2020 we have interpreted that and are allowing employees that do not normally have work that they can perform from home to do training whenever possible. If no work or training from home is possible this time not on site should be sick or annual leave.

**Comment:** Some people are being allowed to claim overtime while working from home. Is this an acceptable policy?

**Response:** Whether a non-exempt employee is on site, or working from home, if their working hours exceed 40 hours in a week they must receive overtime.

If anyone is aware of any violations of what is stated above please let the proper supervision know.



NON-EXEMPT EMPLOYEES EXCELLING TOGETHER

## New!

The NEXT "Non-Exempt Employees Excelling Together" Conference is a new learning opportunity presented by Employee and Organizational Development. NEXT is designed to meet the specific needs of non-exempt staff on all campuses. This conference is an investment in the growth and development of non-exempt staff that serves and supports our campuses. This conference will provide opportunities for rigorous learning, professional community building, and connection to the BE ONE UT values.

## Highlights!

- One-day conference experience
- 4 in-person sessions & 2 breakout sessions
- Rigorous learning opportunities focused on growth
- Professional community-building opportunities



## **Register for NEXT!**

Employee and Organizational Development is accepting applications for 2021 NEXT Conference!

Registration will begin August 4, 2021

Register in K@TE https://kate.tennessee.edu/

Registration will close September 15, 2021

Payment of \$100 is due by October 13, 2021

The conference will be held October 20, 2021 IT Conference Center, Knoxyille

Questions? Please email: jtennan4@tennessee.edu

Please consider applying for the Career Development Fund to cover the cost of the conference.

https://hr.tennessee.edu/eod/career-development-fund/