

**ALVIN C. YORK AGRICULTURAL INSTITUTE**  
**Personnel Cheat Sheet 7/16**

**Use of State Telephones** - State telephones are provided for business purposes. Absolutely no personal long distance telephone calls are to be charged to the state's telephone system. **While personal phone calls are allowed for local calls, such calls are to be limited to a few minutes and should occur only during the employee's break time except in case of an emergency. Cell phone use should be held to a minimum during work hours.** All long distance calls are to be made using a regular local line by first dialing 9 or 8. Due to a new billing system for long distance calls, personal calls or faxes can no longer be traced by cost. Therefore, everyone is asked to use a calling card for all personal long distance calls including the fax machine. When calling a number that requires the caller to be identified, after getting an outside line, dial “\*82”, then dial the regular number. This will allow the receiver to see the school's phone number.

**Copiers/Laminators** – All copiers are leased from state contract and have a limit on the number of copies that can be made each month. All employees should pay for any personal copies made at the rate of \$.10/sheet. Due to the high cost of laminator supplies, personal laminating should be paid for at \$1/sheet. These payments can be made in the business office. Please DO NOT encourage non-employees to use our copiers or laminators.

**Retirement (TCRS)** - Tennessee Consolidated Retirement System – For retirement information please contact the business office or visit the TCRS website - <http://www.treasury.state.tn.us/tcrs/> 800-770-8277

**A Leave Reminder** - If you are not at work during your regular scheduled work hours, you must be on authorized leave which is defined as leave that your supervisor has approved prior to the leave. In accordance with Personnel Rules and Regulations, you will be considered having resigned "Not in good standing" if you are absent from work without approval for three (3) consecutive workdays. Faculty, please email your leave request in addition to making a verbal request. General Service employees must key all leave requests in Edison.

**Bereavement Leave** - Three days of leave with pay will be granted for the death of an employee's spouse, child, step-child, parents, siblings, step-parents, foster parents, parents-in-law, grandparents, or grandchild without charge to the affected employee's accumulated leave account(s). This bereavement leave shall not be construed to increase the total number of leave days provided in the Rules of the Department of Human Resources for the death of a family member.

**State Employee Sick Leave Bank** - This program, available to general service employees and teachers, provides emergency sick leave to members who have suffered disability due to an unplanned personal illness, injury, or quarantine and who have exhausted their personal sick, compensatory, and annual leave balances. An enrollment contribution of 4 sick leave days is required. An annual contribution of 1 sick leave day is required every October 1 after the first year of enrollment, although this may be waived by the Board of Trustees in any year. Enrollment period is August - September each year.

**Holidays** - The following days have been designated by the General Assembly as legal holidays: New Year's Day, Independence Day, Thanksgiving Day, Martin Luther Kings, Jr. Day, Labor Day, Christmas Day, President's Day, Columbus Day, Good Friday, Veteran's Day, and Memorial Day. The Governor may also establish additional time off for observance of Christmas holidays. If school is in session on a legal holiday, the general service employees will be granted comp time to take when school is not in session.

**Deferred Compensation** - The Deferred Compensation Plan is for the exclusive benefit of State employees. It offers the employee an opportunity to accumulate funds to provide supplemental retirement income. The plan allows you to set aside a portion of your current earnings including dollars that would otherwise go for taxes.

you receive the value of these deferrals after you retire. Beginning July 2007, the State will match the minimum monthly contribution of \$50 [www.treasury.tn.gov/dc](http://www.treasury.tn.gov/dc) (forms are on-line)

**College Classes for Employees** - A full-time employee of the State of Tennessee or a member of the General Assembly shall be eligible to enroll in one course per term at any state supported college, university or technology center, or the Tennessee Foreign Language Institute without paying the tuition charge, maintenance fee, student activity fee, or registration fee.

**Fee Discounts for Children of State Employees** - A fee discount of 25% is available according to CHAPTER 1540-1-5 PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN OF LICENSED PUBLIC SCHOOL TEACHERS AND STATE EMPLOYEES.

**Flexible Benefits Plan** - This is often referred to as the Cafeteria Plan. It allows the employee to select designated portions of his/her salary to be deferred before taxes are figured thus creating more take home money for employees. The programs which are included in the current plan are dental premiums, a medical/dental reimbursement account (not a part of the premiums) and a day care reimbursement account. An employee is automatically enrolled for medical premiums deferral if the employee is enrolled in health and medical coverage. A waiver in writing is required if the employee does not want the automatic deferral. An employee must enroll within 10 days of the employment date or wait for the annual enrollment period each October 1 - November 15. Any unused balance in a reimbursement account is forfeited if not used for services rendered by December 31st of each year. (forms are on-line)

**Employee Assistance Program** - EAP is a limited counseling program for employees with personal problems. This service is free to State employees and their dependants. Please call United Behavioral Health at 1-800-843-9489 or 1-877-237-8574 for assistance and a referral to a counseling center nearest your location. No record of the use of this service is kept on site.

**Travel Regulations** - You may talk with an Account Technician in the Business Office for the procedures to request prior approval for travel and to claim a reimbursement. State vehicles are available for approved work-related travel. Mileage can be paid if you need to take a private vehicle. Any reimbursement to the employee must be spelled out on the original travel request. ANYTIME A STATE EMPLOYEE LEAVES THE CAMPUS ON STATE BUSINESS, THERE SHOULD BE AN APPROVED TRAVEL REQUEST FILED IN THE BUSINESS OFFICE TO ALLOW FULL WORKMANS' COMP COVERAGE. The first step is to complete a travel request form and get your immediate supervisor to approve it and then the Superintendent must also approve. If any reimbursement is requested or there is a conference fee, the request must then go to the Account Technician for forwarding to Nashville for Department approval. Always include any back-up information such as brochures or letters verifying the request.

**Signing Out** - ANYTIME an employee leaves campus they should sign out in the front office. If your name is on the board, move your dot. If your name is not on the board, sign out on the sign out sheet. The front office needs to know any time you leave campus, even for lunch, in case you receive an emergency phone call, etc.

## **WORKERS' COMPENSATION PROGRAM**

The Workers' Compensation Division contracts with a third party administrator for the processing of state employees' workers' compensation claims and with a managed care organization for provider network and managed care services. The Division's staff monitors the work done by these companies and acts as a liaison between the employee and the third party administrator.

### **If you have an accident at work:**

- Contact your supervisor to report your injury.
- You can report an accident by calling 866-245-8588 (toll free)

- If you need medical treatment, call the State's Administrator, Corvel, at 1-866-245-8588, for the name of a provider who is authorized to treat you.

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## **STATE INSURANCE PROGRAM**

Premiums on the life plans are based on an employee's annual salary. The state pays 80% of the health and medical premium for the medical plan. Open enrollment and changes can be made from October 15 – November 15 each year. Benefits Administration: <https://www.tn.gov/finance/section/fa-benefits> **You can follow the links on this page to BCBS or Cigna to request a replacement for your insurance card.**

### **Special Enrollment Provisions**

The federal law, Health Insurance Portability Accountability Act (HIPAA) allows employees and dependents to enroll in health coverage under certain conditions. Exceptions will also be made for eligible employees or dependents if they lose their health coverage offered through the employer of the employee's spouse/ex-spouse. The required documentation must be submitted to the Division of Insurance Administration and coverage applied for within 60 days of loss of health coverage.

- Employee NOT currently enrolled acquires a new eligible dependent (spouse, newborn or adoptee)
- Death
- Divorce
- Legal separation
- Loss of eligibility (this does not include a loss due to failure of the employee or dependent to pay premiums on a timely basis or termination of coverage for cause)
- Loss of coverage due to exhausting lifetime benefit maximum (effective 1/1/06)
- Loss of TennCare (this does not include a loss due to failure of the employee or dependent to pay premiums on a timely basis)
- Termination of employment (voluntary and non-voluntary)
- The reduction in the number of hours that caused loss of eligibility
- Employer's discontinuation of contributions to the spouse, ex-spouse or dependent insurance coverage (total contribution not partial)