Each year a designated number of mid to high level staff leaders from each campus are selected to participate in the University of Missouri’s Administrative Leadership Development Program (ALDP). The ALDP uses assessment tools, training by internal and external management experts, and interaction with colleagues from across the UM System to develop and maximize the leadership qualities of the selected leaders.

Congratulations to the following UMSL employees who were chosen to participate in the 2015 ALDP program:

Karen Boyd, Sr. Director Prog/Proj Ops, Research Administration
Daren Curry, Director, Online Operations, Office of Online Administration
Kimberly Klearman, Manager CSM Operations, Touhill PAC
Mary Ann Mitchell, Assistant Athletic Director, Athletics
Andrea Nichols, Office Supervisor, University Health Services
Sara Ross, Business Ops Associate II, Dean-College Fine Arts & Comm
Tara VanDeVoorde, Sr. Human Resources Specialist, Human Resources
Amber Withycombe, Director Advancement Activities, Univ Development

The ALDP program has a limited number of spaces in each annual cohort. Campus leaders who were nominated or applied directly for the 2015 program but were not accepted are encouraged to apply again next year.

If you enrolled in the Healthy Savings Medical Plan during the Annual Enrollment Change Period and have not received your welcome packet for the HSA account, please contact Health Equity at 877-372-5383 to request a packet immediately to receive your UM incentive. The packet will include your welcome letter and debit card.

If you have questions, please contact LaQuita Jackson at x6466 or Joann Westbrook at x5639.
CHANGES TO STAFF PERFORMANCE APPRAISAL FORMS AND PROCEDURE

As employees complete self-appraisals and managers complete performance appraisals on their staffs this year, they will notice some changes to the performance appraisal forms and procedures. The University is in the process of developing a uniform e-Performance system to be used on all of the campuses of the University. The UM System hopes to introduce this new performance management program by 2017. Having the same forms and procedures will allow the University to ensure that departments are complying with University policy on performance appraisals and track the consistency in ratings between campuses and the relationship between ratings and pay increases, etc. It will also allow the UM System to provide more assistance to the campuses in training and communication on performance appraisal. In preparation for the new forms and procedures, the current form will be changed to a five rating system (Outstanding, Exceeds Expectations, Successful, Improvement Expected, Unacceptable) for 2015 and a window of April 1 to June 30 will be established as the timeframe during which performance appraisals must be completed and submitted.

The Human Resources website, http://www.umsl.edu/services/hrs/, is currently being modified to reflect the additional ratings and the defined timeframe.

MANDATORY TITLE IX REPORTER TRAINING FOR ALL EMPLOYEES DUE 4/30/15

The University of Missouri-St. Louis is committed to maintaining a discrimination-free work and learning environment for all students, staff, faculty and others who engage with our community. In keeping with this commitment, each employee on our campus has been designated as a mandatory reporter with a duty to report sexual abuse, sexual misconduct and other behaviors that fall under Title IX. In an effort to ensure that all employees understand the role they play in enhancing a culture of respect, each employee on our campus is required to complete the University’s online training course for mandatory reporters by April 30, 2015. This course comprehensively covers reporting of sex and gender discrimination incidents, including sexual harassment, sexual assault, bullying, stalking and related behaviors. In addition, it addresses the reporting of crimes and crime statistics for Clery Act compliance when those crimes intersect with Title IX and Title VII (as in the case of sexual assault).

The training will take approximately 20 minutes to complete. After reviewing the training materials, you must complete the mastery test with a score of at least 80%. You may review the materials and take the test as many times as needed. Visit the following link for instructions on taking the course: http://www.umsystem.edu/ums/hr/titleix/mandated-reporter-training. If you have difficulty accessing the myLearn training, you may have to update the version of Java on your computer. The following links contain instructions for updating your current version: Mac Java Instructions or Windows Java Instructions. If you need further assistance, please feel free to contact Audra Gall in Human Resources at 314-516-5381 or the help desk at 314-516-6034.

Additionally, if you have not taken the online harassment prevention course, Harassment: What It Is and How to Stop It, you are required to do so by April 30, 2015. You will learn about the various forms of harassment, how to recognize certain behaviors and what you can do to stop it. Visit the following link for instructions on taking this course: www.umsystem.edu/ums/hr/harassment_training.

If you have other comments or questions about either program, please feel free to contact the Office of Equal Opportunity & Diversity at (314) 516-5695 or the Office of Human Resources at (314) 516-5258.
PAYROLL/RECORDS PERSONNEL CHANGES

We are very pleased to welcome two new employees into the HR Payroll/Records area: Elizabeth Quinn, Office Support Staff III, began work on November 24, 2014. “Beth” comes to us from the corporate world with many years of HR records and customer service experience. Rayette Scruggs, also Office Support Staff III, joined our staff on December 15, 2014. “Raye” brings considerable experience from the public, not-for-profit, and private government contract sectors where she worked with databases, personnel paperwork, and customer service. Talia Gholson, with whom you are all familiar, is assisting us part-time by providing training and support for our new HR Payroll/Records staff as they complete the varied record tasks involved in processing ePAF’s, PAF’s, turnaround PAF’s and customer assistance.

With these new additions to the HR Payroll/Records staff we believe that we can quickly return to the high level of customer service to which you are accustomed. In the meantime, we thank you for your continued patience. Beth can be contacted at 516-5376 and Raye at 516-5237. Please welcome them to the University of Missouri – Saint Louis.
DECEMBER: Youlanda Jones
Youlanda is an Office Support Assistant III in the College of Optometry. Youlanda was chosen for the “Loyalty & Commitment” award. Comments made about Youlanda included, “Youlanda always embraces change with an optimistic approach.” “She is flexible and open minded when working through new situations.” “Not only does Youlanda strive for excellence in all she does, she works for the growth of the College of Optometry.”

JANUARY: Jeff Griswold
Jeff is a Supervisor, Audio Systems at the Touhill Performing Arts Center. Jeff was chosen for the “Works Well Under Pressure” award. Comments made about Jeff included, “Almost all of live event work is thinking on one’s feet; Jeff is quick to come up with solutions to any problem, whether it is directly his responsibility or not.” “Being in charge of a professional sound environment is without a doubt one of the toughest, demanding and stressful jobs in the performing arts, and Jeff has become a “master” at his craft.”

Youlanda & Jeff received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.

GIFT CARD WINNERS
In addition to a drawing at the end of the fiscal year for one nominator to receive a gift card of their own ($125 value), two nominators each month will receive a $10 gift card to use at any of the campus eateries courtesy of Campus Life. The nominator of the monthly winner and one randomly drawn nominator will each receive $10 gift cards.

The winners of the $10 gift cards for December & January were: Candi Agnew, Amy Benwell, Meg Naes & Ann Torrusio.

SIGNIFICANT SERVICE MILESTONES FOR DECEMBER 2014 & JANUARY 2015

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Jeffrey Bewley, KWMU FM Radio</td>
<td>5</td>
</tr>
<tr>
<td>Renita Miller, International Business Inst</td>
<td>5</td>
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<tr>
<td>Leslie Patterson, Cont. Ed &amp; Outreach</td>
<td>5</td>
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<tr>
<td>Daryl Thompson, ITS Operations</td>
<td>5</td>
</tr>
<tr>
<td>Maria Altman, KWMU FM Radio</td>
<td>10</td>
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<tr>
<td>Michelle Haley, Chemistry</td>
<td>10</td>
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<tr>
<td>Marvin Sutton, Residential Life</td>
<td>10</td>
</tr>
<tr>
<td>Jessie Bridges, Criminology &amp; Crim Justice</td>
<td>15</td>
</tr>
<tr>
<td>Dana Daniels, Special Units OEO</td>
<td>15</td>
</tr>
<tr>
<td>Karen Pierre, Alumni Activities</td>
<td>15</td>
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<tr>
<td>Antoine Silver, Custodial Services</td>
<td>15</td>
</tr>
<tr>
<td>Sara McCudden, MIMH-Research &amp; Eval</td>
<td>20</td>
</tr>
<tr>
<td>William Raack, KWMU FM Radio</td>
<td>20</td>
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<tr>
<td>Renee Crothers, Custodial Services</td>
<td>25</td>
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<tr>
<td>Joseph Kramer, Chemistry</td>
<td>35</td>
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<tr>
<td>Joann Wilkinson, Managerial &amp; Tech</td>
<td>35</td>
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<tr>
<td>John Cahill, Institutional Safety</td>
<td>40</td>
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</tbody>
</table>
It’s your future—unlock the mysteries of your UM Retirement benefits! On March 11, 2015, (see more scheduled dates below) from 2:30-5:00 pm join a representative from UM System Total Rewards to understand how retirement benefits are calculated, what to consider when deciding the best date to retire, benefit options available, taxability of retirement benefits, retiree health insurance benefits, and the retirement application process.

Employees age 55 with 10 years of service, or age 60 with 5 years of service are eligible to retire. Attendance is recommended for those that are retirement eligible or are within 10 years of retirement.

Space is limited to 18 attendees for the session (JCP—TelePresence Suite), therefore registration is required.

To enroll in the session, login into myHR (http://myhr.umsystem.edu)>
Click on Personal Information> click on HR Training-myLearn
Click on Catalog, then UMSL Instructor Led Training> Select Pre-Retirement Planning and enroll
DELTA DENTAL UPDATE

Delta Dental of Missouri is committed to keeping all dental benefits data secure for our organization and for our covered employees and their families. In keeping with that commitment, Delta Dental is implementing a new online data security measure effective Friday, January 30, 2015. The Delta Dental technical support team will disable SSL 3.0 web encryption protocol on the www.DeltaDentalMO.com website, which will permanently prevent the protocol from being used to access data.

You will temporarily be unable to access this website if you are using an older web browser version, such as Internet Explorer 8. Until your computer browser is upgraded to a version that can support Transport Layer Security (TLS) encryption of HTTP communications, you will not be able to access Delta Dental’s website.

If you are using an unsupported browser, please contact the campus ITS Help Desk ext. 6034 or contact LaQuita Jackson ext. 6466 for additional information.

myLearn—Professional Development

Professional development is only a few clicks away! A direct link for myLearn has been added to the faculty/staff page of the university website to make it easier for employees to access this program from home. Not only does myLearn offer professional development courses, it is also a great place to start if you are seeking any type of professional certification (business, IT professional, desktop, etc.). There are over 100 certification test preps in myLearn that will help you prepare for a certification exam. Visit myLearn today and explore your professional development options!

MILEAGE REIMBURSEMENT RATES

Mileage Reimbursement Rates Effective January 1, 2015:

The University of Missouri follows the State of Missouri’s practice of reimbursement for business transportation expenses at a mileage rate that is three cents less than the IRS standard mileage rate. The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The IRS announced on December 10, 2014, that the standard mileage rates for business miles driven will be 57.5 cents per mile and for moving expenses will be 23.0 cents per mile effective January 1, 2015, an increase of one and one-half cents for the business miles rate and a decrease of one-half cent for moving expense miles compared to the rates in effect during 2014.

Therefore, effective January 1, 2015, the University’s mileage reimbursement rate for business miles driven in 2015 will be 54.5 cents per mile. In addition, the University will reimburse moving expenses at 20.0 cents per mile.
EMPLYEE VOLUNTEER PROGRAM

Don’t forget to use your EVP day this fiscal year. You can find many volunteer opportunities at www.stlvolunteer.org/umsl. Employees may also volunteer at organizations that are not listed. However, please visit our Employee Volunteer Program website to see the types of organizations that are NOT eligible. Don’t forget to submit a completed EVP Approval Form to Nancy Draper in HR prior to volunteering and track your hours in Time and Labor using the proper codes for monthly (VRM) and bi-weekly employees (VLH). For questions regarding the Employee Volunteer Program, you may contact Nancy Draper at ext. 7219.

Congratulations to the Employee Volunteer of the Month gift card winners: Lorraine Simeone for November, Cassidy Cooley for December and Kathryn Rebe for January.

VOLUNTEER OPPORTUNITIES

Afternoon Reading & Games Clubs
University City Children’s Center  http://www.ucc.org
Opportunities available thru August 1, 2018
Volunteers are needed to read and play games with children after lunch time. Ongoing volunteer times are flexible between Monday—Friday from 1 – 3 PM.
Opportunity Leader:  Kris Schwetye
After expressing interest, the volunteer leader/coordinator will contact you to confirm participation and provide directions for this opportunity.

Helpline Specialist (UW) (SB)
Alzheimers Disease and Related  http://www.alz.org/stl
Opportunities available thru January 5, 2016
The Helpline Specialist is responsible for answering calls on our 24/7 Helpline from persons with dementia, families and professionals requesting information about Alzheimer’s disease and related dementia, chapter services and community resources. The Helpline Specialist is to project the Alzheimer’s Association mission and values through telephone interaction.
Essential Job Functions: Answer incoming calls, assist families with referrals, document all call information, transfer high-risk calls to appropriate staff.

Group Opportunity:  Provide/Serve a meal for Homeless Families in need
Gateway 180  www.gateway180.org
Opportunities available thru December 31, 2018
Gateway180’s Emergency Shelter provides 3 meals a day to our 110 residents. Volunteer groups of approximately 6-10 individuals can help by purchasing, preparing (on or off-site), and serving lunch on-site to our Gateway180 families. Lunch is served at 12. This opportunity is available 7 days/week, but the need for meals is especially great Monday-Friday. This is because we have more clients in the building that are able to take part in these meals than during the weekend, when many residents are out of the building.
Opportunity Leader:  Abby Nolen
After expressing interest, the volunteer leader/coordinator will contact you to confirm participation and provide directions for this opportunity.

Check out these opportunities and many more by visiting http://www.stlvolunteer.org/umsl
Cerner Account Help-2015 Wellness Incentive
Do you need assistance with setting up your Cerner Account for the 2015 Wellness Incentive? Your Wellness Coordinator will be available on the following days to assist employees with their Cerner accounts and any questions they may have in regards to the 2015 Wellness Incentive. There will be several computers reserved for employees to use. Please contact Sarah Ellis for any questions at elliis@umsystem.edu

Arts and Administration Building, HR Conference Room  10:00a.m-1:00p.m
   February 17
   March 17
   April 8

Jan. 5 - March 23, 2015 (Mondays): Yoga. J.C. Penney Bldg. Room 204  Class meets every Monday from 11:45a.m.-12:30p.m. (no class on 1/19 Martin Luther King Day). Please register. A five-person minimum is required to hold the class. The cost is $33 for the entire series (11 weeks) or a $5 drop-in fee per class. Class is taught by Martha Philipp. For questions and to register, please email Martha at mmcccphilipp@aol.com.

Jan. 7 - March 25, 2015 (Wednesdays): Yoga. J.C. Penney Bldg. Hawthorn Room. Class meets every Wednesday from 11:45-12:30. Please register. A five-person minimum is required to hold the class. The cost is $36 for the entire series (12 weeks) or a $5 drop-in fee per class. Class is taught by Martha Philipp. For questions and to register, please email Martha at mmcccphilipp@aol.com.