For many employees, moving directly from full-time employment to full retirement can be difficult. The option of phasing into retirement can be an attractive alternative with many benefits, such as the ability to bridge the gap between university retirement and the receipt of social security benefits and the opportunity to complete or continue some important work while decreasing time spent on other obligations. Phased retirement can also benefit the campus by achieving some cost savings through the management of vacancies. In order to move to a sustainable budget model, the campus must reduce the size of its workforce and will do so with a combination of voluntary retirements and involuntary layoffs.

In 2011, UMSL began offering phased retirement to eligible faculty through the Founders Professorship program. Subsequently, faculty members asked for program enhancements and staff employees expressed interest in a similar program. As a result, the University of Missouri–St. Louis offered the Phased Retirement Enhancement Program, “PREP,” during FY 2015. Because of our budget challenges, we have decided to offer this program again, which we are calling PREP II, for a limited time. Between February 22, 2016 and April 29, 2016, eligible employees will have an opportunity to participate in PREP II. Participation is completely voluntary.

Full-time (at least .75 FTE) retirement eligible faculty and staff who are at least 62 years of age by February 22, 2016 and whose age plus full years of benefit eligible service equal 75 or more by February 22, 2016 are eligible to participate in PREP II.

Participants in the PREP II program will receive $200 per month in taxable income for a maximum of four (4) years if they are enrolled in a University of Missouri medical plan, regardless of whether they return to work after retirement.

Participants in PREP II may be allowed to work part-time up to .40 FTE for up to four (4) years after retirement, subject to annual renewal. Any rehire opportunities are based on the needs of the university, just like other employment decisions, and are not a part of the PREP II.

To be eligible to participate in PREP II, faculty and staff must retire on or before September 1, 2016.

PREP II will be offered effective February 22, 2016. Eligible faculty and staff who are interested in participating in PREP II must submit their applications on or before April 29, 2016.

Eligible faculty and staff should have received a letter at their homes this week advising them to pick up a PREP II packet. If you are retirement eligible and feel that your age plus length of service qualify you for PREP but you have not received a letter about it by February 25, 2016, you should contact Joann Westbrook at ext. 5639 or LaQuita Jackson at ext. 6466 as soon as possible.

Employees who are interested in learning more about PREP II are strongly encouraged to attend a Town Hall Meeting on March 1, 2016 at 1:30 p.m. in 402 J.C. Penney or March 2, 2016 at 9:00 a.m. in 402 J.C. Penney.

Employees who are interested in learning more about retirement benefits in general are encouraged to attend a Pre-Retirement Seminar on March 1, 2016 at 4:00 p.m. in 402 J.C. Penney or March 2, 2016 at 1:30 p.m. in 402 J.C. Penney.

For additional information or to arrange an individual meeting, please feel free to contact Joann Westbrook at ext. 5639 or LaQuita Jackson at ext. 6466.
The Human Resources department will be implementing myPerformance in 2016 which is an online performance appraisal tool through Halogen. All benefit-eligible staff employees will have a performance appraisal completed for the current fiscal year using this online form. The appraisal period will be from July 1, 2015 through June 30, 2016. Staff should complete a self-appraisal between 3/15/16 and 4/15/16. Sessions were already held in December and January. Managers who were not able to attend a December or January session can still register for upcoming sessions, which will soon be announced.

The Manager-only session will provide a demonstration of the manager view of myPerformance. It is required for all employees who have staff reporting to them. The next scheduled sessions will last 2 hours and will begin at 9am and 1pm on February 24, 2016 in JCP 64. Registration is available through myLearn. Click here to register.

For questions about myPerformance, please contact Tara VanDeVoorde (ext. 5258 or tara@umsl.edu).

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**PRIMER TO THE EMPLOYEE ASSISTANCE PROGRAM WORKSHOP**

**A WORKSHOP FOR ADMINISTRATORS, DIRECTORS, DEANS, MANAGERS AND SUPERVISORS**

- Acquire knowledge about programs and services provided by the Employee Assistance Program (EAP)
- Learn about EAP referral procedures
- Identify employee and work-context scenarios where EAP intervention can help
- Gather resources for occupational and individual stress management

Sessions will be held on the following dates. All sessions are from 10:30 am-11:30 am in Room 259 Marillac Hall.


Registration is required through MyLearn: To enroll in the session click on the following link: https://umsystem.skillport.com/skillportfe/main.action?path=summary/ILT/spumsystem/ilt_UMSL_EAPinfo and click Enroll next to the session you would like to attend.

For questions regarding the workshop, contact Lara Meier at meierla@umsl.edu or ext. 7210. For questions regarding myLearn, contact Tara VanDeVoorde at ext. 5258 or tara@umsl.edu.
Focus on the Future is coming in March — It’s time to focus on YOU!

Focus on the Future provides an opportunity for continued professional and personal development for all staff. As the campus grows and expands, an engaged forward-thinking workforce will be a vital component of the University's development and ultimate success. The broad range of session topics offered by skilled presenters allows you to focus on specific areas of interest, both personal and professional. We encourage everyone to take advantage of this opportunity for growth.

Sessions this year will include tours, yoga, DIY, campus resources and much more!

Mark your calendars!

Focus on the Future is scheduled March 28th—March 31st. Session details and registration will be announced in February. If you have any questions please contact: Audra Bickline at galla@umsl.edu.

MILEAGE REIMBURSEMENT RATES

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 17, 2015, that the standard mileage rates for business miles driven will be 54 cents per mile and for moving expenses will be 19 cents per mile effective January 1, 2016, a decrease of three and one-half cents for the business miles rate and a decrease of four cents for moving expense miles compared to the rates in effect during 2015.

Therefore, effective January 1, 2016, the University’s mileage reimbursement rate for business miles driven in 2016 will be 51 cents per mile. In addition, the University will reimburse moving expenses at 16 cents per mile.

Meal Allowances – In-State, From $42 Rate to the State of Missouri Rate Effective January 1, 2016:

Beginning January 1, 2016, for overnight travel within the State of Missouri, meals will be reimbursed on a per diem basis according to the lowest standard CONUS (Continental U.S.) rate published by the General Services Administration.

The per diem rate change will take place automatically within the Travel & Expense system. Beginning January 1, 2016, the Travel & Expense system will automatically populate your per diem for the day based on the final destination for the day.

Please contact the Finance Support Center by phone at 516-5366 or by email at financesupport@umsystem.edu if you have any questions regarding this policy change.
CONGRATULATIONS! 2016 ALDP PARTICIPANTS

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 2016 ALDP program:

- Debra Emery, Assistant Director Clinical Services, Child Advocacy Center
- Kathleen Fink, Executive Director, Dean College of Education
- Beth Krumm, Director of Development, College & Units
- Jessica Long-Pease, Director Student Life, Student Life Operations
- Marisa Smith, Police Captain, UMSL Police
- David West, Sr. Assistant Director Student Support Services, International Studies & Programs

The ALDP program has a limited number of spaces in each annual cohort. Campus leaders who were nominated or applied directly for the 2016 program but were not accepted are encouraged to apply again next year.

DECEMBER: ROBERT BAUMANN
Bob is a Senior Assistant Director in the department of International Studies & Programs. Bob was chosen for the “Loyalty & Commitment” award. Comments made about Bob included, “Bob has been the critical support person in the Center for International Studies for over four decades.” “He is a huge cheerleader for the campus, interacting with lots of foreign students and others and modeling the kind of supportive behavior that students value and gains the university a good reputation.” “Bob understands very well the special place UMSL holds in the local community as a critical resource for educating so many St. Louisans.” “Bob is truly an UMSL lifer who has dedicated his entire career to the school going the extra mile.”

JANUARY: SHANTA KYLES
Shanta is an Academic Advisor in the department of Social Work. Shanta was chosen for the Works Well Under Pressure award. Comments made about Shanta included, “Shanta has regular deadlines associated with her position and is able consistently to meet these deadlines even at peak times during the semester.” “She is also able to manage demands placed on her by faculty and students when their situations become emergencies and they need immediate assistance.” “In addition to all of her many, many duties for the BSW program, Shanta is the go-to person for our students.”

Bob & Shanta 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: Anne Winkler, Niyi Coker, Faith Lucas, Patti Rosenthal
**SIGNIFICANT SERVICE MILESTONES FOR DECEMBER 2015 & JANUARY 2016**

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Mary Bono, Cntr for Teaching &amp; Learning</td>
<td>5</td>
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<tr>
<td>Daniel Doerr, International Studies</td>
<td>5</td>
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<tr>
<td>Katherine Fraizer, College of Arts &amp; Sciences</td>
<td>5</td>
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<tr>
<td>Jon Hinderliter, University Communications</td>
<td>5</td>
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<tr>
<td>Jeff Lovell, IT Administrative Services</td>
<td>5</td>
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<tr>
<td>Quinten Smith, Cashier’s Office</td>
<td>5</td>
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<tr>
<td>Carol Sholy, Institutional Research</td>
<td>10</td>
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<tr>
<td>Lisa Taylor, College of Nursing</td>
<td>10</td>
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<tr>
<td>Kathleen Thompson, UA-Administration</td>
<td>10</td>
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<tr>
<td>Marybeth Creason, Registration &amp; Degree Audit</td>
<td>15</td>
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<tr>
<td>Kelly O'Mara, Biology</td>
<td>15</td>
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<tr>
<td>Svetlana Veljkovich, Stud Financial Aid</td>
<td>15</td>
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<tr>
<td>William Warren, Facilities Services</td>
<td>15</td>
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<tr>
<td>Patrick Dollard, University Communications</td>
<td>20</td>
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<tr>
<td>Debra Granger, Custodial Services</td>
<td>20</td>
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<tr>
<td>Rufus Dyle, College of Optometry</td>
<td>25</td>
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<tr>
<td>Lisabeth Ellerbusch, College of Optometry</td>
<td>25</td>
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<tr>
<td>Diane Goodwin, Dean College of Education</td>
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<tr>
<td>Shanta Kyles, Social Work</td>
<td>25</td>
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<tr>
<td>Chrisann Boyer, IT Business Services</td>
<td>30</td>
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<tr>
<td>Diane Mongillo, COBA</td>
<td>30</td>
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<tr>
<td>David Vogler, Facilities Services</td>
<td>30</td>
</tr>
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**NEW EMPLOYEES**

- Aubry Baker, Advancement Associate II, University Advancement
- Caroline Hidalgo, Photo/Video Journalist, KWMU
- Denice Pickett, Patient Services Representative, Optometry
- Kimberly Schroeder, Academic Program Evaluator, Clinical Experiences (from faculty to staff)
- Tammie Walker, Business Support Specialist II, Facilities Planning

**PROMOTIONS & TRANSFERS**

- Allyson Bowes, from Prog/Proj Support Coord I to Asst Director of Housing, Housing
- Alberta Breckinridge, from Administrative Consultant, PAC to College of Business
- Andrea Dunbar, from Office Support Assistant IV, to Business Support Specialist II, Dean of Arts & Sciences
- Megan Finnegan, from Office Support Assistant IV to Program/Project Support Coord. II, MIMH
- Beth Krumm, from Director to Asst. Vice Chancellor of Development, University Development
- Julie Matthews, from Research Specialist II to Program/Project Support Coord. II, MIMH
- Rochelle Robinson, from Sr Analyst, CAC to Sr. Accountant, Research Administration
- Marisa Smith, from Lieutenant to Captain, UMSL Police
- Michael Toohey, from System Admin –Expert to System Administrator-Principal, Infrastructure Services
- Caroline (Betty) Walters, from Office Supp Asst IV, VC-Acad Affairs CE to Sr Office Support Assistant, Public Affairs
- Kelly Crone Willis, from IT Manager to Senior IT Manager, IT
Get in on the act! Promote random acts of wellness!

Got a passion for health and fitness? Consider becoming a Wellness Ambassador!* Spread a culture of health. Attend special events. And promote Healthy for Life initiatives like Caught in the Act!

Caught in the Act (http://umurl.us/CITA) rewards faculty and staff for random acts of wellness. As a Wellness Ambassador, you’ll honor colleagues for embracing wellbeing.

Dates: Jan. 18 – Feb. 29

What are random acts of wellness? Things like …
- Leading a walking challenge
- Walking with a coworker
- Hosting a healthy potluck
- Supporting standing/walking meetings
- Taking the stairs instead of the elevator

Learn more about Wellness Ambassadors: http://umurl.us/ambassador.

Sponsoring department: myTotal Rewards T.E. Atkins Wellness Program

*We welcome multiple ambassadors per department.

2016 Wellness Incentive

What does wellness mean to you? Earn up to $450 for taking steps to improve your health. Visit http://umurl.us/incentive for more information.

The 2016 Wellness Incentive has two tiers:

- Tier 1: Educate yourself – Complete Tier 1 by April 30, 2016, to earn $100 in May.

For questions, please contact the HR Service Center at (573) 882-2146 or HRServiceCenter@umsystem.edu.

*2016 Wellness Incentive earnings will be taxed and voluntary retirement contributions will be deducted, just like with other earnings.
Walking Challenge Registration - Faculty Staff & Students
February 15 – 29th

Campus Wide Walking Challenge Kick-Off Celebration
February 24
11:00a.m.-1:00p.m.
Recreation and Wellness Center Lobby
(Participants can register and pick up welcome packets for the walking challenge. Free food and giveaways)

Wellness Wednesday Events - 11:00a.m.-1:00p.m. Recreation Wellness Center Main Lobby
March 2 - Walking Company Digital Foot Analysis
March 16 - Consultations with a personal trainer
March 30 - Blood Pressure Screenings
April 13 - MU Extension
April 27 - American Lung Association
All walking challenge participants are invited to attend these free events.

You can register for the programs listed above at the Recreation and Wellness Center Pro Shop or online. For more information on registering online follow this link. If you have any questions please contact Secily Shambaugh, Assistant Director of Fitness & Wellness at 314.516.2346

HEALTHY FOR LIFE WELLNESS NEWS

Faculty and staff are invited to open forums about the university’s retiree insurance recommendations.

A panel of UMSL leaders and insurance specialists will discuss the recommendations put forward by the Total Rewards Advisory Committee (TRAC), whereby retiree insurance would continue to be offered to as many employees as possible. Your feedback and that of your colleagues will be presented to the Board of Curators before any decisions are made.

If you cannot attend these forums, please visit http://umurl.us/retireerec to access the full schedule and other resources.

February 23, 2016, 402 J.C. Penney Bldg, 10 AM-12 PM and 1PM-3PM
February 24, 2016, 402 J. C. Penney Bldg, 11 AM-1 PM and 2PM-4PM

HEALTHY SAVINGS PLAN FLYER CORRECTION

Employees who are enrolled in the Healthy Savings Plan received an e-mail flyer from OPTUM Bank indicating that they should expect a monthly maintenance fee for their HSA. That is not correct. As long as employees are enrolled in the Healthy Savings Plan, they will not be charged a monthly maintenance fee for their contributions to the HSA.
EMPLOYEE VOLUNTEER PROGRAM

HR Group volunteered at The Little Bit Foundation, 2300 Clark Avenue in St. Louis on Monday, December 14th. See info on The Little Bit Foundation organization below.

Pictured from left to right: (Peter Heithaus, Tara VanDeVoorde, Beth Quin., Karen Cedeck, Joann Westbrook, Nancy Draper, Audra Bickline, Nyonia Frye, Errol Benson and Laquita Jackson).

Spend your day helping the St. Louis community. You can volunteer in 2-hour, 4-hour, half or whole-day increments.

You can find many volunteer opportunities and group 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 winner: Doug Hughey and Ben Chambers

VOLUNTEER OPPORTUNITIES

The Little Bit Foundation  www.thelittlebitfoundation.org
2300 Clark Avenue, St. Louis, MO 63103
Contact: Lucy England at lucy@thelittlebitfoundation.org or 314-669-0040

Fill out the online volunteer application online and specify your area of interest.

Thousands of disadvantaged school children in St. Louis receive essentials because of Little Bit’s talented, caring and dedicated volunteers.

Lyon Academy is in need of reading & math volunteers! We have the opportunity to increase reading and math skills in Kindergarten, First & Second Graders. Langston Middle School is in need of reading volunteers! We have the opportunity to increase reading skills in 7th & 8th grade. You will receive targeted training and have the ability to volunteer when it works for your schedule. Please contact mmartin@bbbsemo.org for more information on both of these opportunities.

Green Valley Nursing Home
610 Prigge Road
St. Louis, MO 63138
Contact: Betty Epting (Activity Director) 314-741-9393
Looking for activity volunteers to help residents enjoy things such as arts and crafts, cards, board games, listening to music, reading books, etc.

Check out many more opportunities by visiting http://www.stlvolunteer.org/umsl