Coming Soon
2015 Annual Enrollment Change Period

There will be significant changes for the plan year 2015 regarding the University of Missouri Benefit Plans.

What’s new this year?

Active Enrollment
- The biggest change is that all benefit eligible faculty and staff must choose a medical plan this year (or choose to waive coverage). In previous years, employees were only required to enroll if they wanted to change coverage.
- Those taking no action will be automatically enrolled in the high deductible health plan (same coverage level) on a post-tax basis.

Wellness Incentive Increase
- Earn up to $450 this year
- The incentive will be a two-tier approach: Earn $150 for educating yourself about your health status (this is tier 1), and an additional $300 for investing in your health (this is tier 2).
- The second tier will provide options for investing in your health, such as getting a flu shot, taking a weight management class, etc.
- More information will be provided and advertised widely in the coming months.

The Annual Benefits Enrollment Change Period will be in effect from October 20, 2014 through October 31, 2014. Open Enrollment Town Hall Meetings will be held September 16, 2014 at 1 pm and 3 pm and on September 17, 2014 at 9 am and 11 am in MSC Century Rooms A, B, and C. Departmental Meetings and 1:1 meetings are available to communicate these important changes to faculty and staff. If you would like to schedule these meetings, please contact LaQuita Jackson at ext. 6466 or Joann Westbrook at ext. 5639 for assistance.

MANDATORY TRAINING FOR ALL EMPLOYEES DUE 8/29/14

The University of Missouri is committed to maintaining a work and learning environment free from harassment. In keeping with that commitment, the University has developed a new online training course, Harassment: What It Is and How to Stop It.

This is a mandatory course for all employees. You are asked to successfully complete the training by Friday, August 29. The training will take approximately 45 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: www.umsystem.edu/ums/hr/harassment_training. If you have any issues accessing or viewing the course, please contact the Human Resources Service Center at 573-884-6996 (toll free 855-524-0002) or umphrsupport@umsystem.edu.

Answers to frequently asked questions about this training course (formerly called Preventing Sexual Harassment) are available online. If you have other comments or questions, please contact UM Human Resources at umhrtalemgmt@umsystem.edu.
Lisa Baker, Academic Advisor, Arts & Sciences
Evette Bean, Counselor, Child Advocacy Center
Joshua Beaman-Kogan, Psychologist, Comm Psych Services
Emanuele Berry, Reporting Fellowship, KWMU
Gary Brodkorb, Social Worker, Community Psychological Services
Mary Fischer, Student Retention Specialist, Student Retention Services
Grace Francis, Director of SUCCEED Program, Cont. Educ & Outreach
David Gonzalez, Director of Development, College & Units
Hana Haden, Asst. Coach-Women’s Basketball, Athletics
Mary Hemphill, Sr. Information Specialist, University Communications
James Howard, Reporter, KWMU
Ryan Krull, Student Support Specialist, Academic Advising Arts & Sciences
Shannon Lischwe, OSSIII, KWMU
Robert Manley, Project Manager, Mercantile Library
Natalie Modica, Patient Services Representative, College of Optometry
Camille Phillips, News Producer/Weekend Newscaster, KWMU
Wayne Pratt, News Producer/Morning Newscaster, KWMU
Stewart Shilcrat, Development Officer, University Campaign
Rachel Wamsler-Nanney, Psychologist, Child Advocacy Center
Timothy Wombles, Media Producer, Academic Advising—Arts & Sciences

Simone Cunningham, from Student Assistant to Counselor, Multi-Cultural Relations
Mary Ellen Heckel, from Executive Staff Assistant II to Manager Student Support Services, Graduate School
Ryan Heinz, from Sr. Information Specialist to Strategic Communications Manager, Univ Communications
Jessica Salamon, from Office Support II to Office Support Staff III, Acad Advising Arts & Science
Maya Scruggs-Hicks, from Coord Prog/Project Support to Asst. Director-Student Retention Svcs, Community Psych Services
Deanna Smith, from Admissions Rep to Transfer Specialist, Admissions
Prima Wagan, from DB Administrator-Specialist to Administrative Consultant, Special Units-Public Affairs
Lynn Willits, from Temp to Career Services Coordinator, Career Services

**SIGNIFICANT SERVICE MILESTONES FOR JUNE & JULY 2014**

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Martin Baragiola, PAC</td>
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<td>Greg Daust, Athletics</td>
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<td>Carla Gibson, PAC</td>
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<td>Victoria Jacobson, Cntr for Excell in Finc Coun</td>
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<td>Cory Jones, UMSL Police</td>
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<td>William Lemon, Research Administration</td>
<td>5</td>
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<td>Adriana Nieman, Campus Housing</td>
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<td>Rhael Sala, Cashier’s Office</td>
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<td>Eunice Dent, Custodial Services</td>
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<td>John Pummill, Registration &amp; Degree Audit</td>
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<td>Spencer Reed, KWMU Radio</td>
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<tr>
<th>Name/Department</th>
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<tr>
<td>Debra Garcia, Social Work</td>
<td>15</td>
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<td>Loyola Harvey, Spec Units Chancellor</td>
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<td>Charmaine Henson, Univ Cntr Operating</td>
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<td>Nichelle Hunter, ITS Operations</td>
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<td>Frank Kochin, Facilities</td>
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<td>Beverly Tucker, Child Advocacy Center</td>
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<td>Kathy Upton, Biology</td>
<td>20</td>
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<td>Janice White, Optometry</td>
<td>25</td>
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JUNE: Megan Green
Megan is a Project Director, New Student Programs. Megan was chosen for the “Superb Communicator” award. Comments made about Megan included, “Knowing that social media is where students are at, she is focused on delivering messages and important announcements via social media.” “By working with a multitude of departments and units for New Student Orientation, Weeks of Welcome and First Year Experience, Megan must keep lines of communication open and positive at all times.” “She is quick to respond to any questions, offers to volunteer, or feedback.”

JULY: Larry Westermeyer
Larry is a Director, Institutional Research. Larry was chosen for the “VIP (Versatile, Innovative, Productive)” award. Comments made about Larry included, “Recently, Larry assisted us with utilizing survey software” “Larry clearly took the time to determine what would be the best for our situation, developed a flow chart for the process and trained us on the software.” “He is always available for assistance.”

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

INCENTIVE FOR NOMINATIONS FOR EMPLOYEE OF THE MONTH

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, starting with the 2014-15 fiscal year, will receive a $10 gift card to use at any of the campus eateries courtesy of Student Life Operations. The nominator of the monthly winner and one randomly drawn nominator will each receive $10 gift cards.

This fiscal year, Daren Curry was chosen from a random drawing to receive a $125 gift card. Thanks to all that took the time to submit nominations throughout the fiscal year!
**ORIENTATION PLUS**

In July, Human Resources conducted another orientation refresher called Orientation Plus for new employees who have completed their probationary period. Orientation Plus offers a forum for follow-up questions and includes several short presentations on the Strategic Plan, Policies, Wellness, Customer Service and Police & Safety.

These refreshers are typically scheduled quarterly depending on the number of participants scheduled to attend. If space is available, other employees are invited to register for a session by contacting Audra Gall, Human Resources Specialist III at ext. 5381 or at gala@umsl.edu.

**COMING SOON: myLearn (Skillsoft) Upgrade**

Skillsoft is the vendor that provides the course content for myLearn. In January, 2015, the Skillsoft system will be upgraded. This upgrade was built on a mobile platform so that courses can be available on mobile devices in addition to computers. This upgrade will allow users to customize their learning plan, utilize a to-do list and provide history of recent activity. Unlike our current version, this system will be mac-friendly.

As more information is available, HR will inform employees through the HR Newsletter. For more information or for questions about myLearn, please contact Tara VanDeVoorde at extension 5258.

**PERFORMANCE APPRAISALS—REMINDER**

University policy still requires that all staff employees receive annual performance appraisals.

To make the performance appraisal process easier for everyone involved, we suggest that you consider completing a self-appraisal and submitting it to your supervisor.

The Human Resources website contains short and long performance appraisal forms. Since it is important that you and your supervisor have a consistent format for discussion of your performance, you should agree with your supervisor about which form to use before doing your self-appraisal. Performance appraisal forms and performance measures and definitions may be downloaded from http://www.umsl.edu/services/hrs/forms.html under Performance Management. To facilitate the performance appraisal process, you may also use our online performance appraisal at the same site.

**UMSL EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) is concerned about the type and frequency of stressors that affect your ability to function. We have developed an EAP Stress Analysis Questionnaire to try to find out more about these stressors. Please take a few moments to complete the survey. Responses are confidential and are only used for the purpose of planning and implementation of EAP activities. Completion of this survey is strictly voluntary.

For questions regarding the UMSL Employee Assistance Program, please contact Erin Immken at ext. 7210. Erin is located in Room 216 Marillac Hall. You can find out more about the program by visiting the Employee Assistance Program (EAP) website.
MILLION STEP PEDOMETER PROGRAM

The Million Step Pedometer Program is a simple walking program designed to get faculty, staff and their families up and moving. Go at your own pace--no time limit applies. You are a success if you take more steps today than you did yesterday.

You can use your own pedometer or purchase a Fitbit device from Healthy for Life. For each million steps you walk, you can earn great prizes--including a full rebate for a Fitbit purchased from Healthy for Life.

For more information on how to purchase your device and to enroll in the program please click here. You may also contact Sarah Ellis at Elliss@umsystem.edu

EMPLOYEE VOLUNTEER PROGRAM

REMINDER—As of July 1, 2014 all full-time employees have been given another day (in 2, 4 or 8 hour increments) to volunteer. Staff employees are encouraged to use their EVP time to volunteer. Volunteer opportunities are listed at www.stlvolunteer.org/umsl. Employees must submit a completed EVP Approval Form prior to volunteering and track their hours in Time and Labor using the proper codes for monthly (VRM) and bi-weekly employees (VLH). Please submit the form to Nancy Draper in Human Resources, 211 AAB. You may visit the Employee Volunteer Program webpage for additional information. For questions regarding the Employee Volunteer Program, you may contact Nancy Draper at ext. 7219.

All employees completing their EVP day of service are entered into a monthly drawing for a $20 gift card to a local restaurant. The names are taken directly from the Employee Volunteer Approval Forms received in the Human Resources Office. Amy Dooley was the lucky winner for the month of June!

VOLUNTEER OPPORTUNITIES

August
Friday, August 22nd
8am-noon or noon-4pm
Paraquad’s Rock the Warehouse Events Set Up
Use your Employee Volunteer Program service hours to assist with setting up tables, chairs, decorations, event check-in, barricades, food and beverage stations, unload supplies and more. This event will allow Paraquad to engage the community and raise funds for providing services to people with disabilities. Email Danica Johnson at website above under Opportunity Details to register.

On-going
Mathews-Dickey Boys & Girls Club Beautification Project
Present-December 31, 2015
Mathews-Dickey Boys’ & Girls’ Club will accommodate volunteers and volunteer groups by appointment. Volunteer activities can include agency beautification projects conducted indoors (office and program area clean-up) or outdoors (planting, grounds, maintenance). Express interest or express interest as a team to Barbara Washington under Opportunity Details by visiting this site.

Bingo Opportunities for Seniors – Webster Groves – Lutheran Senior Services
Present-November 10, 2014
Thursday mornings from 10am-noon or Monday, Tuesday or Friday from 2-4pm
A volunteer or pair of volunteers are needed to help host Bingo. Supplies, prizes and supervision are provided. Volunteers bring the smiles and helping hands! Express interest to Pam Gordon under Opportunity Details by visiting this site.
ENROLL IN 1:1 FINANCIAL COUNSELING SESSIONS

A one-on-one consultation provides guidance to help you maximize your retirement savings and plan for other goals. Retirement representatives are seasoned financial professionals, on staff with Fidelity and TIAA-CREF, and are non-commissioned to ensure that University of Missouri faculty and staff receive unbiased information.

Fidelity
To meet with a Fidelity Retirement Representative, you may call 1-800-642-7131 or visit www.fidelity.com/atwork/reservations to make an online reservation.

TIAA-CREF
To meet with a TIAA-CREF Retirement Representative (403(b) plan only), you may call 1-800-732-8353 or visit www.tiaa-cref.org/schedulenow to make an online reservation.

Schedule your consultation today…appointments for consultations are filling quickly and you don’t want to miss this opportunity!

CARING FOR YOUR FAMILY: PLAN FOR RETIREMENT IN-PERSON SEMINAR

Date: Friday, August 8, 2014
Time: 2:00 – 3:00 p.m.
Register: https://lvs.fidelity.com/mysavingsatwork/fortpros/FITSCoPresenter/Presenter/fort/home?from=link

At this time in your life, you’re taking care of your kids and your parents. You’ve managed to put away some money to help out, but meeting the ends can sometimes be a stretch. You make sure you’ve paid this semester’s tuition, and stocked up on this month’s medication for dad. Between your strong work ethic and dedication to making sure your family is healthy, happy and provided for, it’s easy to put yourself last. We understand. We’ve been there. We know your commitments can take a toll on your energy and your finances. We can help you prioritize yourself again. Take 5 minutes and register for our July webinar or seminar. These sessions are expertly designed to help you manage your loved ones’ needs, ensure your financial security, and help you achieve your retirement goals. Registration is required!

To attend this event:
Visit the Fidelity website
Choose Educational Workshop, then click continue
Select Missouri, then University of Missouri and your campus
Complete your contact information
Choose Special Event
August is Immunization Awareness Month

Vaccines (shots) help prevent dangerous and sometimes deadly diseases. National Immunization Awareness Month is the perfect time to promote vaccines and remind family, friends, and coworkers to get caught up on their shots.

Flu season is only a few months away so be on the lookout for upcoming flu clinics [http://www.umsystem.edu/curators/wellness/]

- Curious about the flu shot? Take action. Everyone age 6 months and older needs a seasonal flu shot every year: [http://1.usa.gov/W8iCgm]
- Did you know? Vaccines are for all of us – from babies to older adults. Learn more from @CDC_eHealth: [http://1.usa.gov/km5wwv]


New Yoga Class Sign-up Now

Aug. 13 – Oct. 1 (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 $24 for the entire series or a $5 drop-in fee per class. Class is taught by Martha Philipp. For questions and to register, please email Martha at mmcphilipp@aol.com.

Healthy for Life Presentations and Workshops

If you are looking for guest speakers at your department or staff meetings, Healthy for Life will speak to your group about campus wellness programs. Wellness workshops are also available on several other topics, such as stress management, physical activity, and healthy food choices. If interested, contact Sarah Ellis at Elliss@umsystem.edu.

Mindful Self-Compassion Training in St Louis

Mindful Self-Compassion (MSC) is an empirically-supported program designed to cultivate the skill of self-compassion. MSC teaches core principles and practices that enable participants to respond to difficult emotions with care and understanding. For more information about MSC, please see the Center for Mindful Self-Compassion website (www.centerformsc.org) Kristy Arbon, a qualified MSC teacher and Administrative Director of the Center for Mindful Self-Compassion, will be offering this 8-week program to register and for details visit www.mindfulsc.org/8-week-st-louis-course

When: Tues. evenings, Sept. 23 – Nov. 25, 5:15-7:45pm
Location: J. C. Penny room 404
Price: $300 for UMSL employees, $400 for community members
Queries can be directed to kristy@mindfulsc.org