The Annual Benefits Enrollment Change Period will be in effect from October 19, 2015 through October 30, 2015. All benefit eligible faculty and staff must choose a medical plan again this year (or choose to waive coverage). Active enrollment was implemented last year and will continue with each Annual Enrollment Change Period. Those taking no action will be enrolled automatically in the high deductible health plan (same coverage level) on a post-tax basis and be ineligible for the tobacco-free premium discount.

Open Enrollment Town Hall Meetings will be held October 6 and October 8, 2015 at 10:00 am and 1:30 pm in MSC Century Rooms B and C on both days. Departmental Meetings and 1:1 meetings will be available beginning October 5, 2015 to discuss benefit changes with faculty and staff. Information regarding scheduling 1:1 meetings will be available soon. If you would like to schedule Department Meetings, please contact LaQuita Jackson at ext. 6466 or Joann Westbrook at ext. 5639 for assistance. More information will be provided and advertised widely in the coming months.

What’s new this year?

New medical plan administrator
Starting 2016, United Healthcare will be the university’s medical insurance administrator. The administrator change will have little effect on the provider network and will not impact the level of benefits coverage.

Tobacco-free premium discount
The premium discount is available to employees who attest that every covered family member is tobacco-free or in a cessation program.

Long Term Disability buy-up option
Faculty and Staff have an opportunity to enroll in supplemental long-term disability without a physical or other insurance certifications.

Wellness Incentive
This year, employees will start with the wellness pledge in myHR during enrollment. Employees can participate in the rest of the incentive program starting in November. If employees decline the pledge, they forfeit the $450.00 wellness reward.

SUCCESSFUL PHASED RETIREMENT ENHANCEMENT PROGRAM (PREP)

Congratulations to the forty-one employees who chose to retire under UMSL’s Phased Retirement Enhancement Program (PREP)!

This temporary program allowed retirement eligible faculty and staff who were at least 62 years of age and whose combined age and full years of service equaled 75 or more to return to work after retirement at up to 40% for up to four years. As an added incentive, it provided $200 per month for a maximum of four years to participants who were enrolled in a UM medical plan. Eligible employees were given from May 4 until June 30 to apply.

POLICY UPDATE—HR 504 BACKGROUND CHECKS AND CRIMINAL CONVICTIONS

HR 504 Background Checks and Criminal Convictions was revised effective April 2015 to reflect new checks against the Office of Inspector General List of Excluded Individuals and Entities (LEIE) and the General Services Administration System for Award Management (SAM). Individuals on those lists are excluded or debarred from working on certain federally funded programs.

Due to tightened restrictions under the Affordable Care Act (ACA), periodic checks will be performed to ensure that current employees as well as prospective employees are not excluded or debarred. Consequently, current employees may also be screened against the LEIE and SAM databases and are required to notify their supervisors within five days of becoming excluded or debarred. The discovery of excluded or debarred status or the failure of employees to disclose such status may subject employees to remedial actions, including termination of employment.
**CHANCELLOR’S AWARD FOR STAFF EXCELLENCE**

The Chancellor’s Award for Excellence is given to employees who best demonstrate exceptional competence, commitment and customer service. Congratulations on a job well done to the following awardees and the many others who were nominated.

**STAFF**

Admin/Pro: Mary Brown, Principal Technical Trainer, IT Admin Services  
Office/Tech: Debra Black, Office Support Assistant IV, UMSL Police  
Serv/Maint: Sam Darko, Custodian, Custodial Services

**FACULTY**

Teaching: Sanjiv Bhatia, Assoc Professor, Mathematics & Computer Science  
Emerson Teaching: Karen Cummings, Assoc Professor, Art & Art History  
Githner Teaching: Lauren Obermark, Asst Professor, English  
Governor's Teaching: Ron Dotzel, Assoc Professor, Mathematics & Computer Science  
Campus Service: Chris Spilling, Professor, Chemistry  
Research: Susan Brownell, Professor, Anthropology  
Civic Engagement: William McAlister, Assoc Professor, Optometry  
Non-Ten: Kimberly Baldus, Teaching Professor, Honors College  
Part-time: (Deadline extended to August 14th—will be announced in the next newsletter)

**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 winner of the $125 gift card for the nominator at the end of the fiscal year was: John Perez  
The winners of the $10 gift cards for June and July were: Lisa Lynn Baker and Ann Torrusio.

**JUNE: Janice Drewel**

Janice is an Academic Advisor for the College of Education. Janice was chosen for the “Superb Communicator” award. Comments made about Janice included, “Janice has a demeanor that reflects thoughtfulness and patience.” “Janice never monopolizes a conversation.” “She conveys understanding and empathy.” “Janice is an active listener and responds when she has something meaningful to share or ask.” “She is always focused on the person she is interacting with.”

**JULY: Jennifer Richardson**

Jennifer is a Student Recruitment Specialist in the Honors College. Jennifer was chosen for the “VIP” (Versatile, Innovative, Productive) award. Comments made about Jennifer included, “Jen has developed a student team that assists with student advising and recruitment.” “This past year Jen has recruited at over 40 high schools in the greater St. Louis area and they frequently take place after a full work day.” “Jen’s commitment to her work is inspiring.”

Janice & Jennifer received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.
**SIGNIFICANT SERVICE MILESTONES FOR JUNE & JULY 2015**

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Kimberly Edwards, Precollegiate Program</td>
<td>5</td>
</tr>
<tr>
<td>Zaneta Ford, Admissions</td>
<td>5</td>
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<tr>
<td>Ronald Gossen, Univ Advancement Marketing</td>
<td>5</td>
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<tr>
<td>Elise Grigaitis, Univ Health Services</td>
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<tr>
<td>Emily Horsford, PAC</td>
<td>5</td>
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<tr>
<td>Ntshila Luabeya, Stud Financial Aid</td>
<td>5</td>
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<tr>
<td>Carolyn Ostergaard, Optometry</td>
<td>5</td>
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<tr>
<td>Ashlee Roberts, Student Life Operations</td>
<td>5</td>
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<tr>
<td>Ronald Taylor, Grounds</td>
<td>5</td>
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<tr>
<td>Forrest VanNess, UMSL Police</td>
<td>5</td>
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<tr>
<td>Erin Vasconcelles, Counseling Services</td>
<td>5</td>
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<tr>
<td>Candace Alba-Marshall, MIMH</td>
<td>10</td>
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<tr>
<td>Claudio DaSilva, Residential Life</td>
<td>10</td>
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<td>Jonathan Lidgus, Campus Housing</td>
<td>10</td>
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<tr>
<td>Richard Triplet, Univ Center Operating</td>
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<td>Nykea Watts, Graduate School</td>
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<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tr>
<td>Michael Cunningham, Continuing Educ</td>
<td>15</td>
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<tr>
<td>Kelly Gregory, MIMH</td>
<td>15</td>
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<tr>
<td>Larry Marsh, International Studies &amp; Prog</td>
<td>15</td>
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<tr>
<td>Rosemary Pott, Dean College of Educ</td>
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<tr>
<td>Elizabeth Sampson, VC Academic Affairs</td>
<td>15</td>
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<tr>
<td>Scott Vosevich, Facilities</td>
<td>20</td>
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<tr>
<td>Janet Bachman, Facilities</td>
<td>20</td>
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<tr>
<td>Karen Kirkwood, IT Business Services</td>
<td>20</td>
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<tr>
<td>John Meadows, Custodial Services</td>
<td>20</td>
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<tr>
<td>Mary Thaxton, VC for Managerial &amp; Tch Svcs</td>
<td>20</td>
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<tr>
<td>Kaminsky Williams, Admissions</td>
<td>20</td>
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<tr>
<td>Sherlie Wilson, Stud Financial Aid</td>
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<tr>
<td>Derrick Holmes, Univ Center Operating</td>
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<td>Dennis Usery, Grounds</td>
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<tr>
<td>Keith Eldridge, MIMH</td>
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<tr>
<td>Bridgette Jenkins, Multicultural Stud Svcs</td>
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<tr>
<td>Kathleen Moore, Continuing Educ</td>
<td>30</td>
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<tr>
<td>Melvin Starkey, Facilities</td>
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**STAFF APPRECIATION PICNIC**

The UMSL Staff Association is sponsoring a Back To School Picnic and Staff Recognition Awards Ceremony on Friday August 14, 2015 at 11:00 a.m. in the MSC Nosh and Patio. Staff employees who achieved service milestones during 2015 will be recognized, and lunch will follow after the recognition ceremony.
ANOTHER CALL FOR MENTORS

Mentors support the transition of new employees by familiarizing them with the operation of the campus, helping them to access resources or resolve work-related concerns, and providing them with moral support. Although mentoring is not time consuming and does not require time outside of work, it can be vital to a new employee’s success.

You can apply to become a mentor if you have at least one year of full-time service at UMSL, are in good standing, and have your supervisor’s permission. Human Resources will match you with a new employee and provide you with initial training and further assistance as needed.

New employees are requesting mentors and your help is needed! Click here to learn more about the program or to apply. If you know an employee who would make a great mentor please nominate them for this program by contacting Audra Gall at gal-la@umsl.edu or ext 5381.

PERFORMANCE APPRAISALS REMINDER

University policy requires that all staff employees receive annual performance appraisals. Employees who have not yet received a performance appraisal are encouraged to get the process started by completing a self appraisal and submitting it to their supervisor. In keeping with the UM System plan to introduce a uniform e-Performance system on all campuses of the University as early as 2016, the current form was changed to a five rating system (Outstanding, Exceeds Expectations, Successful, Improvement Expected, Unacceptable) for 2015.

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.

Amber Bell-Christian, from Office Supp Asst III, Tech & Learning to Sr Event Assistant, Professional Learning & Innovation
Connie Bradford, from Business Support Specialist II, English to Arts & Sciences
Erika Cotton, from Office Supp Asst III, Career Services to Business Support Specialist I, COE Operating Accounts
Daron Dierkes, from P/T to F/T, Project Director, Mercantile Library
Diane Herbst, Office Support IV, from Ed Prep, Innovation & Research to Art & Art History
Cornell Lewis, from Bus Ops Assoc II, Cashier’s Office to Manager, Student Support Services, Graduate School
Shannon Lischwe, from Office Supp Asst III, KWMU to Marketing, Events & Outreach Asst, Counseling Services
Ellen Meadows, from Acad Advisor, Cont. Educ to Recruiting & Retention Coord, Comm Psychological Services
Kelsey Proud, from Stratc Comm Consultant to Digital Innovation Editor, KWMU
Quinton Smith, from Office Supp Assistant IV to Business Support Specialist II, Cashier’s Office
Debra Sprague, from Assoc Dir Prog/Proj Ops to Project Director, MIMH
Christopher Sullivan, from Psychologist to Assoc Director, Counseling Services
Ronald Taylor, from Security Officer, Mercantile Library to Groundskeeper II, Grounds
Emily Ward, from Sr. Research Specialist to Project Director, MIMH
Melanie Zamachaj, from Research Asst, PCS to Effectiveness & Accreditation Analyst, Clinical Experiences
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

Monday, August 17, 2015 from 11:30 am-12:30 pm in the Monsanto room on the south campus (TLC Room 110) and Monday, September 14, 2015 from 11:30 am-12:30 pm in the UMSL Police Department Training Room. Additional dates/locations will be added to myLearn starting in October.

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 James Hunter at hunterjd@missouri.edu or 573-882-6701. For questions regarding myLearn, contact Tara VanDeVoorde at ext. 5258 or tara@umsl.edu

PEOPLESOF Training FOR eRECRUIT

Human Resources will be offering staff eRecruit training on a quarterly basis beginning Wednesday, September 2nd. There will be two sessions available each quarter. Training will include how to post a staff position, create offers and obtain the proper approvals. Each session is scheduled for 2 hours to allow time for questions. Other topics covered will be: advertising, search committees, and on-boarding. The training is designed to familiarize new hiring managers with the recruitment process and provide a recapitulation to those that do not post as frequently. Register for the training through myLearn by following the instructions below. Sessions are available from 9-11 am and 1-3 pm in 65 JCP on September 2, October 28, 2015 and January 27 and April 27, 2016.

Registration Instructions:
Log into myLearn: https://umsystem.skillport.com/
Click on Browse The Library
Click on UMSL
On the left side, click on UMSL Instructor Led Training
Click on eRecruit Quarterly Training Sessions and enroll in the day and time that works for you

Please contact Audra Gall at extension 5381 if you have any questions about this training.
TOASTMASTERS

Congratulations to Ann Larsen as she takes over as president of the UMSL chapter of Toastmasters. Other officials are Laura Patterson, Audra Gall, Laura Erzen, Ron Gossen, Meg Naes, Nichelle Hunter, Melinda McEndarfer and Peter Banholzer.

Toastmasters provides faculty, staff and students a program of communication and leadership projects focused on the arts of speaking, listening, and thinking. Contact Ron Gossen at ext. 5776 if you’re interested in joining.

CHANGES AFFECTING HEALTH SERVICES AND NEW WORK RELATED INJURY PROCESS

Although Health Services has been happy to offer their services to employees in the past, they are no longer able to provide assistance due to the limited nursing staff currently available in their clinic. As the clinic’s ultimate responsibility is to provide care to our students (many of whom do not have insurance, or have cost-prohibitive copays), they must ensure that the level of service our students receive is adequately maintained.

As a result, employees, who are not enrolled in classes will no longer be able to see a registered nurse or nurse practitioner in Health Services until further notice. Employees who need treatment should be referred to their primary care physician or other health care provider. Emergency assistance or requests for over the counter medications e.g., pain relievers will still be handled by Health Services.

In light of these recent changes, all departments with non-emergency work related injuries should contact the HR Employee Benefits Office at 516-5639 or 516-6466 for referrals for treatment. For emergency work related injuries, please call 911 immediately and then notify Employee Benefits.

For questions regarding work related injuries, contact Joann Westbrook at ext. 5639 or Laquita Jackson at ext. 6466

FALL METRO PASSES

Fall 2015 Metro passes are now available for $65 in the Cashier’s Office. The passes are valid from August 10-January 3, 2016. The pass is valid on both Metrobus and Metrolink. The Cashier’s Office accepts checks, cash, and debit cards. A valid UMSL employee or vendor id is required when using the Metro pass. If you have questions or concerns, please contact Student Affairs at umslstudenta@umsl.edu.
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](http://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: Tanisha Stevens and Samantha Matchefts

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**EMPLOYEE VOLUNTEER PROGRAM**

Volunteer Day—Girl Scouts at Tower Grove Park on June 24th.
Pictured from left to right: Prima Wagan, Patricia Zahn, John Mulderig, Betsy Sampson, Barb Trauterman & Tanisha Stevens

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**VOLUNTEER OPPORTUNITIES**

**Resale Shop Sales Associate**  
Opportunities available thru September 4, 2015

Angel Boutique needs sales associates, personal shoppers, cashiers, and sorters. The funds raised by Angel Boutique go directly to fund social service programs providing rental, utility, and prescription assistance and self-sufficiency counseling to residents in 63118 and 63104 zip codes.  
Opportunity Leader: Melanie Tobin  
After expressing interest, the volunteer leader/coordinator will contact you to confirm participation and provide directions for this opportunity.

**Group Opportunity—Storage Organization**  
Mary Ryder Home  [http://www.maryryderhome.org](http://www.maryryderhome.org)  
Opportunities available thru December 31, 2015

A group of volunteers is needed to sort through donations, take inventory of the items and put them in their appropriate bins. Volunteers are also needed to declutter, vacuum, break down cardboard boxes and remove trash. Not the most exciting project but your help will be greatly appreciated!  
Opportunity Leader: Kristin Bell  
After expressing interest, the volunteer leader/coordinator will contact you to confirm participation and provide directions for this opportunity.

**Administrative Support/Clerical**  
Center for Survivors of Torture and War Trauma  [http://www.stlcenterforsurvivors.org](http://www.stlcenterforsurvivors.org)  
Opportunities available through May 5, 2016

Volunteer needed to provide support to the Office Manager, filing paperwork, creating new client files, burning therapeutic CD’s for clients, and checking if there are sufficient copies of necessary paperwork for clinical use.  
Opportunity Leader: Kristin Bulin  
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](http://www.stlvolunteer.org/umsl)
Healthy for Life has a new and improved website!

Healthy for Life has an updated website that is more user friendly. Check it out now by visiting http://www.umsystem.edu/totalrewards/wellness.

2015 Wellness Incentive—Tier 2 Reminder

If you finished Tier 1 by April 30, you were eligible to complete Tier 2 by September 30 to earn an additional $300 in your October paycheck. Learn about activities and workshops that will earn your points for Tier 2 (PDF). You must have completed Tier 1 in order to participate in Tier 2. Click on this link to visit the Cerner Wellness Portal https://www.healthyforlife.umsystem.edu/dt/v2/univmoindex.asp

* Your 2015 Wellness Incentive earnings will be taxed.
** Any university faculty and staff member may participate in incentive activities, but only those employees who pay premiums for a University of Missouri medical insurance plan can earn the $450.

If you need assistance regarding the 2015 Wellness Incentive or Cerner Account Information please contact UM HR Service Center (573) 882-2146 or HRServiceCenter@umsystem.edu or Cerner Tech Support at 888-252-8150.

Missouri Farmers’ Market Directory

Missouri is home to more than 140 farmers’ markets located in communities across the state providing a rich variety of homegrown fruits and vegetables as well as locally produced goods such as dairy, eggs, and meats. You can search by county for a market near you.

Missouri Farmers’ Market Directory

New Online Submission Form for Million Step Pedometer Program!

Now you can use an easy online form to request your prizes, rebates, and points as you reach your million-step milestones! As of April 1, 2015, you can access an online submission form through Healthy for Life’s Million Step Pedometer Program webpage where you can:

· Submit your million step milestones (1 million, 2 million, etc.)
· Claim a prize(s)
· Elect to receive Wellness Incentive points for each million steps walked, according to incentive guidelines
· Request a rebate.

Upcoming change to the Fitbit rebate

A Fitbit device purchased from any University Bookstore or University of Missouri Healthcare Pharmacy on or after August 1, 2015, will be eligible for a $45 rebate only. Fitbits purchased from a University Bookstore or University of Missouri Healthcare Pharmacy in July 2015 or earlier will remain eligible for a $45 or $80 rebate depending on the device purchased.

· The purchase date will determine the rebate amount. You will provide proof of purchase date by submitting the receipt when you claim your rebate.
· If you have already purchased a device then the rebate amount at the time of purchase will be honored upon reaching 1 million steps with the device.
· No time limit applies to reach 1 million steps.

Already submitted your million step milestone through email?

If you have submitted your steps via email prior to April 1, your submission will be processed in the order it was received. You do not need to resubmit your information. Please be patient as we are currently experiencing a large number of step submissions due to the popularity of this program!

How do I access the new online submission form?

You can access the online submission form from the Million Step Pedometer Program webpage. Once on the page, click the button below (or your computer/device may allow you to click the button here in this email; it depends on your computer/device settings).
Be a Better You! Purchase your Membership to the Recreation and Wellness Center Now!

Visit the Recreation and Wellness Center’s website to learn more about the new facility.

Services included in membership:
- Gymnasium
- Natatorium
  - Whirlpool
  - Vortex
  - Three lap lanes
  - Zip line
  - Bouldering Wall
- Weight and fitness equipment
- Three Lane Indoor Track
- Climbing Wall
- Sauna

MEMBERSHIP PRICING

**Employee/Retiree**

<table>
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<tr>
<th>Membership Level</th>
<th>Price (per month)</th>
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<tbody>
<tr>
<td>Individual</td>
<td>$37</td>
</tr>
<tr>
<td>Individual + 1</td>
<td>$56</td>
</tr>
<tr>
<td>Family (up to 6 per household)</td>
<td>$67</td>
</tr>
</tbody>
</table>

Student individual membership is included in tuition. Individual student +1 is $19 per month and family is $30 per month.

Other pricing for Alumni/Corporate, Community and day pass information on the Recreation and Wellness Center’s website above.