GLOBAL GRADING SYSTEM (GGS) IMPLEMENTATION

We are pleased to announce the completion of the evaluation and Global Grade assignment for the Staff Job Title and Salary Study. The purpose of the study, which was described in the Jan-Feb edition of this newsletter, was to review job titles using the new Global Grading System (GGS) and to collect market data on each of those jobs. With that information, the University was able to develop competitive pay ranges and create a new compensation structure designed around the internal relationship of jobs within the university.

The title for your job may change, but no employee will lose pay as a result of these changes. This new title does not preclude the use of an existing working title to describe your individual position. Your new job title, Global Grade and salary range will be visible in PeopleSoft, on your last pay advice in April and on your May timesheet. For more information about the GGS project, please click here. Please contact Tara VanDeVoorde (ext 5258) if you have any questions.

MANAGEMENT FOUNDATIONS INSTITUTE (MFI)

As UMSL grows and faces new challenges, it is essential that campus leaders are positioned to add value to the university through outstanding management of people and functions while supporting the mission and vision of the university. The Management Foundations Institute approved by Human Resources is designed to accomplish that.

Some of the important topics covered in MFI are:

- Impact of employment law on management
- Attracting and retaining talent
- How to effectively evaluate performance
- Effectively manage people
- Police and procedure administration
- Managing meetings for productivity and effectiveness

The next MFI cohort will begin in July with graduation set for December, 2014. MFI will provide up to approximately 24 hours of management training over a six-month period to each cohort, with new cohorts starting in July and January of each year. In order to graduate from the program, participants will be required to complete at least 20 hours of training (classroom and online).

If you would like to participate or nominate someone to participate, please contact Tara VanDeVoorde (ext 5258).
ORIENTATION PLUS PROGRAM

In December 2013, Human Resources introduced an orientation refresher for new employees who have recently completed their probationary period called Orientation Plus. In addition to obtaining a general assessment of new employees’ first six months of employment, Orientation Plus offers a forum for follow-up questions and includes presentations on the following:

- Strategic Plan (strategy statement, implementation)
- HR Policies, Employee Recognition, MyLearn, Mentor Program, Worker’s Comp/FMLA
- Wellness Program
- Computer Policies, Emails and Password Protection
- Customer Service
- Employee Volunteer Program
- Police and Safety

If space is available, other employees are invited to register for the program by contacting Audra Gall, Human Resources Specialist III at ext. 5381 or at gala@umsl.edu. Sessions are typically held every other month depending on the number of participants scheduled to attend.
FEBRUARY: DOUG WILLIAMS
Doug is a Manager in Academic IT Services. Doug was chosen for the “Performance Versatility” award. Comments made about Doug included, “Doug is my go to person when we need someone to save the day” with technology.” “He never says “that’s not my job,” always, how can I help?”

MARCH: SUSANA TORRES
Susana is a Custodian in Custodial Services. Susana was chosen for the “Good Work Ethic” award. Comments made about Susana included, “Susana is happy to be working at UMSL, and it shows in her demeanor and attitude.” “Whenever I see Susana anywhere in the building, she is working hard to make it look nice.” “She is very dependable working without direct supervision.”

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

SIGNIFICANT SERVICE MILESTONES FOR FEBRUARY & MARCH 2014

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<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Barbara Keehn, MIMH</td>
<td>5</td>
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<tr>
<td>Janice Nelson, Univ Child Development</td>
<td>5</td>
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<tr>
<td>Ebony Smith, College of Nursing</td>
<td>5</td>
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<tr>
<td>Barbara Benz, University Campaign</td>
<td>10</td>
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<tr>
<td>Tina Hyken, College of Education</td>
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<td>David Woods, UMSL Police</td>
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<tr>
<th>Name/Department</th>
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<tr>
<td>Gloria Spates, Custodial Services</td>
<td>15</td>
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<tr>
<td>Karen Wagster, Coll of Bus Admin</td>
<td>20</td>
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<tr>
<td>Karen Crawford, Chancellor’s Office</td>
<td>25</td>
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<tr>
<td>Victoria Galvin, Graphic Services</td>
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ANOTHER CALL FOR MENTORS!

New employees are requesting mentors and your help is needed! 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 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.

Click here to learn more about the program and to apply. If you know an employee who would make a great mentor please nominate them for this program by contact Audra Call (ext 5381).
UMSL EMPLOYEE ASSISTANCE PROGRAM

Erin Immken, M.A., LPC
216 Marillac Hall
Saint Louis, Missouri 63121
(314) 516 - 7210
immkene@umsl.edu
umsl.edu/services/hrs/Current Employees/eap.html

The Employee Assistance Program (EAP) is a FREE, confidential service designed to help university employees prevent or resolve personal, family and workplace problems affecting that employee’s well-being and job performance.

What do we offer?
We offer a brief model of intervention to include up to five sessions for employees, their immediate family and retirees and assistance for a wide range of problems such as family, marital, occupational, financial, legal, alcohol-substance abuse, emotional and phase of life concerns. We also can provide you with a variety of referrals to community resources based upon your specific need.

EMPLOYEE VOLUNTEER PROGRAM

Spring is FINALLY here and it’s the perfect time to give back to your community by utilizing your EVP time!

Your fellow UMSL employees have been busy volunteering as part of Homecoming Day of Service on February 7 and Focus on the Future on March 26. Grab a co-worker or your whole department and get out and enjoy the Spring weather! Elizabeth Pawloski (pawloskie@umsl.edu or 314-516-4107) is available to offer suggestions or she can organize a group project for you.

Mark your calendar for the Spring Volunteer Fairs at the Millennium Student Center. This year we have split the fair into two separate days based on the organization’s focus.

Wednesday, April 30, 11:00 am – 1:30 pm (Youth and Education, Environmental, Health Issues)
Thursday, May 1, 11:00 am – 1:30 pm (Women’s Issues, Hunger/Homelessness Issues, Animal Organizations, Others)

SPRING 2014 METRO PASSES COST REDUCTION

Due to remaining supplies, Spring 2014 Metro passes can be purchased for $30 in the Cashier’s Office which is a significant cost savings. The passes are valid through May 24, 2014. The pass is valid on both Metrobus and Metrolink. The Cashier’s Office accepts checks, cash, and debit cards. A valid UMSL employee, volunteer, or vendor id is required when using the Metro pass. Call D’Andre Braddix at ext. 5205 with any questions.
NEW CAMPUS WELLNESS COORDINATOR

Please help welcome Sarah Ellis who joined Healthy for Life (HFL) as Campus Coordinator for the UMSL and Missouri S&T campus on April 1st. Sarah will be responsible for representing wellness on each campus. Sarah worked as an intern with Healthy for Life during her undergraduate program and then became a part-time employee, assisting with program development and improving several of the physical activity programs HFL offers. Sarah also helped during flu clinics in the fall and biometric screenings in the spring. She recently completed her Master’s Degree in Health Administration and is already very familiar with our programs and goals. We are thrilled that Sarah will be part of the HFL team and University family. She will report to Jenny Workman, Manager, Wellness Program, University of Missouri and work closely with the HR department.

For your wellness needs, you can reach Sarah Ellis at: 314-808-0163; elliss@umsystem.edu or Jenny Workman at: 573-884-8125; workmanjl@umsystem.edu

LUNCH & LEARN SESSIONS (RESCHEDULED)

The Triton Health Educators are a new group from the College of Nursing who were formed in fall 2013. The group was formed to raise awareness of prescription drug use on the UMSL campus. The students are providing health education to their peers in different settings on campus. Students participating in this hybrid experience are currently in their last semester of nursing school. To continue to build the students experience as educators, the College of Nursing is offering a series of Brown Bag Sessions:

- **Thursday, April 24, 2014, 12:00-1:00pm.**
- **Locations:**
  - J.C. Penny Building Room 402 - Stress Reduction
  - J.C. Penny Building Room 403 - Dealing with Chronic Disease (Diabetes, Blood Pressure, etc.)
  - J.C. Penny Building: Room 404 - Healthy Lifestyles

Register for these informational events by emailing Benjamin Hibbit at bwht42@mail.umsl.edu. Those that register will be entered into a drawing for a wellness gift basket. Please email Sheila Grigsby (grigsbys@umsystem.edu) or campus wellness coordinator Sarah Ellis, (elliss@umsystem.edu) if you have questions about the informational sessions. We need a minimum of 5 employees per session to hold these classes, so register now.

SOCIAL SECURITY SEMINAR

The UMSL Human Resources Benefits office sponsored a Social Security Seminar on April 9, 2014. Sharon Byrd of the Social Security Administration presented valuable information intended to help employees understand Social Security benefits and the Social Security Administration process. If you missed this informational meeting or need more information, please visit the Social Security Administration’s website at [www.socialsecurity.gov/faq](http://www.socialsecurity.gov/faq) for frequently asked questions and answers. You may also contact Joann Westbrook, Human Resources Manager at ext. 5639 or LaQuita Jackson Human Resources Assistant at ext. 6466 for assistance.
HEALTHY FOR LIFE WELLNESS NEWS

Complete Your Wellness Incentive Requirements by April 30th – Earn $100 in Your Final May Paycheck AND Win Prizes!

In 2014, active UM medical plan subscribers can earn a $100 Wellness Incentive in your final May paycheck by completing two simple steps: your online personal health assessment and health screening. In addition, any faculty or staff who complete both steps will be entered in a drawing to win*:

- 1 of 3 iPad Minis
- A Samsung Galaxy Tab 3
- 1 of 2 FitBIt Flexes

**Step 1: Complete your Personal Health Assessment (PHA).** Start by creating your Cerner Health Account, or log into your existing account by visiting www.healthyforlife.umsystem.edu. You’ll be able to complete your PHA and learn more about your health risks.

**Step 2: Complete your Health Screening. (Last on campus screening is April 10th from 8-noon in the MSC, Century Room)**

You can schedule your free health screening at a convenient time and location on campus through your Cerner Health account.

Or, you can visit your doctor. You can use results from your annual physical exam obtained May 1, 2013, through April 30, 2014.

All requirements must be met by April 30, 2014, to receive Wellness Incentive funds and/or be placed in the drawing for prizes. Get started today by visiting www.healthyforlife.umsystem.edu to complete your PHA and schedule your screening.

*Prizes are subject to tax by the employee and must be included in the employee’s W-2. If you are a drawing winner, taxes on the prize value will be withheld from your paycheck. For more information on tax implications of these prizes visit http://www.umsystem.edu/ums/rules/bpm/bpm200/manual_216

Recruiting Walking Group Leaders

Spring is right around the corner so now is a great time to get outside and start walking. Your campus has a list of walking maps that can be found at www.umsystem.edu/curators/wellness/links_umsl. The maps include total number of steps and distance. If anyone would be interested in leading a walking group at one of these locations or a location of choice, please contact Sarah Ellis at ellis@umsystem.edu and she will help you get started.

Keeping Your Memory Sharp

Research has been growing in the areas of dementia and Alzheimer’s disease in the last 10 to 15 years. Alzheimer’s may have some of the same risk factors as heart disease, but this is an area that needs more research to determine the facts. To read recommendations on keeping your memory sharp visit http://missourifamilies.org/features/nutritionarticles/nut237.htm to read the full article published by Missouri Extension.

Change How You Think About Eating – Enroll NOW in the Eat for Life Online Course!

Orientation for Eat for Life — An innovative approach to weight management starts May 30th. Classes being the week of June 6 thru August 8. The cost is $50 for faculty, staff & family ($25 refunded with full participation). To register, email Craig Deken at csdk89@mail.missouri.edu. Program taught by Dr. Lynn Rossy, health psychologist. For more information: watch informational videos or find more details online.