DEADLINE FOR PREP II IS APRIL 29, 2016

Employees who are considering retiring soon are reminded that the deadline for applying for UMSL’s second Phased Retirement Enhancement Program (PREP II) is April 29, 2016.

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.

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

For more information or to schedule an individual meeting to discuss PREP II and how it will affect you personally, please contact Joann Westbrook at ext. 5639 or LaQuita Jackson at ext. 6466.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The UM System Employee Assistance Program (EAP) is a free, confidential, professional service provided to all employees, their immediate family members, retirees and campus organizational work units. Work-life balance, and management and prevention of stress are cornerstones of the EAP service.

In addition to workshops, training programs and organizational consultations, the EAP’s primary focus is to provide short term counseling (typically up to 5 sessions per instance) to help individuals with any personal or professional challenge, such as stress management, work-life balance, burnout, major life change or transition, grief, anxiety, depression, substance abuse, and relationship or family issues. If long term assistance is ultimately needed, the EAP will help with referral to an outside professional or appropriate community resources based on needs and insurance.

As UMSL currently faces many challenges and impending change, those who need support are encouraged to contact the EAP. This includes individuals, as well as any departments that might be affected and are struggling as a unit.

For more information or to schedule an appointment, contact UMSL Employee Assistance Program, Lara Meier, M.Ed., LPC, NCC, 216 Marillac Hall, South Campus, 314-516-7210, MeierLa@UMSL.edu, https://www.umsystem.edu/totalrewards/benefits/eap. Please note limited hours: Tuesday/Thursday 8:30am-4pm; Friday 9am-3:30pm.
University policy requires annual performance appraisals for all benefits eligible staff. Sometimes, supervisors and employees are reluctant to engage in the performance appraisal process, particularly in years where merit increases are not being given. Still, performance appraisals have great value. Not only does the performance appraisal provide a forum for communication between an employee and supervisor about job duties, performance and career growth, but it can be an important reference if an employee decides to look for another position, internally or externally, and can provide essential functional and performance information as the unit changes and develops. Of course, there is always the security for employees of knowing how they are doing on the job and what is expected of them. To make the performance appraisal process easier and more meaningful for everyone involved, employees are asked to complete a self-appraisal. This is an opportunity for employees to let their supervisors know how well they have been doing, what contributions they have made, what they are good at and how they want to develop. For employees who have been struggling with their work, it is also their chance to acknowledge that and to ask for help.

This year, for the first time, self-appraisals will be completed using the myPerformance tool. You can click here to log into the tool (using your SSO ID and password). If you have already attended a training session you may recall being told that the self-appraisal will only be available until April 15th. That date is being extended, so please contact your supervisor to inquire about the due date of your self-appraisal. For training materials and to learn more about the performance management process, visit the HR website (http://www.umsl.edu/services/hrs/myPerformance/index.html). If you have questions about this process, please contact Tara VanDeVoorde at tara@umsl.edu or extension 5258.

Managers will not be able to complete an appraisal for their employees in the myPerformance tool until the self-appraisal is complete. Once the self-appraisal is complete, managers will be notified by email. Managers should then click here to log into the tool (using SSO ID and password). As a result of campus feedback, the date to allow managers to develop a process that works for their department has been extended. The target is to have all the appraisals completed by July 1, 2016. If you need information, please contact Tara VanDeVoorde at tara@umsl.edu or extension 5258. To learn more about the performance management process or to find additional training materials, visit the manager SharePoint site (https://sharepoint.umsl.edu/sites/human-resource-managers/Performance%20Management/Home.aspx).

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**REMINDER—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
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 February & March were: Melissa Hattman, Anita Manion, James Fay & Brian Farrar

FEBRUARY: EMILY RAPKO
Emily is an Associate Director in the department of Career Services. Emily was chosen for the “Performance Versatility” award. Comments made about Emily included, “Emily’s ability to shift gears and tackle her various responsibilities is amazing.” “She gets her job done and steps in to ensure that things stay consistent, the office stays consistent and that students get serviced.” “Emily handles this versatility with ease and grace.”

MARCH: MICHELE DAVIS
Michele is an Office Support Assistant IV in the department of Theatre. Michele was chosen for the Good Work Ethic award. Comments made about Michele included, “Michele is a highly focused worker.” “She is adept at completing her work while interacting with students, visitors and faculty.” “Michele is regularly here before many of us and after most of us have called it a day.” “At the same time, she will gladly drop what she is doing to assist anyone in need.”

Emily & Michele received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.
### Significant Service Milestones for February & March 2016

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<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Megan Finnegan, MIMH Research &amp; Eval</td>
<td>5</td>
</tr>
<tr>
<td>Jason Hoefl, Academic IT Services</td>
<td>5</td>
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<tr>
<td>Celeste Marx, Alumni Activities</td>
<td>5</td>
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<tr>
<td>Kelsey Proud, KWMU-FM Radio</td>
<td>5</td>
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<tr>
<td>Ephrem Andemariam, International Studies</td>
<td>10</td>
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<tr>
<td>Laura Hayes, Sociology</td>
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<td>Steven Struck, Environmental Health &amp; Safety</td>
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<tr>
<th>Name/Department</th>
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<tr>
<td>Henry Belton, Facilities</td>
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<td>Jerol Enoch, International Studies</td>
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<tr>
<td>Terrence Moore, Academic IT Services</td>
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<tr>
<td>Christopher Scheetz, IT Business Services</td>
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<tr>
<td>Rita Adkins, MIMH-Research &amp; Eval</td>
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<tr>
<td>Ken Rapsilber, Business Acad Advisors</td>
<td>25</td>
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<tr>
<td>Charlotte Hitchcock, UA-Administration</td>
<td>30</td>
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<tr>
<td>Gloria Leonard, Business Services</td>
<td>45</td>
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</tbody>
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### Welcome New Employees

- Dana Grant, Office Support Assistant III, Housing
- Jennifer Jezek-Taussig, Assoc Vice Chancellor for Alumni Engagement, Alumni
- Andrea Partney, Forensic Intake Coordinator, Child Advocacy Center
- Brian Peck, Police Officer, UMSL Police Department
- Hannah Shapiro, Office Support Assistant IV, Child Advocacy Center
- Katelyn Sherman, Preschool Lead Teacher, Child Development

### Promotions & Transfers

- Gregory Dahl, from Clinical Technician II to Patient Data Analyst, Community Psychological Services
- Martha Donovan, from Office Support Assistant III to Office Support Assistant IV, MIMH
- Julia Gleason, from Business Supp Spec II to Sr Business Support Specialist, Touhill PAC
- Melinda McEndarfer, from Sr Advancement Officer to Advancement Director IV, University Development
- Shula Neuman, from Assoc Director Program/Project Ops to Executive Editor, KWMU
What does wellness mean to you? Complete Tier 1 of the Wellness Incentive by April 30.

Complete Tier 1 of the 2016 Wellness Incentive by April 30 in order to earn $100* in your final May paycheck and help define what wellness means to you. There are two simple steps to complete this tier:

1. Take the wellness pledge, which most eligible employees** signed during Annual Enrollment in October 2015.
2. Complete a Personal Health Assessment (PHA)—this online questionnaire takes about 15 minutes and is designed to identify any potential health risks. Log in to the Wellness Portal to complete your PHA.

Finish strong! If you finish Tier 1 by April 30, you will be eligible to complete Tier 2 by September 30 to earn an additional $350* in your final October paycheck.** Visit http://umurl.us/incentive for details and eligible Tier 2 activities.

* Your 2016 Wellness Incentive earnings will be taxed and voluntary retirement contributions will be deducted, just like with other earnings.

** Any university faculty and staff member may participate in Wellness Incentive activities, but only employees who meet the following conditions at the time of each tier’s payout can earn that tier’s incentive money (i.e., $100 in the last paycheck of May 2016 and $350 in the last paycheck of October 2016):

1. The employee is in active status.
2. The employee pays premiums for a University of Missouri System medical insurance plan (i.e., a primary subscriber).
3. For Tier 2, the employee has received the payout for Tier 1.
EMPLOYEE VOLUNTEER PROGRAM

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.

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.

Beyond Housing
Since its inception in 1975, Beyond Housing has sought to provide the support and services that assisted low-income families in growing into their long-term goals.
Volunteers can assist with community events, resident outreach, work with youth, office work and neighborhood beautification.
Visit website: http://www.beyonddhousing.org