May-June 2012

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CHANCELLOR’S AWARD FOR STAFF EXCELLENCE

Do you know an employee whose contributions have made this campus a better place to work for all of us? The Chancellor’s Award for Excellence offers another opportunity for you to recognize a co-worker who demonstrates exceptional competence, commitment and customer service.

At the State of the University Address, three UM-St. Louis staff members will receive these $1000 awards in recognition of their outstanding contributions to the campus. The Chancellor will present the awards to individuals in each of three staff categories; administrative/professional, office/technical, and service/maintenance.

Employees and students may submit nominations. Regular, full-time staff employees, except those who have won the award in the past three years, are eligible for nomination, as long as they meet the other criteria specified on the nomination form. Awardees must have regular, full-time status at the time of the awards presentation. Self-nominations and nominations which may violate University conflict of interest rules will not be considered.

The deadline for submitting nominations is July 13, 2012. Nomination forms, including criteria for nomination/selection and submission instructions, were e-mailed to all employees on June 5, 2012. Employees may also access the nomination form at http://www.umsl.edu/services/hrs/forms.html under Organizational Development. Nominations can be e-mailed to drapern@umsl.edu or sent to Nancy Draper, 211 AAB. If you have questions regarding the nomination process, contact Nancy Draper at extension 7219.

WELCOME NEW EMPLOYEES

Richard Aites, Police Officer, Police
Lyle Brizendine, Sr. Director Development, Univ Advancement
Dawn Brokaw, OSSI, Counseling
Diarra Cross-Davis, Forensic Interviewer, Child Advocacy
Mary Patrice Gillette, Exec Staff Assistant, Nursing
Karen Harden, Coord Stud Finc Aid, Stud Finc Aid
Kelly Heissler, Admissions Rep, Admissions
Levi Locke, Marketing Coordinator, University Advancement
Joshua McMillian, Head of Sports Performance, Athletics

Lisa Monserrate, Administrative Associate, Facilities Planning
Ashley Nunn, Counselor, Multicultural Relations
Andrea Purnell, Communications Coord, MIMH
Landon Shipley, Asst Coach Men’s Basketball, Athletics
Monica Stewart, Director Stud Engag & Advis, Coll of Educ
Katie Vaughn, Head Coach Wom Basketball, Athletics
Thurman Young, Coord Stud Finc Aid, Stud Financial Aid
PROMOTIONS/TRANSFERS

Katherine Belcher, Student Assistant to Interior Design Assistant (OSSIV) Facilities Planning
Donna Bonner, OSSIII to OSSIV, University Campaign
Todd Brown, Temp Clerical to OSSII, English
Joseph Graaler, Grad Research Assistant to Library Assistant II, MIMH
Emily Hoover, Grad Assistant to Coordinator Student Financial Aid, Student Financial Aid
Douglas Hughey, Software Support Analyst-Expert to System Admin Expert, College of Nursing
Tim Lloyd, Temp to News Producer/Weekend Newscaster, KWMU
Marva Robinson, OSSIII to OSSIV, University Campaign
Ellen Schmidt, OSSII to OSSIII, Continuing Education
Marissa Smith, Police Officer to Police Sergeant, Police
Brian Youngberg, from Coordinator Game Operations to Marketing Specialist, Athletics

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for April was Kathy Thompson. Kathy is an Executive Staff Assistant II for University Advancement-Administration. Kathy was chosen for the “Marvelous Motivator” award. Comments made about Kathy included, “Kathy motivates and inspires all of us to be better employees and better people.” “Her attitude is contagious and improves the whole office.” “Kathy has an amazing gift.” “She is a natural encourager.”

The UMSL Riverstars Employee of the Month winner for May was Michael Howe. Michael is a Sr. Research Engineering Technician in the College of Optometry. Michael was chosen for the “Innovation & Creativity” award. Comments made about Michael included, “Michael has been instrumental in bringing new technologies and incorporating them in the clinic.” “His contributions to new technologies are invaluable evidenced by the two patents and one pending patent.” “One of those technologies has recently been licensed by the College to a start-up company built around the product.”

SIGNIFICANT SERVICE MILESTONES FOR APRIL & MAY, 2012

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Beverly Sue Bates, Center for Character &amp; Citizenship</td>
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<td>D’Andre Cortez Braddix, VP Student Affairs</td>
<td>5</td>
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<td>James Cook, MIMH-Child &amp; Family</td>
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<td>Kristen Hayes, KWMU</td>
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<td>Laquita Jackson, Human Resources</td>
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<td>Jeffrey Jones, Advancement</td>
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<td>Amanda Porterfield, Criminology &amp; Criminal Justice</td>
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<td>Lashaunda Robinson, Facilities Services</td>
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<tr>
<td>Stephen Smith, Continuing Education &amp; Outreach</td>
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<td>James Linsin, Counseling Services</td>
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<td>Robert Barden, Facilities Services</td>
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<td>Stephen Bene, Residential Life</td>
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<td>Charles Brown, Mercantile Library</td>
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<td>Veronica Hayes, College of Nursing</td>
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<td>Sherry Hieken, KWMU</td>
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<td>John Mulderig, VC Academic Affairs</td>
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<tr>
<td>Emil Woolley, Custodial Services</td>
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<tr>
<td>Monica Farrell, Business Academic Advisors</td>
<td>25</td>
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<td>Yolanda Weathersby, Welcome Center</td>
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NEW STAFF SERVICE AWARDS PROGRAM

The University recently announced a new staff service awards program, called the myService Recognition program.

This program will replace the gift program which the University coordinated through O. C. Tanner. It will be effective July 1, 2012. Under the new program, eligible staff employees will receive gift cards in recognition of their service to the University. Gift card values will be based on years of service and will range from $50 for five years of service to $400 for employees who have been with the university for 40 years or more. The gift cards are prepaid debit cards which can be used to purchase tangible items from any store, including campus bookstores.

This change comes after extensive review by a system-wide Service Awards Review Committee, which engaged various groups of employees about how to best recognize employees for their service, including conducting a survey of employees who recently received service awards. Their feedback indicated a preference for recognition through gift cards over selection of gifts from a catalogue and a desire that service awards be presented in a meaningful way to demonstrate that the University values the contributions of its employees.

Since the University’s contract with O. C. Tanner terminates on July 1, 2012, employees who became or will become eligible for service awards from July 1, 2011 through June 30, 2012 but have not yet ordered their gifts from the O. C. Tanner catalogue will have until July 31, 2012 to place their orders.

For additional information regarding the myService Recognition program please refer to the website at http://www.umsystem.edu/totalrewards/myservice_recognition. For questions, please contact Karen Cedeck at ext. 5238.

EDUCATIONAL ASSISTANCE BENEFITS

REMINDER: The University of Missouri provides two types of employee educational assistance benefits for credit courses offered by the University of Missouri.

- **Educational Assistance for Employees:** Seventy-five percent of the tuition and supplemental fees may be waived for any eligible employee registering for up to six (6) credit hours per semester or three (3) credit hours in the summer session or intersession. All regular full-time employees or retired employees are eligible to participate. Administrative, Service and Support employees must have completed six months of continuous employment immediately prior to registration. Activity fees, books, and other fees and expenses are the responsibility of the employee. For more information, including how to apply for this benefit, see HR 303, [http://www.umsystem.edu/ums/rules/hrm/hr300/hr303](http://www.umsystem.edu/ums/rules/hrm/hr300/hr303).

- **Educational Fee Reduction for Spouses and Dependents:** Tuition may be reduced by 50% for eligible spouses and eligible dependent children of benefit eligible employees with at least five years of continuous, full-time University service prior to the deadline for registration. The reduction applies to tuition for up to 140 credit hours (per participant) of undergraduate, graduate, or professional courses. Activity fees, books, and other expenses are excluded. For more information, including how to apply for this benefit, see HR 309, [http://www.umsystem.edu/ums/rules/hrm/hr300/hr309](http://www.umsystem.edu/ums/rules/hrm/hr300/hr309).

Effective August 1, 2011, the UM System Faculty and Staff Benefits office began administering the Educational Assistance Program for employees of all four campuses. Using the correct form, [http://www.umsl.edu/services/hrs/forms.html](http://www.umsl.edu/services/hrs/forms.html) and sending it directly to Faculty and Staff Benefits --- Woodrail Centre --- 1000 W. Nifong --- Bldg.7, Suite 210 --- Columbia, MO 65211 or faxing it to 573-882-9603 will expedite processing.
CHANGE IN 403(b) VENDORS

Beginning in October 2012, Fidelity Investments will administer all tax deferred investment plans. As part of this change, the number of 403(b) plan vendors will be reduced from ten to two: Fidelity and TIAA-CREF. After October 1, 403(b) deductions from salary designated for a currently listed 403(b) provider will be sent to Fidelity unless the participant discontinues them or designates them specifically for TIAA-CREF. You may view the University presentation about this change at http://www.umsystem.edu/totalrewards/retirement/tdi-meetings. For Q&A’s, please visit http://www.umsystem.edu/totalrewards/deferred_investment_qanda. For additional information or to schedule an individual meeting with a representative of Fidelity, please contact Joann Westbrook at ext. 5639.

CHANGES TO UNIVERSITY VEHICLE USAGE POLICY

The following changes and clarifications have been made to BPM 406 Vehicles:

- Parts of the policy were broadened to encompass all vehicles used on Official University Business, including personal and loaned vehicles
- The driver's primary responsibility for having the appropriate driver's license and reporting any suspension or revocation of the license to the supervisor was emphasized
- Supervisors were given responsibility for verifying licenses of their employees for any type of vehicle used by their employees for official University business
- Employees were reminded that they could be ineligible for University defense of claims or damages arising from driving a vehicle on official University business without a valid operator’s license
- Texting while operating a vehicle on Official University Business was prohibited
- The cell phone section was expanded to encompass other wireless devices
- Definitions of Official University Business, personal use and how vehicles are to be used were clarified

The whole policy with revisions can be viewed at: http://www.umsystem.edu/ums/rules/bpm/bpm400/manual_406
HEALTHY FOR LIFE

As the year comes to an end, Healthy For Life conducted 234 screening events across the UM System. From those 234 events, over 5,000 people were screened and completed the Wellness Incentive Program this year.

Ryan Claus, Wellness Coordinator for UMSL and Missouri S&T wants to thank Linda Gatson, James Linsin and Sharon Biegen for volunteering their time to teach Tai Chi and meditation classes this year on UMSL campus. Their hard work does not go unnoticed.

TOBACCO FREE POLICY REMINDER

Effective January 1, 2012, the University of Missouri-St. Louis became tobacco-free on all campus property. UMSL’s tobacco-free policy prohibits smoking or other use of any tobacco or tobacco-type product in all buildings, parking garages, parking lots, outdoor grounds, sidewalks, and vehicles owned or leased by UMSL. This policy applies to faculty, staff, students, contractors and consultants, performers, visitors and the general public.

The policy does not apply to individuals in private vehicles with the windows and sunroofs or similar devices in the fully closed position or to individuals participating in academic research on tobacco-related topics or similar activities approved by the Campus Institutional Review Board. The Chancellor may approve other exceptions to the policy.

The success of this policy relies on the cooperation of all members of the campus community. Employees should advise violators of the policy. Complaints should be brought to the attention of campus authorities.

Tobacco Cessation: The following resources are available to assist members of the campus community in complying with this policy at minimal or no cost:

myChoice Health Plan Participants

- Breathe Smoking Cessation Program allows myChoice members FREE online and telephone coaching. For online access, log in through My Online Services at www.ummedcvty.com and navigate to the Wellness Tools option. For phone coaching, call 866-856-4632.
- Selected Smoking Cessation medications are available through the UM Prescription Drug program with a prescription from your physician. Covered medications include: Buproprion SR (generic)-formulary and Chantix-formulary. Contact your physician or ExpressScripts Customer Service at 1-800-955-1201 for more information.

Employees who do not participate in the myChoice Health Plan

- Health, Wellness & Counseling Services will discuss possible options, including possible free nicotine patches and gum. For more information or for an appointment, call 516-5671.
- The American Lung Association offers a Freedom From Smoking Online program (http://www.ffsonline.org/). Cost is $15 for the three month program.
- The Missouri Tobacco Quit Line (https://www.quitnow.net/missouri/ or 1-800-QUIT-NOW) offers telephone coaching and resource materials.
- The National Cancer Institute (1-877-44U-QUIT) offers telephone support for quitting smoking at no charge.
- The Siteman Cancer Center offers a six-week program that covers behavior modification, stress reduction and relapse prevention. Participants must attend all sessions. Cost is $45. Program is held on Siteman's main campus. For more information, call (314) 362-7844 or go to http://www.siteman.wustl.edu/ContentPage.aspx?id=4509.
- Seattle’s Fred Hutchinson Cancer Research Center (www.fhcr.org) launched a new study June 15, 2010, which may be able to help you quit. Please visit www.webquit.com for more information.
EMPLOYEE VOLUNTEER PROGRAM

YOU STILL HAVE TIME TO MAKE A DIFFERENCE!

Since July 1, over sixty of your fellow UMSL staff members have “made a difference” by utilizing their Employee Volunteer Program day at various non-profit organizations in the St. Louis area. All full-time non-probationary staff employees receive up to eight hours of non-accruing paid time per fiscal year (July 1 - June 30) during working hours to volunteer.

If you are having a challenging time deciding where to volunteer or where you can really make a difference, it may help to review the following questions when choosing a volunteer opportunity:

- Are you someone who prefers to work directly with the public, or is “behind-the-scenes” a better fit for you?
- Do you want an opportunity that is close to your home or close to the campus?
- Do you have other co-workers that would like to join you in a group project?
- Do you want to work with animals? Children? Older adults? People in special circumstances?
- Do you have a special talent or skill that you would like to share with the organization?
- What day(s) are you available to volunteer?
- Is this a one-time activity, or would you be interested in volunteering more on your own time after you use your paid volunteer time for the year?

If you are still having trouble deciding, Elizabeth Pawloski, the Volunteer Coordinator will be happy to meet with you personally and confidentially to assist you in selecting your organization. To set-up a meeting, contact her at 314-516-4107 or pawloskie@umsl.edu.

You have until June 30th to use this year’s EVP day! For a calendar of volunteer opportunities through June 30th: EVP Calendar. For a listing of approved organizations: EVP Volunteer Organizational Database.

Employees who are interested in a particular opportunity must obtain supervisory approval prior to volunteering. Employee Approval Form.

June 30 will be here before you know it—don’t let your EVP day expire. Contact Elizabeth today to be matched with your perfect volunteer opportunity.
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<th>Pay Period begins (SUN)</th>
<th>Pay Period ends (SAT)</th>
<th>Time Reporters enter time on timesheets</th>
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* Jan 20, 2013

UM-St. Louis Human Resources, 211 AAB, One University Boulevard, St. Louis, MO 63121, Ph: 314-516-5804, Fax: 314-516-6463

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Assoc Vice Chancellor). For help with orientation or new hire paperwork, contact Erik Smetana, ext. 5381 or Tara VanDeVoorde, ext. 5258. For questions about benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, work relationships or environment, contact Peter Heithaus, ext. 5809. For additional information, visit our website, [www.umsl.edu/services/hrs](http://www.umsl.edu/services/hrs)