2013 Benefits Enrollment Period

The annual benefits enrollment change period for 2013 will be in effect from October 22, 2012 through November 2, 2012. During the enrollment change period, you may make changes to your medical, dental, life, AD&D, flexible spending account (FSA), or long term disability insurance coverage. If you are eligible, you may also enroll in a benefit program in which you were not previously enrolled. Employees currently enrolled in the myChoice Healthcare Plan or the myOptions Healthcare Plan will not need to take any action unless they wish to change or cancel coverage. However, during this period employees are encouraged to carefully review the plans before deciding how to proceed. Employees enrolled in the FSA must re-enroll for 2013 in order to continue their participation in the program.

Changes for 2013 will include:

• A new 4th tier added for retail maintenance medications and an increase in the cost of these medications when purchased at a retail pharmacy for the myChoice Healthcare plan. The cost remains the same as 2012 for these medications if filled through the mail order program.
• A decrease in the maximum limit for Health Care Flexible Spending from $4,500 to $2,500 as required by law.
• An increase in the University contribution to the Health Savings Account (with myOptions) to $400 individual or $800 when two or more are covered.
• An increase in 2013 Health Savings Account maximum contribution limits to $3,250 individual/$6,450 family as determined by the IRS.
• A new requirement of completing 240 minutes of physical activity, in addition to a Personal Health Assessment (PHA) and Health Screening, to earn the $100 Wellness Incentive.
• The elimination of the Long Term Care Program.
• Employee’s right to decline or refuse coverage for contraception and sterilization, if contrary to employee’s religious beliefs or moral convictions.
• 3.2% increase in premiums for the myChoice Healthcare plan only.

Employees should receive their benefits enrollment change period information at home within the next few weeks. Please use the myBenefit Decision Center tool located in myHR to compare the plans to assist you in making your decisions.

For more information, please contact Joann Westbrook at ext. 5639 or Laquita Jackson at ext. 6466.
The Funeral Leave Policy (HR 412) for regular staff employees has been revised to extend the length of time that funeral leave can be used. Please note this change and other clarifications in bold below:

An employee will be granted a maximum of three (3) days, (twenty-four (24) hours), leave without loss of pay or vacation during the period starting on the date of death and ending on the tenth calendar day after the funeral or memorial service in accordance with this policy. The three (3) days need not be taken consecutively. Such time should be provided on a pro rata basis for an employee who works 99 percent to 75 percent FTE. Any additional days required must be charged to accrued vacation or taken as excused leave without pay.

Funeral leave may be taken for the following individuals: husband/wife; parent (including stepparent); grandparent/great grandparent; grandchildren; son/daughter; stepchild; brother/sister; mother-in-law/father-in-law; and foster children who have become members of family.

NEW MyRETIREMENT PROGRAM

Effective October 1, 2012, all new benefit eligible employees will be enrolled into the Employee Retirement Investment Plan (ERIP). The ERIP plan includes both a defined benefit and a defined contribution benefit. The defined benefit is based on the Average five (5) highest consecutive salaries x Benefit factor (1.0%) x Years of creditable service. The defined contribution benefit is based on UM contributions and employee contributions. New employees will automatically have a 3% contribution to the 457(b) Voluntary Retirement Plan deducted from their pay and will have thirty days (30) to opt out or modify this contribution. In addition, UM will contribute a mandatory 2% and match the employee’s contribution up to 3%.

For more information, contact Joann Westbrook at ext. 5639 or Laquita Jackson at ext. 6466.

FUNERAL LEAVE POLICY (HR 412) REVISION
AUGUST: SHERRY GERREIN
Sherry is an Administrative Assistant in the Honors College. Sherry was chosen for the “Positive Attitude” award. Comments made about Sherry included, “Sherry always greets anyone that comes into the office with a friendly, helpful attitude.” “She is very welcoming to everyone that comes to the Honors College.” “Sherry always stops to help a student or anyone that wonders into the office even if she is engaged in another conversation.” “She is an excellent representative of the Honor’s College and is often the first one that a student encounters.”

SEPTEMBER: LAWRENCE LESLIE
Lawrence is a Custodian in Custodial Services. Lawrence was chosen for the “Effective Teamwork” award. Comments made about Lawrence included, “Lawrence constantly shares information with building supervisors when he sees something that can be fixed or improved.” He doesn’t step on toes, and he gives solutions rather than just the problem.” “Lawrence is a positive influence to have around the Mark Twain facility.” “It is nice that he supports the athletic department in such a positive way.”

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

SIGNIFICANT SERVICE MILESTONES FOR JUNE & SEPTEMBER, 2012

<table>
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<tr>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Stephen Anthoney, Technology Services</td>
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<tr>
<td>Larry Brown, University Center Operating</td>
<td>5</td>
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<tr>
<td>Andrea Cox, Child Development Center</td>
<td>5</td>
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<tr>
<td>Nathan Halley, ITS</td>
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<tr>
<td>LaShonda Harvey, ITS Operations</td>
<td>5</td>
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<tr>
<td>Diane Herbst, Secondary and K-12 Education</td>
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<td>Eileen Holmes, Human Resources</td>
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<td>Mark Johnson, Facilities Services</td>
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<td>Nancy Morgan, Office of Research</td>
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<td>Robert Peterson, KWMU</td>
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<td>Tracy Poe, Custodial Services</td>
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<td>Miriam Rocca, Student Life</td>
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<td>Tanesha Walker, College of Nursing</td>
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<tr>
<th>Name/Department</th>
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<tr>
<td>Annette Burris, International Studies</td>
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<td>David Maczynski, Instructional Computing</td>
<td>10</td>
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<td>Willard Malone, Custodial Services</td>
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<td>Donald Brennan, User Services</td>
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<tr>
<td>Samantha Matchefts, Student Financial Aid</td>
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<td>Laura Patterson, User Services</td>
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<td>Eleanor (Sue) Shibles</td>
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<tr>
<td>Paula Smith, ITS</td>
<td>15</td>
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<tr>
<td>Michael Howe, College of Optometry</td>
<td>20</td>
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<tr>
<td>Pamela Steinmetz, Recreational Sports</td>
<td>30</td>
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</tbody>
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Marsha Miller (pictured on left), in Continuing Education celebrated 35 years of service in August. Eileen Holmes (pictured on right), Human Resources celebrates 5 years of service in September.

We inadvertently left June milestones out of the last newsletter. We listed July & August milestones. This month we will be listing June & September milestones.
Recently, the Human Resources office at UMSL in its latest effort to support diversity through its recruitment efforts renewed its pledge of participation in the Show-Me Heroes program. The program, coordinated by the Missouri Division of Workforce Development, allows employers to express their commitment to veterans of the armed services through a pledge to:

- Reach out to Missouri’s Veterans and members of our National Guard and Reserve in order to employ excellence in Missouri’s workforce.
- Take full advantage of Show-Me Heroes to effectively match qualified Veteran and National Guard and Reserve job seekers with appropriate job openings.
- Provide increased employment interview occasions and enhanced hiring opportunities to our Veterans and members of the National Guard and Reserve in the Great State of Missouri.
GLOBAL GRADING IS COMING!

Over the last two years, the campus Human Resources departments and the UM System have been working to develop a new compensation system called Global Grading (GGS) that will eventually change how the University manages and thinks about compensation, salary ranges, and titles.

During the course of this project, UMSL Human Resources has taken interim steps to clean up data through the collapse of existing salary ranges and titles. To date, this has resulted in the number of salary ranges on this campus being reduced from over 1,110 to less than 150, and nearly 900 staff titles being reduced to less than 500. The UM System goal is to migrate to an 18 pay grade system with less than 150 global (i.e. generic) titles and a greater reliance on working titles.

This will be a positive change for employees because it will establish a relationship between internal salaries and the competitive job market, ensure equity by reviewing and grading positions based on an analysis and comparison of current job responsibilities, and define clear paths for career progression. Although employees may notice changes to their official titles as titles become more globally based, working titles can be substituted to define specific responsibilities, and current pay levels will not be reduced.

The new system will also benefit the University by creating greater flexibility for departments to define their organizational structures, providing a vehicle for the University to be more competitive in relevant job markets, and enabling the entire UM System to operate under more consistent pay philosophies and practices.

As UMSL looks ahead to anticipated implementation in approximately July 2013, Human Resources will continue to communicate changes, consider the effect of these changes on departments and employees, and facilitate the migration to the new system. Specific questions about GGS may be directed to Erik Smetana (x5381 erik@umsl.edu) or Tara VanDeVoorde (x5258, tara@umsl.edu).

HR SERVICE SURVEYS

To help Human Resources improve service to the campus, we will begin sending out HR Service Survey questionnaires in late October or early November to employees who have had significant interaction with one of our functional areas (payroll, records, benefits, recruitment, compensation, volunteer services, training, employee relations, front office). Employees receiving a questionnaire will be asked to provide their candid assessment of our interactions with them over the past year in the functional area referenced in the invitation email. Survey comments will be used as a major component of our annual self-assessment, and responses will be kept anonymous. Depending on your level of interaction with the Human Resources office, you may receive more than one invitation. It should take less than ten minutes to complete each survey.

Any questions regarding the survey, please contact Erik Smetana (ext. 5381, erik@umsl.edu).

FACULTY EXIT INTERVIEWS—PROCESS CHANGE

Beginning in October, the Human Resources office will start conducting exit interviews for faculty in addition to the exit interviews they currently conduct for staff. The exit interview process will be managed electronically, anonymously, and with user ease in mind through Qualtrics – an online survey tool. If you are an exiting faculty member or in a department with an exiting faculty member please contact Erik Smetana (ext. 5381, erik@umsl.edu) or Tara VandeVoorde (ext. 5258, tara@umsl.edu) to initiate the exit interview process.
**TIME OFF FOR VOTING**

With the presidential election coming up on November 6th, a quick review of HR Policy 411 on voting as explained in the Staff Handbook is in order:

*If you are eligible to vote in any local, state, or national election in the State of Missouri, you will normally be able to vote before or after work. If your hours of work give you three successive hours on election day, between the opening and closing of the polls when you are not on duty, you will not be eligible for any paid time off for the purpose of voting. However, if such a three-hour period cannot be achieved in this manner, you will be excused from your duties for a period of time for voting, not to exceed three successive hours, including off-duty time, between the opening and closing of the polls on the day of election.*

*When scheduled working time is involved, you will be paid for that time that it is necessary to be absent provided that you have requested permission prior to election day.*

**INCLEMENT WEATHER REMINDER**

In the event of severe weather, the campus is open unless and until an official announcement is made that the campus is closed. Notification announcements normally will be placed for day and evening closings by 6:00 a.m. and for evening only closings by 3:00 p.m. Radio stations, KWMU, (FM 90.7), and KMOX (AM 1120) and television stations KTVI (2), KMOV (4), and KSDK (5) will be notified of the closing. An announcement will be placed on the home page of the UMSL website (www.umsl.edu), on Facebook and Twitter, on the UMSL Inclement Weather Line (314-516-4636), and all voice mailboxes. The campus general phone number (314-516-5000) will include a prompt to the Inclement Weather Line.

For evening only closings, University Police will issue a notice using the campus emergency notification system.

**HOLIDAY SCHEDULE**

With the exception of designated departments, the campus will be closed from Monday, December 24, 2012 through Tuesday, January 1, 2013, inclusive. Christmas and New Year’s are paid holidays. Employees may use accrued vacation, personal days, their volunteer day (employees must submit verification from the community agency) or excused absence without pay for December 24, 26, 27, 28, and 31. Employees must obtain prior supervisory approval for all days off whether paid or unpaid, which are not paid holidays. Bi-weekly paychecks will be direct deposited on Wednesday, December 19, 2012 and monthly paychecks will be direct deposited on Friday, December 21, 2012. Human Resources will be closed during the holiday period.
EMPLOYEE VOLUNTEER PROGRAM

All full-time UMSL staff employees receive up to eight hours of paid time off per year to volunteer for qualifying volunteer organizations in the Greater St. Louis area. The time may be taken in half day or whole day increments during regular working hours (Monday-Friday 8:00 am-5:00 pm) subject to pre-approval by the employee’s supervisor and the volunteer organization to which the time is being donated. Employees may use their volunteer day during the holiday break (December 24, 26, 27, 28 and 31); employees must submit verification of this day from the community agency.

Many campus departments are spending their day together, volunteering at a local organization. What a great opportunity for team-building by serving others!

Need some ideas on how to spend your day?

OCTOBER

Wednesday, October 31 (Halloween)
1:00-4:00 pm Lutheran Senior Services at Breeze Park
Halloween Party Assistant
600 Breeze Park Drive
St. Charles, MO
Help the residents of Breeze Park Senior Living Community celebrate Halloween during a party from 1:00 – 4:00 p.m. Volunteers are needed to help with decorations, assist less mobile residents with getting to the party; serving food and joining in the fun. There will be plenty of opportunity for friendly visiting.
Contact: Pam Gordon at 314-262-8206 or Pgordon@LSSLiving.org

NOVEMBER

Friday, November 9 (Tentative)
Time: 7:30am - 3:30pm (Must commit to a FULL day)
Build Day - Location TBD
Habitat for Humanity St. Louis
Space is limited. Reserve your spot by calling Volunteer Services @ 4106

Thursday, November 15
Two shifts : 9:00 am-12:30 pm and 12:30-3:30 pm
Juvenile Diabetes Research Foundation
Heart of the Home Kitchen Tour
The volunteers are needed in the kitchens to greet guests and check tickets, serve food tastings and keep a general eye out that everyone stays in the perimeter the homeowner has set.
Laura Roeder JDRF Government Relations 314-748-7067 metrostlouisvol3@jdrf.org

For a complete calendar of volunteer opportunities: EVP Calendar

For a listing of approved organizations: EVP Volunteer Organization Database.

If you are interested in a particular opportunity—please remember to gain your supervisor’s approval prior to volunteering. Employee Approval Form
Healthy for Life, the faculty and staff wellness program, will be posting campus trail maps in the coming weeks. Be sure to check out the UMSL and Healthy for Life website www.wellness.umsystem.edu or checkout http://www.umsl.edu/services/hrs/Current%20Employees/employeewellness.html to catch a glimpse and make plans to start your own walking group. You can obtain a free walking group kit by emailing wellness@umsystem.edu. If you prefer to walk the trails without a group, you can sign up for the Million Step Pedometer Program and earn prizes for your progress by emailing wellness@umsystem.edu.

This project was a collaborative effort from Healthy for Life and UMSL Human Resources with special assistance from Tyler Sanguinette, a Human Resources work study employee, who researched and designed the maps.

Get Moving…Avoid the Flu

Flu shots are now available through Healthy for Life, the faculty and staff wellness program. Mark your calendars for campus flu clinics on Oct. 23rd and 26th. Faculty, Staff and their dependents who are 12 years and older AND are enrolled in a UM Health Care plan can receive a FREE flu shot. To do so, please bring your insurance card (for each individual receiving the vaccine) and a completed Flu Consent Form.

Not a UM Health Care plan enrollee? That’s ok; those 12 years and older can still receive the vaccination. Please bring $15 (cash or check made payable to Healthy for Life), as well as a completed Flu Consent Form.

Oct. 23
9 a.m.—2 p.m.
Marillac Hall, Boeing Room

Oct. 26
8 a.m.-12 p.m.
Missouri Institute of Mental Health, Conference Room

Flu shots are sponsored by the University of Missouri System’s myTotal Rewards, Healthy for Life, and the UM Faculty and Staff Benefits Office.