



# THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - April 2002

## WELCOME! NEW EMPLOYEES

Cynthia Bertram, Graph Designer, Printing & Graph  
Sheryl Corce, Secretary, Teaching & Learning  
Patricia Davis, Admin. Assoc. I, Coll of Education  
Christine Flavin, Sr. Secretary, Art/Art History  
Jeanette Gazda, Sr. Secretary, Educ. Leadership  
William George, Dev. Officer, University Relations  
Edward Hendrix, Data Base Prog/Analy-Spec, ITS  
Chantay James, Word Process Oper I, Coll of Ed  
Mary Kunstmann, Tech Train, Cont. Education  
James Linsin, Counseling Psychol, Couns Scvs.  
James Lunceford, Term Svc Custodian, Cust Scvs  
Danielle Myers, Admin. Secy, University Relations  
Phyllis Rea, Office Supp Staff II, Cont. Education  
Amy Tenney, Day Care Asst, Student Health Scvs  
Ellen Younger, Patient Scv. Rep, Optometry  
Amanda Wood, Staff Nurse, Student Health Svcs

*New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Alicia Winchester, 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. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805.*

## PROMOTIONS/TRANSFERS

Patricia Mayberry, Secretary, Chemistry to  
Sr. Secretary, Teaching & Learning  
Mathew Randolph, Term. Technical to Department  
Specialist, KWMU  
Christopher Scheetz, Site Supervisor to Supervisor  
Instructional Computing, ITS  
Maria Taylor, Department Asst. to Administrative  
Asst., Optometry  
David Whittaker, Announcer to Traffic Coordinator,  
KWMU

## SERVICE AWARDS BANQUET CANCELLED

Due to budgetary constraints, there will be no service awards banquet in 2002. Departments are strongly encouraged to develop activities to recognize their awardees.

## OVERTIME AND COMPENSATORY TIME

With the implementation of the Peoplesoft payroll system, it is essential that all employees, particularly those individuals designated to enter payroll information for their departments, understand the University policies on Overtime and Compensatory time which apply to most non-exempt (hourly) employees.

According to HR 211, a non-exempt employee must be paid at the rate of one and one-half times his or her regular rate of pay for all hours worked for the University in excess of 40 hours in a standard workweek (Sunday through Saturday), regardless of whether the employee has full-time or part-time status. Hours worked include all time off with pay, **except for compensatory time**. For purposes of calculating overtime, **hours cannot be averaged over the two week pay period**. For example, an employee may only work 50 hours over the two week pay period, but if 45 hours of that time is in one week, the employee must be paid five hours at the overtime rate.

According to HR 215, departments may give non-exempt employees compensatory time off in lieu of overtime pay at a rate of one and one-half hours for each hour of overtime worked. To do so, the department must have previously obtained approval from the Chancellor or her designee, and the department and the employee must agree to substitute compensatory time off for overtime pay **before the employee engages in work** during the overtime period. Although it is not required by University policy that this agreement be in writing, it is highly recommended. Compensatory time may be used at the discretion of the employee, but only with prior supervisory approval. Employees may accumulate a maximum of 45 hours of compensatory time. Upon resignation or termination, payment for all accumulated compensatory time will be made in one lump-sum payment.

## NEW MANAGER WORKSHOP

Human Resources is offering a **New Manager Workshop** on Tuesday, April 23, 2002, from 8:30 a.m. to 5:00 p.m. in the Human Resources Training Room, 222 General Services Building. Drinks and snacks will be provided throughout the day. Lunch will not be provided. Topics to be covered include:

**Employment Laws:** Overview of the employment laws and regulations from equal employment and affirmative action through the laws governing pay and benefits; common law affecting employment; avoiding personal liability.

**Hiring Process:** Hiring procedures and policies; interviewing techniques; reference checking; applicable forms; available resources.

**Positive, Effective Performance Appraisals:** The performance appraisal process and forms; motivating and developing staff; setting realistic and measurable job expectations; handling the performance appraisal meeting.

**Understanding and Applying University Policies:** The purpose, application and benefits of the most important University policies; accompanying practices.

**Coaching and Counseling:** Coaching, motivating; disciplining; a progressive system for resolving problems; assessing the risks; preparing for the consequences; using the grievance process to your advantage.

**FMLA, ADA, Worker's Compensation, Other Benefit and Leave Issues:** The benefits to which your employees are entitled; how their use can affect your ability to manage your department. Legal rights, responsibilities and pitfalls.

**Valuing and Managing a Diverse Workforce:** Diversity as an asset to the university. The impact of personal styles, perceptions and beliefs on the overall mission and success of the organization.

If you have not received an invitation but are interested in attending, you may register by contacting *Nancy Draper*, at extension 5805, by April 15, 2002.

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## DEVELOPING GOOD WORK (AND LIFE) HABITS

Most of us have heard of Steven Covey's book, The Seven Habits of Highly Effective People, but many are not familiar with his seven principles or disciplines. The brief summary which follows cannot sufficiently tell us how to incorporate them into our work and our lives, but hopefully it will encourage us to reflect on and compare our own work (and life) habits.

The first three habits are necessary to self mastery and true independence. Covey defines them as:

- ***Being proactive*** - taking initiative, control and responsibility; being accountable.
- ***Beginning with the end in mind*** - starting with a clear understanding of your destination; establishing a personal mission statement and not allowing your daily activities to distract you from it.
- ***Putting first things first*** - assigning priorities. More importantly, exercising the self discipline to carry out activities in the priority order you established; delegating or discarding as necessary.

Habits four, five and six are based on what Covey calls "effective interdependence":

- ***Thinking win/win*** - seeking mutual benefit in human interactions, refusing to accept anything else.
- ***Seeking first to understand, then to be understood*** - listening empathically, accepting the speaker's frame of reference then couching your ideas in that context.
- ***Synergizing*** - being open to and valuing new and different ideas, opinions and approaches; being willing to incorporate them into your creative thought process.

The seventh habit, Covey refers to as ***sharpening the saw***. This is the habit of self-renewal and continuous self improvement, the discipline of stepping back to see the forest beyond the trees. It is the habit that makes it possible for us to grow, to change and to more effectively exercise the other six habits.