



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - August 2000

WELCOME! NEW EMPLOYEES

Pamela Bergman, Switchboard Operator, Telephone Services
 Christopher Carter, Library Asst. I, Libraries
 Rosemary Coffey, Department Asst., Continuing Education
 Sheila Haar, Development Officer, University Relations
 Lisa Henry, Department Asst., Teaching & Learning
 Dana Kwarteng, Secretary, Teaching & Learning
 Michael Lascola, User Supp. Anal. - Entry, Campus Comput
 Cher Lowther, Development Officer, School of Ed/Univ Rel
 Timothy Orr, Sr. Psych. Tech, Psychology
 Annie Sarley, Department Assistant, Bookstore
 Shelby Schaefer, Department Assistant, Optometry
 Tonya Stallings, Editor, University Communication
 Donna Thomas, Admin. Assoc. I, Education

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with initial orientation or new hire paperwork, contact John Tighe, ext. 5381. For questions concerning benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, contact Deborah Burris at ext. 6843 For exit interviews, contact Alicia Winchester at ext. 5258.

PROMOTIONS/TRANSFERS

Edward Black, MSA to MB, Facilities Services
 Tanjela Brooks, Dept. Asst. to Admin. Secy, Business Services
 Lisandra Carmichael, Libr Asst. I to Libr Asst. II, Libraries
 Angela Cooley, Clerk Typ II, Inter Stud to Dept. Asst., Stud Act
 Larry Crews, MSA to Aut. Control Mech., Facilities Services
 Shanta Miller, Dept. Asst. A & S to Dept. Asst., Even College
 Ruthann Perkins, Exec Staff II to Asst. to Dean, College A & S
 Jim Rhodes, Library Asst I to Library Asst II, Libraries
 Todd Taylor, Coord. Alumni Chap to Adm. Coun, Honors Coll
 Robert Thurman, Dept. Spec. to Market Outreach Mgr., KWMU
 Barbara Trauterman, Sr. Secy, Athletics to Dept. Asst, Even Coll

2000 SERVICE AWARDS RESCHEDULED

The 2000 Service Awards Ceremony and dinner which was originally scheduled for September 13 has been rescheduled due to the delay in the opening of the Millennium Student Center. **The 2000 Service Awards Ceremony is now scheduled for Friday, November 10.**

VISION CARE BENEFITS

The University of Missouri offers a vision care savings program to employees and retirees. The following options are available:

- The School of Optometry offers an annual comprehensive eye exam for \$25 to all employees and their immediate family members. One pair of eyeglasses per year can be purchased at a 50% discount with a \$15.00 copayment, and there is a 20% discount on additional eyeglasses and contact lenses. Contact lense fitting exams and starter solutions are discounted 50%.
- GHP participants can get one eye exam per calendar year at network provider locations for \$15.
- Choice Plus and Select Plus participants can receive discounts on the cost of an eye exam, up to 50% on glasses and 20% on nondisposable contacts through the Express Scripts Value Rx Vision Savings Program. A list of providers is available at 800-424-1155 or from the Human Resources Department.
- Employees and their family members enrolled in Choice Plus can also receive discounts from Crown Optical.

If you have questions regarding vision care benefits, please call *Michelle Brandon at ext. 5806.*

CHANCELLOR'S AWARD FOR STAFF EXCELLENCE

At the State of the University Address scheduled for September 13, Chancellor Touhill will present three awards to outstanding UM-St. Louis staff members. These \$1,000 awards, which are intended to recognize individual staff contributions to the University, will be given to one individual in each of three staff categories; administrative/professional, office technical, and service/maintenance.

Employees and students are encouraged to nominate staff who have made significant contributions to the University. All regular, full-time staff, except those who have won the award in the past 3 years, are eligible for nomination. Awardees must have regular, full-time status at the time of the awards presentation. Self-nominations will not be accepted.

Nomination forms have been delivered to each department and placed in high traffic areas. The nomination forms include criteria for nomination/selection and instructions for submitting nominations. Additional forms are available from the Human Resources Department. **The deadline for accepting nominations is August 16.**

HEALTH INSURANCE BENEFITS CHANGE

Some UMSL employees will experience a change in health insurance coverage effective January 1, 2001 when the Select Plus POS and the Group Health Plan HMO (GHP) are eliminated and replaced by the Choice Plus plan.

As the provider network for Choice Plus has continued to grow and new enrollments in Select Plus have continued to dwindle (7% of the total at UMSL), the University of Missouri has decided to eliminate Select Plus and replace it with Choice Plus. However, the only change that most Select Plus participants will notice in transferring to Choice Plus is the flexibility of being able to visit a specialist without a referral from a primary care physician. Few Select Plus participants will even have to change physicians because the Choice Plus plan offers a broad network of providers which includes virtually all of the Select Plus providers. The premium rates for Choice Plus are the same as for Select Plus.

GHP has decided to terminate its agreement with the University of Missouri because increasingly low enrollment (5% of new enrollments in FY '99-'00) has made it prohibitively expensive to administer the plan.

Participants in Select Plus and GHP will be transferred automatically to the Choice Plus plan. Participants will not be required to complete an Enrollment/Change Form unless they wish to enroll in the Catastrophic plan, to cancel their coverage, or change their current levels of coverage.

Participants will receive a special mailing detailing the changes. Employees with additional questions about their insurance coverage, may contact *Michelle Brandon* at ext. 5806 or *Joann Westbrook* at ext. 5639.

PAYROLL DIRECT DEPOSIT BECOMES A REQUIREMENT

University of Missouri Policy HR 224 was revised in July 2000 to state, "Employee payroll funds are required to be deposited directly to a financial institution specified by the employee". As a result, all employees (including student, work-study and term employees) must enroll in the University of Missouri's Direct Deposit program. The enrollment deadline for the University of Missouri-St. Louis has been established as November 1, 2000. After that date, **employees must have a Direct Deposit account in order to be paid.**

To help employees select a checking or savings account to which their paycheck can be deposited, a Direct Deposit Fair will be held in the University Center lobby and atrium (between the Underground and the University Center lobby) from 11:00 a.m. to 3:00 p.m. on August 31 and in the University Center atrium from 11:00 a.m. to 3:00 p.m. on September 1. Representatives from United Missouri Bank, Commerce Bank, Firststar Bank, and the Mizzou Credit Union will be present. Direct Deposit forms (UM 32B) will be available at that time. Employees with a checking or savings account who wish to enroll in Direct Deposit before that time may obtain a Direct Deposit form from the Human Resources Department.

TIME-OFF FOR VOTING

With the primary election coming up on August 8th, 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. If however, 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 part of the time it is necessary to be absent **provided, however, that you have requested permission in advance to be absent from work for the purpose of voting.***

Your supervisor shall have the right to specify the time when you shall be relieved from duties and services so as to provide the three successive hours for voting.