



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - December/January 2000-2001

WELCOME! NEW EMPLOYEES

Henry Belton, Term Service, Custodian, Custodial Services
Oliver Bopp, MSA, Facilities Services
Anlo Brown, Secretary, Chemistry
Eugene Carroll, MSA, Facilities Services
Timothy Grumich, Admin. Assoc. I, Bookstore
Jean Haughton, Dept. Asst., Business Services
Amanda Hawkins, Dept. Asst. Cont. Ed., Microcomputing
Ana Inocentes, Dept. Asst., Optometry
Karen Lynch, Dept. Asst., Career Services
Elvir Mandzukie, Dept. Spec., Teaching & Learning
Jan Petorak, Dept. Asst., Biology
Jacqueline Sanders, Dept. Asst., Educ. Psych. Res. & Eval.
Susana Torres, Term Service, Custodian, Custodial Services

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact John Tighe, ext. 5381. 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

Mary Fowler, Mgr. User Supp Svcs to Assoc. Dir., User Svcs.
Janice McNutt, Term Scv. Custodian to Custodian, Cust. Svcs.
Shanta Miller, Dept. Asst., Evening Coll. to Dept. Asst., A & S
Michael Perkins, MSA to Bldg. Maint. Mechanic, Facilities
Floyd Welsh, Sr. Cont. Ed. Coord., Term to Regular
Charles Wilson, Admiss. Coun. to Sr. Cont. Ed. Coord., Cont. Ed.

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Monday, December 25, 2000 through Monday, January 1, 2001. Christmas and New Year's holidays are paid holidays. Both holidays fall on Monday. Employees may use accrued vacation or personal days, if available, for December 26, 27, 28 and 29. If no paid days are available, employees may take those days as unpaid time off. Employees must submit a Report of Absence (Form 60) for all days off, whether paid or unpaid, which are not University paid holidays. **Human Resources will be open from 9 a.m. to noon on December 26, 27, 28 & 29.**

DECEMBER/JANUARY HR TRAINING

*Hiring Process - December 6th
Benefits - Life Events - December 7th
Sexual Harassment - December 7th
Understanding Worker's Compensation - January 23rd*

DEBORAH BURRIS MOVES TO OEO

In the midst of congratulating everyone else, we neglected one of our own. Deborah Burris was appointed by Chancellor Touhill to the position of Interim Director of the Office of Equal Opportunity, effective September 25, 2000. Deborah had served as Manager of Employee Development/Relations in the Human Resources Department since April of 1998. For eight months prior to that, she had filled in as Interim Director of Human Resources. Before coming to Human Resources, Deborah had served for several years as Assistant Director in the Office of Equal Opportunity on this campus and had held other administrative positions in Affirmative Action and Admissions at the Columbia and Rolla campuses. Needless to say, we extend our congratulations and best wishes!

WEATHER PROCEDURES REMINDER

In the event of severe weather conditions, keep in mind the following procedures:

1. The campus is open unless and until an official announcement is made that the campus is closed. Radio stations KTRS (AM 550), KWMU (FM 90.7), KMOX (AM 1120) and television stations KTVI (2), KMOV (4), KSDK (5) and KDNL (30) will be notified of the closing. An announcement will be placed on the UMSL Information Line, 314-516-INFO (4636), the general telephone number for the campus (314-516-5000), and all voice mailboxes.
2. Regular employees who would have been scheduled to work during the time the campus is closed, will receive their regular rate of pay for that time. Non-exempt employees should write "snow" in the "Other" column on their Time Records for that date.
3. Designated essential personnel in selected units may be required to work even when the campus is closed.
4. If the campus is not closed, but your supervisor excuses you from coming into work or allows you to leave early due to weather conditions, you must account for your time by submitting a Report of Absence (Form 60) specifying personal/vacation time or excused absence without pay. If you cannot make it into work due to inclement weather, you may not take a sick day unless a personal or family illness requires it. Taking a sick day for other reasons may result in disciplinary action, and you will not be paid for the sick day. Your supervisor may require a doctor's statement if you use a sick day.

JANUARY - JULY 2001 PAYROLL SCHEDULE*

Bi-Weekly

MONTH ENDING	PAY PERIOD	ROSTERS DUE	PAY DATE
January	December 23, 2000 January 06, 2001 January 20, 2001	December 21, 2000 4:30 January 09, 2001 Noon January 23, 2001 Noon	January 03, 2001 January 17, 2001 January 31, 2001
February	February 03, 2001 February 17, 2001	February 06, 2001 Noon February 20, 2001 Noon	February 14, 2001 February 28, 2001
March	March 03, 2001 March 17, 2001	March 06, 2001 Noon March 20, 2001 Noon	March 14, 2001 March 28, 2001
April	March 31, 2001 April 14, 2001	April 03, 2001 Noon April 17, 2001 Noon	April 11, 2001 April 25, 2001
May	April 28, 2001 May 12, 2001	May 01, 2001 Noon May 15, 2001 Noon	May 09, 2001 May 23, 2001
June	May 26, 2001 June 09, 2001	May 29, 2001 Noon June 12, 2001 Noon	June 06, 2001 June 20, 2001
July	June 23, 2001 July 07, 2000	June 26, 2001 Noon July 10, 2001 Noon	July 04, 2001 July 18, 2001

Monthly

CUT-OFF DATE	PAY DATE
January 05, 2001	January 31, 2001
February 09, 2001	February 28, 2001
March 09, 2001	March 30, 2001
April 09, 2001	April 30, 2001
May 07, 2001	May 31, 2001
June 11, 2001	June 29, 2001
July 10, 2001	July 31, 2001

***Note: Schedules subject to change based upon PeopleSoft implementation.**

PROMOTIONS AND TRANSFERS DURING THE PROBATIONARY PERIOD

According to HR 109, "Transfers and promotions during a probationary period will be subject to an administrative determination by Human Resources". Because of the increasing number of employees applying for posted positions during their probationary employment periods and the considerable time and expense involved in hiring, orienting and training new employees, Human Resources has decided to exercise this option and restrict transfers and promotions for all probationary employees. Although, with the permission of the originating department, an employee may apply for another position during his or her probationary employment period, he or she will not be allowed to transfer into a position in another department during the probationary period unless and until a replacement has been hired and trained to the satisfaction of the originating department.

RESPECTING DIVERSE HOLIDAY OBSERVANCES

As the holiday season approaches, it is important to remember that the University expects each employee to act in a manner which recognizes and respects the differences among our students and employees. To assist in this process for employees, HR Policy (HR401) states that "time off to observe special religious holidays may be permitted by an employee's supervisor, but must be charged to accumulated vacation, taken as personal days, or treated as an excused absence without pay."

Listed below are some dates/observances which may help employees and supervisors to refine their plans for the next few months:

November 27	Ramadan (30 days)
December 8	Feast of the Immaculate Conception
December 12	Festival of Our Lady of Guadalupe
December 22	Hanukkah (8 days)
December 25	Christmas
December 26	Kwanzaa (7 days)
January 15	Dr. Martin Luther King Jr. observance
January 24	Chinese, Korean and Vietnamese New Year (Year of the Snake)