



THE H. R. RECORD

A publication of Human Resource Services, UM-St. Louis - December/January 1999-2000

WELCOME! NEW EMPLOYEES

Barbara Brown, Dev. Officer, University Relations
Marsha Clark, Project Director, Teaching & Learning
Jeffrey Dinkelmann, MSA, Facilities
Eugene Ford, Term. Service Custodian, Custodial Services
Dora Griffin, Dept. Assistant, Accounting
Dorothy Hatter, Dept. Assistant, Business Services
Wendy Hyman-Fite, Manager Inst. Dev., Cont. Ed. & Outreach
Joseph Middleton, MSA, Facilities
Kathleen Pisarkiewicz, Admin. Asst., Continued Education
Azil Abdul Rahim, Term. Technician, Administrative Services
Raja Intan Soffinas Rajasukri, Dept. Asst., SWB Telecommunity
Joseph Rodebaugh, Dept. Assistant, SWB Telecommunity Ctr
Stefanie Stricken, Dept. Specialist, Admissions

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

Jeffrey Allison, Software Suppt. Spec. to Data Base Program Anal
David Johnson, Lead MTS to Chiller Tech.
Marty Jones, Site Supv. to Supv. Instructional Computing
Orinthia Montague, Dept. Asst. to Student Scvs. Coordinator
Laura Patterson, Microcomp Maint. Tech to Sys Support Anal
Christopher Samples, Const. Project Mgr to Sr. Const. Project Mgr.
Lois Thomas, Term. Clerical to Dept. Asst.
Kelly Turner, Part-time to Full-time Academic Advisor
Jason Ulrich, Dept. Assistant to Dept. Specialist

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Friday, December 24, 1999 through Friday, December 31, 1999. Christmas and New Year's holidays are paid holidays. Since both holidays fall on Saturday they will be honored on Friday. Employees may use accrued vacation or personal days, if available, for December 27, 28, 29 and 30. 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 2 p.m. on December 27, 28 & 29 and 8 a.m. to noon on December 30.

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. That announcement will specify which radio and television stations will broadcast the closing and designate phone numbers where you can call for information.
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 you or one of your children are ill. 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 for you or your child if you take a sick day.

SERVICE AWARD GIFTS

Difficulty in affixing the University crest to the Service Award gifts has delayed the distribution of awards for employees with service dates in October and November to approximately December 17.

DO WE HAVE YOUR CORRECT ADDRESS?

In January of 2000, the UM System Payroll office will send out Wage and Tax Statements (W-2s) to all UM employees. If you have recently moved or changed addresses, please make sure we have your current address on file. If we do not, your W-2 may have difficulty finding you. If you need to make an address change, please call us at ext. 5237 for a Change of Address form or make the change on the web at <http://www.umsystem.edu>, under Web Applications, then go to Employee info.

SOCIAL SECURITY WAGE BASE RISES FOR 2000

The Social Security Administration has announced that the 2000 social security wage base will be \$76,200, an increase of \$3,600 from the 1999 wage base of \$72,600. As in prior years, there is no limit on the wages subject to the Medicare tax, therefore all covered wages are still subject to the 1.45% tax. The FICA tax rate, which is the combined social security tax rate of 6.2% and Medicare tax rate of 1.45%, remains at 7.65% for 2000. The maximum social security tax employees will each pay in 2000 is \$4,724.40. This is an increase of \$223.20 for the 1999 maximum of \$4,501.20. Please contact Errol Benson in the Payroll office at 516-5803, if you have additional questions.

1999-2000 TRAINING

REMINDER! Don't forget to register for a variety of training classes for 1999-2000 sponsored by Human Resources. If you have not seen the training brochure for the new millenium, contact Nancy Draper at ext. 5805 or Karen Cedeck at ext. 5238.

To register for courses:

Complete all of the requested information below and send the completed form to: **Human Resources Training**, 222 GSB
For more information, call ext. 5805 or 5238

Name: _____

Department: _____ Ext.: _____

Campus Mailing Address: _____

Please place an X by the course(s) and circle the date you wish to attend:

MANAGEMENT FOCUS (3 hrs)

- ___ Understanding & Applying Univ. Policies, **Jan 19, Jan 26, Feb 24, Feb 28, Mar 6**
- ___ Payroll Process, **Dec 2, Feb 1, Feb 2**
- ___ Employee Records, **Feb 3, Feb 8**
- ___ The Hiring Process: Recruitment/Interviewing, **Feb 1, Feb 2, Mar 15**
- ___ The Hiring Process: Selecting Quality Applicants, **Feb 8, Mar 2**
- ___ Laws Prohibiting Employment Discrimination, **Jan 26, Apr 6**
- ___ Laws Regulating Pay & Benefits, **Feb 9, Feb 10, Mar 9, Mar 14**
- ___ Coaching and Counseling: Motiv. and Reward, **Feb 9, Feb 10, Mar 8**
- ___ Coaching and Counseling: Performance Based Discipline, **Feb 17, Mar 1**
- ___ Preparing the Performance Appraisal, **Feb 15, Feb 16**
- ___ Conducting the Performance Appraisal, **Dec 1, Feb 22, Feb 23**
- ___ Conflict Resolution, **Dec 7, Dec 8, Jan 25, Jan 27**
- ___ Understanding Worker's Compensation, **Dec 10, Dec 14, Feb 16, Feb 17**

WORKPLACE FOCUS (2-3 hrs)

- ___ Workplace Safety : Office, Classroom & Parking, **Dec 7, Dec 8, Mar 7, Mar 8**
- ___ Occupational Safety & Health, **Dec 9, Dec 10, Mar 9, Mar 14**
- ___ Getting Things Done, **Mar 7, Mar 10**
- ___ Reorientation, **Jan 19, Jan 20**
- ___ Managing Technology In The Workplace, **Jan 28, Feb 18**
- ___ Representing the University - Customer Service, **Jan 25, Jan 26**
- ___ Stress Management, **Dec 1, Feb 3**
- ___ Diversity Awareness: Sexual Orientation, **Dec 6, Mar 2, Apr 3**
- ___ Diversity Awareness: Sexual Harassment **Dec 9, Jan 25, Mar 1, Mar 23**
- ___ Diversity Awareness: Cultural/Racial Awareness **Feb 18, Feb 24**
- ___ Diversity Awareness: Disability Awareness, **Feb 4, Feb 15**
- ___ University Benefit Programs, **Feb 22, Feb 23**

December/January, 99-00