

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

January-February 2004

WELCOME! NEW EMPLOYEES

Brian Allen, System Administrator-Expert, ITS
Jean Peters Baker, Prog Coordinator, Sue Shear Instit
Brian Bange, Admissions Advisor, Admissions
Holly Barry, Office Supp Staff II, Optometry
John Brooks, MSA, Facilities Services
Chris Burkett, Groundskeeper, Grounds
James Campbell, Supv. Audio Sys, Performing Arts Ctr
Steve Chapman, LAN Engineer-Spec, ITS
Deborah Coleman, Custodian, Custodial Services
Timothy Connor, Term Admin/Prof, Admissions
Cherye Culberson, Food Scv Worker I, Univ. Child Dev
Jerry Dunn, Psychologist, Psychology
Albert Ellis, Term Svc Custodian, Custodial Services
Roy Ewing, Custodian, Custodial Services
Andrea Finley, Preschool Aide, Univ Child Dev Center
Oscar Garner, MSA, Facilities Services
Ceylon Hayes, Ticket Seller, Performing Arts Center
Christine Hernandez, Office Supp Staff II, Univ. Advising
Patricia Hinton, Administrative Assistant, Biology
Eric Hunt, Painter, Facilities Services
Darryl Lee, Term Scv Custodian, Custodial Services
Sandra Lewis, Admin. Asst., Educ., Teaching & Learning
Laura Locke, Office Supp Staff II, Educ. Leadership
Robert Mayo II, Bus. Fiscal Oper Spec, Evening College
Lesla Meierotto, Office Supp Staff III, Education
Michelle Osburn, Ticket Seller, Performing Arts Center
Laura Presley, System Support Analy Specialist, ITS
Brian Shelton, Custodian, Custodial Services
Larry Simon, Custodian, Custodial Services
Kelly Southall, Office Supp Staff III, English/History
Scott Stewart, Ticket Seller, Performing Arts Center
Maxine Thompson, Office Supp Staff I, Residential Life

PROMOTIONS/TRANSFERS

Charmaine Henson, Admin Asst, Chem to Sr. Sec, Biochemistry
Randall Lahl, Cust Svc Rep to Supv Print Svcs, Print & Graph
Francis Pfam, Sales Representative to Sales Manager, KWMU

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, 5805.

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for November was Maryann Hemen. Maryann was chosen for best exemplifying the November theme of "Excellent Teamwork". Maryann is a Secretary in the Biology department. Comments made about Maryann included; "Maryann is the oil that makes the department run smoothly", "she knows how to do every job and she is always ready to serve as coach and back-up to every critical function", "she takes the initiative to do what needs to be done in all cases, and always stands in the background while others are praised for their noteworthy accomplishments".

The UMSL Riverstars Employee of the Month winner for December was Donna Kramer. Donna was chosen for best exemplifying the December theme of "Loyalty & Dedication to the University". Donna is a Coordinator of Laboratory Operations in the Chemistry and Biochemistry department. Comments made about Donna included, " Donna has taken on a substantial amount of additional work for little additional compensation, "Donna is always ready to take on whatever will benefit the department she serves", "she is highly organized and efficient and is always friendly and willing to help especially after the merger of Chemistry and Biology storerooms".

Maryann and Donna received \$100 gift certificates, commemorative plaques and automatic nominations for the Chancellor's Award for Staff Excellence.

POLICY REVISIONS

The University announced clarifications of the following Human Resources Policies effective December 1, 2003:

HR 114 Release of Employee Information - included references to public information requirements.
HR 402 Holidays - .75-.99 FTE employees receive prorated holiday pay.
HR 409 Work Incurred Injury or Illness - employees must be in pay status to be paid holiday pay.
HR 412 Funeral Leave - .77-.99 FTE employees are eligible for prorated funeral leave.

For more information, visit the University of Missouri website at www.system.missouri.edu/hrs/manual/index1.htm

CHANGE TO ACCRUAL PROCESSING EFFECTIVE JANUARY 2004

In preparation for future enhancements and to simplify the math, the vacation and sick leave accrual rates and balances will be modified to show only two decimal places. Following is a summary of the changes to the accrual rates that will occur beginning with the second biweekly check in January (01/28/2004 check date for the 01/04/04-01/17/04 pay period). If you have any questions, please contact Errol Benson, ext. 5803.

Non-exempt vacation accrual - up to 5 years service:
changes from 1.846154 Hrs/Wk to 1.850000 Hrs/Wk

Exempt vacation accrual - up to 5 years service:
changes from 11.333333 to 11.340000 Hrs/Month

Non-exempt vacation accrual - 5 to 15 years service:
changes from 2.615385 Hrs/Wk to 2.620000 Hrs/Wk

Exempt vacation accrual - 5 yrs and more service:
changes from 14.666667 to 14.670000 Hrs/Month

Non-exempt vacation accrual - 15 yrs and more service:
changes from 3.384615 Hrs/Wk to 3.390000 Hrs/Wk

Exempt sick leave accrual remains at 8.000000 Hrs/Month

Non-exempt sick leave accrual:
changes from 1.846154 Hrs/Wk to 1.850000 Hrs/Wk

January-June 2004 Bi-Weekly Payroll Schedule

<u>MONTH</u>	<u>PAY PERIOD ENDING (SAT)</u>	<u>WebTime Opens</u>	<u>WebTime Closes</u>	<u>PAY DATE</u>
January	Dec 20, 2003			Dec 31, 2003
	Jan 03, 2004	Jan 02, 2004 6am	Jan 06, 2004 5pm	Jan 14, 2004
	Jan 17, 2004	Jan 16, 2004 6am	Jan 20, 2004 5pm	Jan 28, 2004
February	Jan 31, 2004	Jan 30, 2004 6am	Feb 03, 2004 5pm	Feb 11, 2004
	Feb 14, 2004	Feb 13, 2004 6am	Feb 17, 2004 5pm	Feb 25, 2004
March	Feb 28, 2004	Feb 27, 2004 6am	Mar 02, 2004 5pm	Mar 10, 2004
	Mar 13, 2004	Mar 12, 2004 6am	Mar 16, 2004 5pm	Mar 24, 2004
April	Mar 27, 2004	Mar 26, 2004 6am	Mar 30, 2004 5pm	Apr 07, 2004
	Apr 10, 2004	Apr 09, 2004 6am	Apr 13, 2004 5pm	Apr 21, 2004
May	Apr 24, 2004	Apr 23, 2004 6am	Apr 27, 2004 5pm	May 05, 2004
	May 08, 2004	May 07, 2004 6am	May 11, 2004 5pm	May 19, 2004
June	May 22, 2004	May 21, 2004 6am	May 25, 2004 5pm	Jun 02, 2004
	Jun 05, 2004	Jun 04, 2004 6am	Jun 08, 2004 5pm	Jun 16, 2004
	Jun 19, 2004	Jun 18, 2004 6am	Jun 22, 2004 5pm	Jun 30, 2004

Monthly

January 20, 2004 6am	January 22, 2004 5pm	January 30, 2004
February 17, 2004 6am	February 19, 2004 5pm	February 27, 2004
March 19, 2004 6am	March 23, 2004 5pm	March 31, 2004
April 20, 2004 6am	April 22, 2004 5pm	April 30, 2004
May 18, 2004 6am	May 20, 2004 5pm	May 28, 2004
June 18, 2004 6am	June 22, 2004 5pm	June 30, 2004