

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

January-February 2005

WELCOME! NEW EMPLOYEES

Daniel Abrich, Data Base Prog/Analy-Spec, ITS-User Svcs
Misty Barnwell, Sys Support Analy-Entry, ITS
Charles Bloom, Sys Admin-Specialist, ITS
Tracy Carpenter, Counselor, Multicultural Relations
Susan Dibb, Asst. Coord., Intramural Rec, Intra Rec Sports
Amanda Eddings, Coord. Alumni/Const Rel, Alumni Activities
Dalia Fadel, Database Prog/Analy/Specialist, PAC
Yolanda Flanigan, Admin. Assistant, Optometry
Robert Garrison, LAN Engineer-Entry, ITS
Korliss Green, OSS IV, Student Support Services
Laverne Halcromb, OSS IV, Student Support Services
John Hancock III, Mgr. Animal Welf & Univ. Comp, Research
Maria Hickey, Radio Producer, KWMU
Mary Ann Hollie, Radio Dispatcher, Police
George Huebner, Radio Dispatcher, Police
Susan Knoten, Coord. Stud Fin Aid, Stu Financial Aid
Tamara Kratuchvil, Sr. Grant Writer, Research Admin.
Joshua Lauer, Volleyball Coach, Athletics
Louise Lee, System Supp Analy-Entry, ITS
Victoria Lock, Admin. Secretary, Academic Affairs
Laurie Lombardo, OSSII, Volunteer Services-HR
Kimberly McCoy, Coord. Special Events, Univ. Relations
Carol Raymond, Secretary, PAC
Linda Reich, Sales Representative, KWMU
Sandra Ray, Office Support Staff II, Dean's Office, Evening Coll
Jim Tom, Assoc. Vice Chancellor for Info Technology, ITS
Renee Watson, Office Support Staff II, Career Services
Latoya Wilson, Admin. Assistant, Honors College

New employees, if you need assistance, 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. 5809 or John Tighe, ext. 5381. For exit interviews, contact Nyonia Frye, ext. 5927. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Patricia Knapp, OSSIII, Cont. Ed. to Admin. Asst, Music
Patricia Sanders, Dept. Spec., Optom to OSSII, Ed Leadership
Dena Woods, Secy, Chemistry to Admin. Asst., Art/Art History
Debbie Zboray, OSS II, Stud Supp Scvs to OSS III, Bridge Prog

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for November was Melody Freeman. Melody was chosen for Excellent Teamwork. Melody is an Administrative Associate in the Dean's Office, Continuing Education. Comments made about Melody included; "She has always displayed her willingness to pitch in and do whatever is needed to get the job done", "Melody tends to her responsibilities without hesitation, and is mindful of others in the office who also have tedious responsibilities", "Melody is the division's main source of information when new policies and procedures are being introduced to the campus or the division".

The UMSL Riverstars Employee of the Month winner for December was John Burton. John was chosen for Loyalty & Commitment. Comments made about John included, "He represents the University well in his attitude and work", "John has gone beyond the call of duty many times, "John takes care of things in our building before we ask".

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

EMPLOYEES HONORED FOR SERVICE

The following employee was inadvertently left off of the list of Employees Honored for Service to UM-St. Louis in the last HR newsletter.

Janice White, Optometry, 15 years of service

We regret the omission.

MILEAGE REIMBURSEMENT

Consistent with the IRS rate and University practice, the mileage reimbursement rate for business transportation expenses will be increased from 37.5 cents to 40.5 cents per mile effective January 1, 2005.



THE VOLUNTEERS ARE COMING!

Volunteer Services is excited to announce the arrival of volunteers at UM-St. Louis! Volunteers from the St. Louis community and local high schools (potential UM-St. Louis students!) are being placed in various capacities throughout the campus. These volunteers can easily be identified by their gold volunteer shirts and big smiles. We encourage you to make our volunteers feel welcome as you encounter them around the campus.

If you are interested in utilizing volunteers or see a need for them in another area of campus, please contact Volunteer Services at extension 4106 or visit the Volunteer Services website at www.umsl.edu/services/volunteer.

POLICY CLARIFICATION

On January 12, 2005, the UM System sent an e-mail to all employees announcing that appointment duration for benefits eligibility under *HR 101 Employee Status* had changed from six to nine months. This nine month period is strictly for determining whether an employee is a regular benefits eligible employee (i.e., any employee who is appointed for a period of less than nine months is not eligible for benefits) and does not lengthen the probationary period or in any way limit a regular employee's ability to use and accrue University benefits prior to nine months of service with the University.

LONG TERM CARE INSURANCE

The University offers eligible employees and retirees the opportunity to purchase long term care insurance for qualified expenses in a nursing home or community based care environment for themselves, spouses, parents, grandparents, parents -in-law and grandparents -in-law. Effective June 1, 2005, the University will change carriers for this program from CNA to Met Life. Representatives from Met Life and UM Benefits will be coming to UMSL to explain the change. Sessions will be held in room 222 J.C. Penney according to the following schedule:

Active Employees Not Enrolled – February 28th 9:00 a.m. and 3:00 p.m., and March 1st 11:00 a.m. and 3:00 p.m.

Retirees Not Enrolled – February 28th 1:00 p.m. and March 1st 9:00 a.m.

Currently Enrolled Employees and Retirees – February 28th 11:00 a.m. and March 1st 1:00 p.m.

January-June 2005 Bi-Weekly Payroll Schedule

<u>MONTH</u>	<u>PAY PERIOD ENDING (SAT)</u>	<u>WebTime Opens for Entry</u>	<u>WebTime Closes for Entry</u>	<u>PAY DATE</u>
January	Jan 01, 2005 Jan 15, 2005	Dec 31, 2004 Jan 14, 2005 6am	Jan 04, 2005 Jan 18, 2005 5pm	Jan 12, 2005 Jan 26, 2005
February	Jan 29, 2005 Feb 12, 2005	Jan 28, 2005 6am Feb 11, 2005 6am	Feb 01, 2005 5pm Feb 15, 2005 5pm	Feb 09, 2005 Feb 23, 2005
March	Feb 26, 2005 Mar 12, 2005	Feb 25, 2005 6am Mar 11, 2005 6am	Mar 01, 2005 5pm Mar 15, 2005 5pm	Mar 06, 2005 Mar 23, 2005
April	Mar 26, 2005 Apr 09, 2005	Mar 25, 2005 6am Apr 08, 2005 6am	Mar 29, 2005 5pm Apr 12, 2005 5pm	Apr 06, 2005 Apr 20, 2005
May	Apr 23, 2005 May 07, 2005	Apr 22, 2005 6am May 06, 2005 6am	Apr 26, 2005 5pm May 10, 2005 5pm	May 04, 2005 May 18, 2005
June	May 21, 2005 June 04, 2005 Jun 18, 2005	May 20, 2005 6am Jun 03, 2005 6am Jun 17, 2005 6am	May 24, 2005 5pm Jun 07, 2005 5pm Jun 21, 2005 5pm	Jun 01, 2005 Jun 15, 2005 Jun 29, 2005

Monthly

January 19, 2005 6am	January 21, 2005 5pm	January 31, 2005
February 16, 2005 6am	February 18, 2005 5pm	February 28, 2005
March 21, 2005 6am	March 23, 2005 5pm	March 31, 2005
April 19, 2005 6am	April 21, 2005 5pm	April 29, 2005
May 18, 2005 6am	May 20, 2005 5pm	May 31, 2005
June 20, 2005 6am	June 22, 2005 5am	June 30, 2005

