

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

January-February 2008

WELCOME! NEW EMPLOYEES

Kimberly Allen, Asst to the Dean, Coll of Nursing
Ellen Asher, OSSIII, Continuing Education
Dawn Marie Brokaw, OSSIII, Anthropology
Daniel Contarini, Police Officer, Institutional Safety
Sarah Gadel, Clerk, Registration
Susan Garrett, OSSII, Continuing Education
Katherine Goosby, OSSI, Parking & Transportation
Lee Hasegawa, OSSII, International Studies
Lanita Haynes, OSSIII, Admin Svcs/Auxiliary Svcs
Vincent Lamb, OSSII, Precollegiate Programs
Linda McQuary, Mgr Forensic Operations, CAS
Michelle Pierson, Coord. Alumni Relations, Alumni Activities
Kristina Sue Rhodes, Acad. Advisor, International Studies
Keisha Ross, Mental Health Prof-Therapist, CAS
Thomas Stork, Coord Stud Finc Aid, Stud Financial Aid
Kevin Worthy, Police Officer, Institutional Safety

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Sylvia Poe, ext. 5258 or Erik Smetana, 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 Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. For exit interviews, contact Erik Smetana, ext. 5381. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Mary Birdsong, PT Cust. to Custodian, Cust. Services
Tanika Busch, Adm Assoc to Mgr Bus/Fis Oper, Dean A&S
Vickie Echols, PT Cust. to Custodian, Cust. Services
Lisa McRoberts-Burns, PT Cust to Custodian, Cust. Services
John Mulderig, Asst to the Dean to Asst to Prov-Finc
Cecil Osterhout, PT Cust to Custodian, Cust. Services
Arlene Reeves, PT Cust to Custodian, Cust. Services
Maryann Robinson, Grounds II-Rolla to Cust, Cust Svcs
Petra Rosario, OSSII to Fiscal Asst, Continuing Educ
Spring Schmidt, Res Asst to Proj Dev Spec, Char & Cit

MILEAGE REIMBURSEMENT

Consistent with the IRS rate and University practice, the mileage reimbursement rate for business transportation expenses increased from 48.5 to 50.5 cents per mile effective January 1, 2008.

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for November was Antonio Rosas. Antonio is an Emergency Road Services Driver for the Department of Parking and Transportation. Antonio was chosen for Outstanding Customer Service. Comments made about Antonio included, "He is a team player and supports department goals". "Antonio responds to emergency road service calls immediately, guides customers to their locations and advises them about parking and transportation services". "He is customer oriented, striving to satisfy every need. He brings his own special tools and supplies to provide extra services".

The UMSL Riverstars Employee of the Month winner for December was Robert Malon. Robert is a Security Guard for the Department of Recreational Sports. Robert was chosen for Loyalty and Commitment. Comments made about Robert included, "Bob never talks bad about the university or others. He strives to do a better job. He thrives on responsibility. His advice is sought before anything regarding security is put in motion". "Bob goes out of his way to be extra nice to visitors and is always helpful in pointing them in the right direction".

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

CHANGE TO UNIVERSITY POLICY

HR 507 Conflict of Interest: Effective October 5, 2007, a section on gifts was added. This section restricts University employees from accepting gifts or services for personal use valued at more than \$75.00 from any person or entity outside of the University whose interests may be substantially affected by those employees in the course of their employment. The policy includes exceptions for educational materials that can be utilized on the job; awards or honoraria administered through the University; gifts from relatives; standard food, refreshment, or entertainment received while attending a meeting, conference, or convention; and gifts receiving advance written approval from a General Officer or the President of the University.



FISCAL MISCONDUCT REPORTING LINE

At the end of 2007, the University implemented a 24/7 Fiscal Misconduct Reporting Line (FMRL) for employees to report misconduct such as financial conflicts of interest; disclosure of confidential financial information; violations of policies, regulations, or agreements related to financial reporting; bribes or kickbacks; fraud or theft; misuse of grant or contract funds; and unauthorized alteration or destruction of financial documents. Employees contacting the FMRL may choose to remain anonymous or to identify themselves and can follow up with the FMRL to find out the status of their complaints. The FMRL may be accessed by calling 1-866-447-9821 or visiting <https://www.compliancehelpline.com/UM.jsp>.

January-July 2008 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 29, 2007 Jan 12, 2008 | Dec 28, 2007 Jan 11, 2008 6am | Jan 02, 2008 6pm Jan 15, 2008 6pm | Jan 09, 2008 Jan 23, 2008 |
| February | Jan 26, 2008 Feb 09, 2008 | Jan 25, 2008 6am Feb 08, 2008 6am | Jan 29, 2008 6pm Feb 12, 2008 6pm | Feb 06, 2008 Feb 20, 2008 |
| March | Feb 23, 2008 Mar 08, 2008 | Feb 22, 2008 6am Mar 07, 2008 6am | Feb 26, 2008 6pm Mar 11, 2008 6pm | Mar 05, 2008 Mar 19, 2008 |
| April | Mar 22, 2008 Apr 05, 2008 Apr 19, 2008 | Mar 21, 2008 6am Apr 04, 2008 6am Apr 18, 2008 6am | Mar 25, 2008 6pm Apr 08, 2008 6pm Apr 22, 2008 6pm | Apr 02, 2008 Apr 16, 2008 Apr 30, 2008 |
| May | May 03, 2008 May 17, 2008 | May 02, 2008 6am May 16, 2008 6am | May 06, 2008 6pm May 20, 2008 6pm | May 14, 2008 May 28, 2008 |
| June | May 31, 2008 Jun 14, 2008 | May 30, 2008 6am Jun 13, 2008 6am | Jun 03, 2008 6pm Jun 17, 2008 6pm | Jun 11, 2008 Jun 25, 2008 |
| July | Jun 28, 2008 | Jun 27, 2008 6am | Jul 01, 2008 6pm | Jul 09, 2008 |

Monthly Payroll Schedule

| | | |
|------------------|------------------|--------------|
| Jan 18, 2008 6am | Jan 23, 2008 6pm | Jan 31, 2008 |
| Feb 19, 2008 6am | Feb 21, 2008 6pm | Feb 29, 2008 |
| Mar 18, 2008 6am | Mar 20, 2008 6pm | Mar 31, 2008 |
| Apr 15, 2008 6am | Apr 17, 2008 6pm | Apr 30, 2008 |
| May 13, 2008 6am | May 15, 2008 6pm | May 30, 2008 |
| Jun 18, 2008 6am | Jun 20, 2008 6pm | Jun 30, 2008 |

SIGNIFICANT SERVICE MILESTONES FOR DECEMBER, 2007 AND JANUARY, 2008

| <u>Name/Department</u> | <u>Years</u> | <u>Name/Department</u> | <u>Years</u> |
|---|---------------------|--|---------------------|
| Pollyana Appleton, ITS | 5 | Sabrina Gully, Dean Coll of Educ | 10 |
| Alberta Breckinridge, Dean Coll Fine Arts | 5 | Roderick Hutchinson, KWMU | 10 |
| Julie Dunn-Morton, Mercantile Library | 5 | Sylvia Poe, Human Resources | 10 |
| Cassandra Gay, Admissions | 5 | Brenda Stutte, Research Administration | 10 |
| Erika Malone, Admissions | 5 | Ralph Walters, Grounds | 10 |
| Matthew Sepic, KWMU | 5 | Jerry Hoffman, Admissions | 15 |
| Beatrice Shivers, Cntr Charac & Citizenship | 5 | Paul Westermann, Cont. Educ. | 15 |
| Kiana Wilhite, Residential Life | 5 | Mary Fowler, User Services | 20 |
| | | Teri Furlow, Cont. Educ. | 20 |
| | | Janice Carrell, Cntr for Stud Success | 25 |