

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

January-February 2009

WELCOME! NEW EMPLOYEES

Lilliana Berlyn, Sr. Dir of Development, Development
Mark Berlyn, Dir of Univ Campaigns, Advancement-Admin
Tim John Eby, General Mgr KWMU-FM, Advancement
Chris Fletcher, Asst. Director Bridge, Bridge
Sherril Jones, Library Clerk II, Library
Stephen Boyd Knapp, Assoc Dir Devel, Colleges & Units
Callie Raspberry, Assoc. Director of Devel, Development
James Shiels, Jr., Assoc Director of Devel, Colleges & Units

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 Peter Heithaus, ext. 5809 or Sylvia Poe, ext. 5258. For exit interviews, contact Sylvia Poe, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Jennifer Clemente-Craren, temp clerical to OSSIII, Cont Educ
Sandra Turek, temp to Mental Health Coordinator, CAC

MILEAGE REIMBURSEMENT

Effective January 1, 2009, the University moved to the State of Missouri's practice of reimbursement for business transportation expenses at a mileage rate that is three cents less than the IRS standard mileage rate. As of January 1st, the mileage reimbursement rate for business transportation expenses decreased from 58.5 to 52 cents per mile.



EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for November was Kimberly Stanger. Kimberly is an Administrative Assistant for Mathematics & Computer Science. Kimberly was chosen for Outstanding Customer Service. Comments made about Kimberly included, "Kimberly's office door is always open. She always returns calls and responds to emails promptly." "Kimberly is professional in everything that she does." "It is important to Kimberly that the department as a whole presents itself in the best and most professional way possible."

The UMSL Riverstars Employee of the Month winner for December was Deloris Licklider. Deloris is an Administrative Associate for Mathematics & Computer Science. Deloris was chosen for "Loyalty & Commitment." Comments made about Deloris included, "There is no stronger advocate for UMSL than Deloris." "Deloris is always thinking about ways to represent and promote the university in a positive manner." "Deloris takes the initiative to introduce measures that enhance student satisfaction."

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

E-VERIFY

In July 2008, the State of Missouri passed a law which mandated the use of E-Verify for all new hires for the state and the University of Missouri, effective January 1, 2009. E-Verify is an online system which validates the eligibility to work of new hires with the Department of Homeland Security and the Social Security Administration. It is regarded as a more accurate and effective way of complying with the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996 than the manual methods previously used by the University. A presentation about the new E-Verify program was made at the Fiscal Officers meeting on January 15, 2009.

All departments which complete I-9's on new hires must now use E-Verify for validation. All personnel who use E-Verify must complete an on-line tutorial and a knowledge test. If you have any questions about the new process or need assistance with it, please contact Errol Benson at 516-5803.

PENSION PLAN CHANGE

At the February 6, 2009 meeting of the Board of Curators a change to the University of Missouri Retirement, Disability, and Death Benefit Plan was approved which will require all full-time benefit eligible employees to contribute to the plan. Effective July 1, 2009, each full-time benefit eligible (30 or more hours per week with a nine month appointment) employee will be required to contribute 1% on the first \$50,000 per year of salary and 2% on the amount by which his or her salary exceeds \$50,000. So, a full-time employee with a salary of \$80,000 per year would have to contribute \$1100 per year – 1% of \$50,000 (\$500.00) plus 2% of \$30,000 (\$600.00). Contributions will be done by payroll deduction on a pre-tax basis, meaning that salary will be reduced by the deduction before federal and state tax withholdings are calculated. This change is intended to stabilize the funding of the retirement plan and will not affect the status of the plan as a defined benefit plan or the calculation of retirement benefits.

FMLA POLICY UPDATE

The May-June issue of the HR Record contained an article indicating that **HR 407 Family and Medical Leave Act** was being revised based on amendments included in the National Defense Authorization Act for FY 08. The change addressed in that article was an extension of family and medical leave for up to 26 weeks in a 12 month period to eligible employees who are spouses, children, parents, or nearest blood relatives of members of the armed forces being treated for a serious illness or injury sustained while on active military duty. Since then, the University has further revised the policy to allow eligible employees to take up to the standard 12 weeks of FMLA during a 12 month period for a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent has been notified of an impending call to active duty in the Reserve or National Guard. A qualifying exigency is broadly defined to include short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, or post-deployment activities. Maximum FMLA leave during a 12 month period includes other FMLA leave taken during that time for other qualifying conditions, and all FMLA authorized leaves may be taken on an intermittent basis. To view the full policy, see <http://www.umsystem.edu/ums/departments/hr/manual/407.shtml>. For questions and answers on the policy, see <http://www.umsystem.edu/ums/departments/hr/manual/407qa.shtml>.

EMPLOYEE CLUB FAIR

Would you enjoy getting together with other employees to discuss a great book, play a game of chess, trace your ancestry, start a bowling league, explore St. Louis on a bike, or create an eye-catching landscape design?

Human Resources is considering holding an employee Club Fair. If you are interested in requesting a table to publicize your club or want to establish a new employee club, please contact Sylvia Poe by email or at extension 5258 for an application. Clubs must meet the following criteria to participate in the club fair (the application contains more details):

- All employees are eligible regardless of status
- No political, religious, racial, or sexual affiliation or agenda
- No national affiliation
- May not be used to promote or sell products/make profit/personal financial gain
- No officers of a club may be compensated in any way for their service
- Must be self-supporting through dues or fund raisers

The University will not provide any funding but will provide use of meeting facilities outside of working time at affiliate rental rates. Once sufficient eligible clubs apply (20), the fair will be scheduled and publicized. Clubs will be formed by having them complete forms that HR will provide in order to provide structure to the process. Clubs will be responsible for their ongoing maintenance and publicity.

SIGNIFICANT SERVICE MILESTONES FOR DECEMBER, 2008 AND JANUARY, 2009

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Steve Chapman, Technology Services	5	Thomas Rammaha, Custodial Services	10
Deborah Coleman, Custodial Services	5	Shirley Smith, Admissions	10
Harry Harris, Athletics	5	Donna Kramer, Chemistry	20
Robert Mayo, VC Academic Affairs	5	Michelle Pattison, Campus Depts Chancellor	20
Brian Shelton, Custodial Services	5	Joan Arban, Spec Units Chancellor	25
Larry Simon, Custodial Services	5	Mattie Lewis, Cont. Ed & Outreach	25
Michelle Lockett, Custodial Services	10	Donald Van Lewis, Technology Svcs	30