



THE H. R. RECORD

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NEW EMPLOYEES

John Barton, Mgr. Network Services, A & S Cont. Educ.
 Concepcion Chavez, Custodian, Custodial Services
 Jane Danridge, Sr. Secretary, V.C. Academic Affairs
 Yolanda Harris, Secretary, Math & Computer Science
 Justin Kontz, Term. Scv. Custodian, Custodial Services
 Kathryn Love, Admin. Assistant, Alumni Relations
 Craig McColl, Locksmith, Campus Police
 Patrick McKeon, Food Scv. Mgr., Auxiliary Services
 Katherine Sciranko, Grant Writer I, Optometry
 Bonnie Unal, Sr. Information Spec., University Relations
 Hillary Wicai, Announcer, KWMU
 Marie Williams, Department Assistant, Optometry

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. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805.

WORKFORCE FACTS

The University of Missouri - St. Louis has a total of 3268 employees (including 925 student employees). Here's the statistical breakdown:

Total non-student employees - 2343

Staff - 1135 (48.4%)
 Faculty - 1208 (51.6%)
 Minority - 547 (23.4%)
 Female - 1279 (54.6%)

Full-time - 1454

Staff - 896 (61.6%)
 Minority - 274 (30.6%)
 Female - 544 (60.7%)
 Faculty - 558 (38.4%)
 Minority - 93 (16.7%)
 Female - 242 (43.4%)

Part-time - 889

Staff - 239 (26.9%)
 Minority - 84 (35.2%)
 Female - 154 (64.4%)
 Faculty - 650 (73.1%)
 Minority - 96 (14.8%)
 Female - 339 (52.2%)

Average age - 44.8

Staff - 43.4
 Faculty - 47.04

Average Length of Service - 8.5 years

Staff - 7.51
 Faculty - 10.05

PROMOTIONS/TRANSFERS

Bernadette Dalton, Secry Biology to Admin. Asst., Education
 Prima Love, Syst Supp An-Spec. ITS to DB Adm.-Spec Pub Aff
 Alicia Winchester, Dept. Spec. to Recruitment Mgr., HR

LIFE EVENTS SERIES - MARRIAGE

During their lifetimes, many employees will experience major, sometimes unexpected, changes, such as marriage, birth, divorce, and death. When these events occur, it is unlikely that employee benefits will be an employee's first concern. This series of articles is intended to assist employees in addressing benefit issues during those critical times. This first article focuses on what employees who are getting married should consider and what actions they should take regarding their employee benefits:

Maintaining current medical and dental insurance coverage, adding a spouse (and dependents), or discontinuing coverage to switch to your spouse's plan: In order to change (or cancel) your medical or dental insurance, you must complete and submit a new Benefits Enrollment/Change form within 31 days of the marriage or wait until the annual open enrollment period to make changes. If you are adding coverage for your spouse or spouse's children, you must include proof of relationship (marriage certificate and, for children, birth certificate).

Increasing life insurance, accidental death & dismemberment insurance (AD&D) or long term disability insurance; adding dependent life insurance coverage: You may increase long term disability or life insurance or add dependent life insurance by submitting a new Benefits Enrollment/Change form at any time, along with the appropriate Statement of Health form. AD&D may only be changed during the next benefits enrollment period.

Adding or changing beneficiaries: To change beneficiaries for life, AD&D insurance or retirement benefits, you must complete a new Beneficiary Designation form. You should contact your tax deferred annuity (403B) representative about changing beneficiaries for your 403B plan.

Increasing contributions to or adding a Flexible Spending Account (FSA) for new dependent care or unreimbursed medical expenses: If you are already enrolled in a FSA, you may change your contributions by providing written notification to the Human Resources Department within 31 days of the marriage. If you are not currently enrolled in a FSA, you cannot enroll until the next benefits enrollment period.

Changing tax withholding, name or address: You may change your income tax withholding or record a name change by completing a new W-4 form. To record an address change, you must complete a Change of Address form.

For additional information or to obtain necessary change forms, contact **Joann Westbrook at extension 5639.**

NEW REQUEST TO FILL A STAFF POSITION FORM AND PROCEDURES

In an effort to streamline the job posting process, the Request To Fill A Staff Position Form has been revised and new procedures for posting positions are about to be implemented. Although a detailed memo announcing these changes will soon be sent out to all management staff, in general, incomplete Request To Fill A Staff Position Forms will be returned to the sending department, the deadline for postings and advertisements will be noon on the Wednesday preceding posting or ad placement, and requests for external advertisements must include an e-mailed draft of the advertisement for Human Resources to review and forward to the ad agency. **Effective July 1, 2001, the current Request To Fill A Staff Position Form will no longer be accepted.** The new form will be available in PDF format at www.umsl.edu/services/hrs in the Manager's Toolbox Section. For more information, contact Alicia Winchester at Ext. 5258.

CURING WORKPLACE NEGATIVITY

Workplace negativity is an illness. It has symptoms and it is contagious. Negativity can spread quickly and quietly, but it can be stopped if you recognize the danger signals and act on them.

Just as complaints of not feeling well may be early indications of illness, comments like "it won't work," "can't be done," or "it'll never happen" and employees who spend much of their conversational time criticizing or judging others, policies, the university or their departments may be the first symptoms of negativity. Unless treated quickly, the condition will worsen, resulting in increased customer complaints, high turnover, low quality of work, increased absences, loss of morale, lack of creativity, and loss of loyalty to the department or the University. So, what can be done to become and stay positive and to minimize negativity? Employees and supervisors can make a difference.

As an employee, you can have a tremendous impact by simply:

- Possessing a "can do" attitude rather than taking a negative approach. Spend your precious time trying to find out how something can be done instead of wasting time talking about how it can't be done.
- Making sure you understand department and University goals and your role in helping to accomplish those goals.
- Developing a sense of accomplishment. Even if your department doesn't have well defined goals or you don't understand them, develop measurable goals for yourself and periodically review your successes. If you feel good about yourself, it will be easier to have positive feelings towards your coworkers, your department, and the University.
- Counteracting negative comments from other employees about your department, coworkers or the University with positive ones. Recognize that, just like you, other employees have strengths as well as weaknesses. Focus on and take advantage of what other employees and departments do well.
- Avoiding idle chit-chat with employees whom you know to have a negative attitude.
- Ignoring rumors. Don't speculate. Seek verification or wait for official announcements.
- Speaking with your supervisor about legitimate concerns. Don't cry wolf. If it's worth complaining about, it's serious enough to get your supervisor involved. Then, be specific and accurate. Offer a reasonable solution.

As a supervisor, your communication skills, your behavior and, above all, your timing could be the keys to preventing an outbreak of negativity in your department:

- Set the example. Negativity has a way of trickling down. Be positive in your approach towards your employees. Establish clear expectations and accountabilities. Be fair and consistent. Keep any negative feedback private.
- Exercise effective leadership by establishing a context of mission, vision, values, and goals in which employees can make decisions about how to perform their jobs.
- Provide appropriate recognition so that employees feel that their contributions are valued.
- Afford employees the opportunity to grow and develop personally and professionally.
- Challenge pessimistic thinking and negative beliefs about people, the university and the department.
- Implement a "no tolerance" policy for negativity. Let an employee with offending behavior know that he or she has caused a problem and help him or her to understand the effect of the negative behavior on the department and the university.
- Encourage your employees to focus on what's "right" as opposed to what's "wrong". Encourage them to channel emotional energy into constructive paths and positive thinking.
- Listen, listen, listen - often employees just need a sounding board. Listen actively and objectively, don't argue and don't agree. Ask for solutions. Offer guidance to employees on how to personally address the source of their concerns. Provide enough information to correct false statements. When appropriate, offer to intervene.
- Proactively communicate. Increase the quality and frequency of communication with your staff as a whole. Diminish the negative impact of the rumor mill by keeping everyone informed.