



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - June 1999

WELCOME! NEW EMPLOYEES

Darwin Butler, Audiovisual Apprentice, ITC
Carl Hasten, Network Support Spec. II, Campus Computing
Barbara Henson, Mail Carrier, Business Services
Gregory James, MSA, Facilities Services
James Karlslake, Administrative Assoc. I, Foreign Lang.
Amy Kessler, Coordinator, Donor Services, University Relations
Barry Lamar, Mail Carrier, Business Services
Patty Sipes, Animal Caretaker, Research Administration

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with initial orientation or new hire paperwork, contact John Tighe, ext. 5381. For questions concerning benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, contact Deborah Burris at ext. 6843 For exit interviews, contact Alicia Thier at ext. 5258.

PROMOTIONS/TRANSFERS

Ruby Brooks, Personal Attendant to Depart. Asst., Optometry
Charlene Carter, Sr. Clerk (PT to FT), Cashier's Office
Delores Harris, Custodian (PT to FT), Custodial Services
Carol Hartzler, Admin. Secretary to Admin. Assoc. I,
Teaching & Learning
Phyllis Kimball, Custodian (PT to FT), Custodial Services
Karen Walsh, Admin. Secretary, Center for Academic Dev.

SELF APPRAISAL OF PERFORMANCE

During the recent management training program offered by Human Resources on performance appraisals, the concept of self appraisal was introduced. Employees in departments which use the new performance appraisal form in the upcoming fiscal year will receive a self appraisal to complete on themselves approximately thirty days before the performance review date. It is hoped that this self appraisal will not only enhance the employee's participation in the appraisal process, but ultimately will play a significant role in his or her personal development and contribution to the success of the department and the university.

All employees are encouraged to use this opportunity to let their supervisors know how well they have been doing, what contributions they have made, what they are good at and how they want to develop. If an employee has been struggling, it is also the employee's chance to acknowledge that, and to ask for help.

UNIVERSITY OF MISSOURI-ST. LOUIS DRUG-FREE WORKPLACE POLICY

The unlawful possession, use, distribution, or sale of a controlled substance is prohibited on all University property.

As a condition of employment, each employee engaged in the performance of work supported by a federal grant or contract must abide by the terms of this policy and must notify his or her department head of any conviction for a violation of a criminal drug statute which occurred in the workplace. The University must be notified within five days after the conviction. The University must notify the contracting agency within 10 days after receiving notice from the employee or receiving official notice of the conviction.

Violations of this policy may result in discharge or other disciplinary action in accordance with University policies and procedures covering the conduct of faculty, staff and students.

The University has an obligation to provide a healthy and safe environment for all students, employees and visitors to its campuses. Consistent with this concern, the University offers the following resources to employees and students:

- Education and information about the dangers of drug abuse in the workplace.
- Programs which address unlawful controlled substance use, including personnel actions that may result from such violations.
- Self-referrals as well as supervisory referrals to drug counseling and rehabilitation programs available through the Campus Counseling Service and/or community agencies.

For detailed information concerning resources available from the University and/or community agencies for drug or alcohol counseling, treatment or rehabilitation programs, you may contact the offices below or your supervisor.

Counseling Service	516-5711
Student Health Center	516-5671
Human Resources	516-5808
Academic Affairs	516-5371

EXPRESS SCRIPTS MAY 1999 FORMULARY CHANGES

Express Scripts has contacted participating pharmacies regarding a formulary change that was effective 5/1/99. The new formulary has been placed on the Benefits web site (www.umsl.edu/services/hrs/) under Prescription Drug Information. Express Scripts will not be sending out a special announcement to retirees and active employees regarding the change. If you have questions, contact *Joann Westbrook or Michelle Brandon in Benefits, ext. 5806.*

PROCEDURES FOR COMPLETING REPORT OF ABSENCE (UM FORM 60's)

Have you been dreaming of a vacation or will you need to be off work for some other reason? Don't forget to complete a Report of Absence form (UM60). The Report of Absence form is used to record hours used for vacation, sick leave, family sick leave, personal leave, family and medical leave (FMLA) and other absences. The following guidelines will help you complete this form:

- Enter personal data to include name and social security number. Enter the name of your department.
- Enter the date and time of day that the absence began and ended
- Check the box that describes the type of absence. For each box checked, write in the number of hours you were absent. Fractions of an hour are reported in tenths. **Personal days must be taken in half-day or whole day increments.**
- Usually, FMLA is not the same as family sick leave. FMLA is leave authorized under the Family and Medical Leave Act. **Do not designate time as FMLA unless you are eligible for FMLA, you have followed required FMLA notification procedures as defined by University policy (HR 407) and federal regulations, and the FMLA time has been approved by Human Resources.** If you used Vacation, Sick Leave or Personal Days for your FMLA, write in the total hours used for each in the appropriate boxes. If you have no accrued paid leave, check only the Family and Medical Leave box and write in the hours used for FMLA. Record the date on which Family and Medical Leave has been approved to begin. If you have questions, *contact Joann Westbrook at 516-5639.*
- Sign your name to certify the absence reported. Write in the date you signed the form. Deliver the completed form to your supervisor for signature. The Employee copy will be returned to you after your supervisor has signed the form.
- If the absence is excused and is not reported in block 4, complete block 8 (Absence Charged As). Excused absences with pay can be entered as follows:

D-Death, Immediate Family
I-Work Injury/Illness

V-Voting
M-Univ. Meeting

L-Legal Proceedings
A-Military Duty

T-Training

- Be sure to review your monthly balance notice before you complete the Report of Absence form and report any discrepancies to your supervisor immediately.
 - See the back of Form 60 for detailed instructions.
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FY2000 HUMAN RESOURCES TRAINING INITIATIVE

The Human Resources Department is in the process of developing its training program for the next fiscal year. Again, some training will be mandated for management employees and some also may be mandated for staff. Employees who have suggestions for topics, presenters or location should contact Deborah Burris, ext. 6843 before July 1.

THINK TWICE

William Randolph Hearst, the publishing mogul of the late 1800s and early 1900s, had a reputation not only for extravagantly rewarding his most talented employees but also for encouraging defections by employees of other papers through offers of high salaries and added prestige. When Hearst offered one of his best columnists, Arthur Brisbane, a six-month sabbatical, all expenses paid, in appreciation for his outstanding work, Brisbane, surprisingly declined the offer. Hearst couldn't believe it and asked him why.

"First of all, I'm afraid," the journalist replied, "that if I quit for six months, the circulation of your newspapers may go down. And secondly, I'm afraid that it may not."

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