

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

March-April 2003

WELCOME! NEW EMPLOYEES

Gregory Allen, Custodian, Custodial Services
David Bedwell, Radio Dispatcher, Institutional Safety
Robert Bertol, Radio Dispatcher, Institutional Safety
Alberta Breckinridge, Mgr Bus/Fiscal, Fine Arts & Comm.
Perri Byrne, Receptionist, Admissions
Bridget Daniels, Radio Dispatcher, Institutional Safety
Judy Exner, Radio Dispatcher, Institutional Safety
Martha Green, Custodian, Custodial Services
Vernice Hill, Custodian, Custodial Services
Modena Holman, Off Supp Staff III, English/History
Joshua Houdasheldt, Optom Technician, Optometry
Derryck Jenkins, Parking Lot Attendant, Parking & Trans
Calvin Kennedy, Custodian, Custodial Services
Anne Knotts, Admin. Assistant, Teaching & Learning
Rebecca McClure, Int'l Admissions Off, Int'l Studies
Bernice McKinley, Custodian, Custodial Services
Erika Murphy, Admissions Counselor, Admissions
Florence Phillips, Custodian, Custodial Services
Karen Pippin, Project Coordinator, Education/CECH
Willie Pruitt, Custodian, Custodial Services
Ammet Redic, Custodian, Custodial Services
Cynthia Robinson, Custodian, Custodial Services
Michelle Rutledge, Devel Coordinator, Arts & Sciences
Matthew Sepic, Radio Producer, KWMU
Diane Silman, Social Worker, Children's Advocacy Cntr
Kenyatta Thacker, Off Supp Staff, Educ Leadership
Kathleen Unwin, Sales Manager, KWMU

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Alicia Winchester, ext. 5258. 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.

PROMOTIONS/TRANSFERS

Fern Mreen, Admin. Secy Commun. to Admin. Assoc. I, Psy
Sonia Jarrett, Term Svc. To Off Supp Staff III, Facilities
Al Wirt, Manager to Police Lieutenant, Campus Police
Glenda Jackson, Dept. Spec. Optometry to Admin Assoc, Bio
Thomas McEwen, Police Officer to Police Sergeant, Police
Amy Tenney, Day Care Asst. to Coord. Child Care, Child Dev
Brian Huxtable, Term Tech to Sys Admin Entry, Educ. Res

CONGRATULATIONS RETIREMENTS!

Jan Mastin, Coor, Educational Research & External Funding

DIRECT PAYROLL DEPOSIT

Direct Deposit of your pay is required by HR Policy 224. When a change in a Direct Deposit account is required, special care should be taken to ensure that there is no interruption in pay. When submitting a change in a Direct Deposit account, the new account information must be submitted to Payroll at least 14 days before the end of the pay period in which you would like the change to be effective. The initial Direct Deposit account should not be closed before the new account is activated. If a Direct Deposit is sent to a closed account, the financial institution will send the deposit back to the University, which will delay the timely receipt of pay. Please contact the HR Payroll Office at ext., 5238 for additional information.

NEW MANAGER WORKSHOP

Human Resources is offering a New Manager Workshop on Thursday, March 20, 2003, from 8:30 a.m. to 5:00 p.m. in the Human Resources Training Room, 222 General Services Building. Topics to be covered include:

Employment Laws: Overview of the employment laws and regulations from equal employment and affirmative action through the laws governing pay and benefits; common law affecting employment.

Hiring Process: Hiring procedures and policies; interviewing techniques; reference checking; applicable forms; available resources.

Worker's Compensation: Investigating and reporting claims. Follow-up and return to work procedures.

Positive, Effective Performance Appraisals: The performance appraisal process and forms; setting realistic and measurable job expectations; handling the performance appraisal meeting.

Understanding and Applying University Policies: The purpose, application and benefits of the most important University policies.

Coaching and Counseling: Coaching; motivating; progressive discipline; assessing the risks; preparing for the consequences; advantages and disadvantages of the grievance process.

FMLA, Other Benefit and Leave Issues: How your employees using their benefits can affect your ability to manage your department. Legal rights, responsibilities and pitfalls.

If you have not received an invitation but are interested in attending a future New Manager Workshop, contact Nancy Draper, at ext. 5805.



EMERGENCY MILITARY LEAVE

Due to the current activation of military reservists, some employees may be called to military service. Following is a summary of Human Resources Policy (HR 405):

1. Any regular, nonregular or probationary employee must be granted a military leave of absence for any period of military service during which he or she is engaged in the performance of military duty under competent orders. Employees will be paid for up to 15 scheduled working days of military leave in any federal fiscal year (October 1 to September 30).
2. Employees must provide official orders from the appropriate military authority as soon as possible after they receive them. If an employee is unable to provide orders before he or she is required to report for duty, the employee should provide a copy of the orders or a certification of performance of military duty as soon as possible.
3. The department head must notify the Human Resources Department (Nyonia Frye) in writing of any employee on a military leave for a period of 30 calendar days or less, and a **Report of Absence (UM 60)** must be submitted to reflect the specific time off.
4. Requests for military leaves of 31 calendar days or more must be processed using a **Request for Leave of Absence (UM 108)** and reported on a **Personnel Action Form (UM 270)**.
5. Effect on employee benefits:
 - **UM Medical and/or Dental** coverage may either be continued or suspended during the leave. To continue coverage, an employee must continue to pay the amount which would normally be deducted from his or her paycheck. Injuries or illnesses resulting from military conflict and dental services or supplies furnished in a facility operated by or at the expense of the U.S. government are excluded. If an employee decides to suspend coverage, the employee must resume enrollment within 30 days of the date he or she returns to active employment. If the employee suspends coverage, coverage for spouse and/or dependents will also be suspended.
 - **LTD base coverage (Option A)** automatically continues. **Option B** coverage may be continued or suspended then resumed subject to the three year pre-existing conditions exclusion. The military conflict exclusion again applies.
 - **AD&D** coverage may be continued or suspended subject to the military conflict exclusion.
 - **Base Life** coverage (Plan A - 1 x salary) and the **pre-retirement death benefit** provision of the **Retirement Plan** (vested employees) will automatically continue. **Life Plan B** (2x salary) and **Supplemental Life** may be continued or suspended then resumed subject to approved evidence of insurability. There is no military conflict exclusion.
6. Upon discharge from active duty, an employee granted a military leave must, in most cases, be restored to his or her former position or to an equivalent position as long as he or she follows the appropriate application procedures and return-to-work timelines described in HR 405 (mobilizations of 30 days or less - next working day; 31 to 180 days - within 14 days; 181 days or more - within 90 days). Reinstatement of an employee returning from a military leave of 31 calendar days or more must be processed on a **Personnel Action Form (UM 270)**. All time spent on military leave will be added to previous University service in calculating retirement benefits, seniority and longevity based compensation.

If you have questions or need additional information about the payroll aspects of this policy, please contact Errol Benson, Manager of Payroll and Benefits, at extension 5803. For additional information about the applicability, continuation, accrual of, or exclusions under University benefits during military leave, please contact Joann Westbrook, Human Resources Specialist at extension 5639.

TAX CALCULATIONS FOR SHORT TERM CONTRACTS

Employees on short term contracts should review the amount of Federal and State Income Tax withholding from their pay. If an employee determines that the amount of federal and state income tax being withheld is more or less than is necessary, the employee may change withholding by completing a new W-4 Form and submitting it to the HR/Payroll Office. Although the University will not provide employees with tax advice specific to personal situations, the worksheet found on the back of the W-4 may help employees to plan for appropriate tax withholding. Please contact Errol Benson at extension 5803 for additional information.

WINTER BLUES?

Been feeling non-productive? Maybe, it has been the weather. According to a poll conducted by ComPsych Corp., a Chicago based employee assistance provider, forty-six percent of respondents reported feeling less productive all day during the winter months, and another thirty-three percent reported decreased levels of energy due to less daylight. While eighteen percent of respondents noticed no change, only three percent felt that they actually worked harder. The survey found that the winter blues not only led to diminished job performance, but also negatively affected relationships with co-workers and attendance at work. Hopefully the prospect of spring has brought more positive feelings, but here are some quick tips for future reference:

- Keep busy and keep focused - if your management does not set goals and deadlines for you, set them for yourself and stick with them;
- Use your lunch time wisely - don't just sit in your office, get outside, take a walk for sunshine and exercise, alternate getting together with friends for lunch.
- Finally, maintain perspective and don't be too hard on yourself - being too self-critical will just make things worse.

