

# ***THE H.R. RECORD***

A publication of Human Resources, UM-St. Louis

March-April 2005

## **WELCOME! NEW EMPLOYEES**

Ephrem Andemariam, Editorial Assistant II, Internat'l Studies  
Judy Barohn, Optometric Technician, Optometry  
Iris Bloth, Research Specialist, Social Work  
Janelle Brimer, Office Support Staff II, Evening College  
Mary Calandrella, Office Support Staff I, Internat'l Studies  
Michael Costello, Coord. Int'l Program, Int'l Studies  
Channon Cunningham, Office Support Staff II, Bridge Program  
Brian Dale, Office Support Staff III, International Studies  
Bernadette Dalton, Office Support Staff III, MAP  
Sharon Dickerson, Term Scv Custodian, Custodial Services  
Thomas Eschen, Vice Chancellor Development, Chancellor  
Michelle Haley, Secretary, Chemistry  
Lela Hamilton, Custodian, Custodial Services  
Linda Harrell, Office Support Staff IV, Cont. Educ. & Outreach  
Renee Hodgins -Belcher, Academic Advisor, Internat'l Studies  
Dale Huston, Term Svc Custodian, Custodial Services  
Gregory Jones, Parking Lot Attendant, Parking  
Filip Knezevic, Women's Tennis Coach, Athletics  
Kerry Marks, OSSII, Cont. Educ. & Outreach  
Peggy Murphy, Office Support Staff II, Cont. Educ. & Outreach  
Katherine Nester, Day Care Assistant, Child Dev. Center  
Kevin Parker, Term Scv Custodian, Custodial Services  
Miranda Rectenwald, Library Asst. I, Mercantile Library  
Alicia Rogers, Office Support Staff I, Transportation & Parking  
Lindsey St. John, Sr. Cont. Educ. Coordinator, C E & Outreach  
Cassandra Scott, Custodian, Custodial Services  
Mary Stewart, Term Scv Custodian, Custodial Services  
Mathew Stroer, Sys Support Analy-Specialist, ITS  
Marvin Sutton, Custodian, Custodial Services  
Renee Tonner, Office Support Staff II, C E & Outreach  
Denise Washington, Office Support Staff III, Optometry  
Sherdell Williams III, Term Svc Custodian, Custodial Services  
Hope Young, Graphic Designer, Cont. Educ. & Outreach

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. 5809 or John Tighe, ext. 5381. For exit interviews, contact Nyonia Frye, ext. 5927. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, [www.umsl.edu/services/hrs](http://www.umsl.edu/services/hrs)

## **PROMOTIONS/TRANSFERS**

Tangie Brooks, Admin. Asst. to Buyer II, Campus Proc.  
Annette Burris, Coord. Int'l Studies to Int'l Admiss. Officer  
Tammy Fortner, Chief Clerk Cashiers to Admin. Asst.  
Kathy Kirkpatrick, Dept. Asst. Biology to OSSIII  
Linda Silman, Acting Registrar to Registrar, Registration  
James Sturgis, Cust. To Groundskeeper, Grounds  
Kristine Walker, Sr. Clerk, Cashiers to Chief Clerk  
Helen Ward, Sr. Secretary Student Affairs to Admin. Sec  
Karen Wohldmann, Term Clerical to OSSI, Aux. Services

## **EMPLOYEE OF THE MONTH WINNERS**

The UMSL Riverstars Employee of the Month winner for January was Cindy Vantine. Cindy was chosen for Working Well Under Pressure. Cindy is a Special Events Manager in University Relations. Comments made about Cindy included; "Cindy gives new meaning to the term "grace under pressure". "Every single one of the more than 100 events she oversees yearly has multiple deadlines and she makes them all". "Adversity, conflict, turmoil, stressful events can all be rolled into one when it comes to Cindy's job". "Cindy directs a myriad of individuals and talents and creates some of the University's finest moments".

The UMSL Riverstars Employee of the Month winner for February was Tammy Jones. Tammy is a Management Analyst in the College of Optometry. Tammy was chosen for Performance Versatility. Comments made about Tammy included, "Tammy comes to the rescue of her staff colleagues and College faculty on frequent occasions for a variety of challenges which fall outside her original job description and expectations". "She is adept at fulfilling the responsibilities of her position with skill and distinction and also responds to requests to contribute in other areas where her abilities shine".

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

## **IMPORTANT HR POLICY CLARIFICATION**

**HR 509 Political Activity** prohibits employees from holding any elective full-time office in local, county, state or federal government. Effective April 1, 2005, it has been revised to reflect University practice by clarifying that the Missouri General Assembly is considered a full-time office even though it is not in session for the entire year.



## **LONG TERM CARE INSURANCE CHANGE**

The University has announced that, effective July 1, 2005, Metropolitan Life Insurance Company (MetLife) will be the new administrator and insurance carrier for the Long Term Care Insurance program. This program, which applies to home care as well as nursing home care, has been substantially improved over the previous long term care insurance program offered by the University at no additional cost to employees. In most circumstances, eligible employees can enroll before May 13, 2005 without underwriting approval.

Initial sessions explaining the new program were held on April 4<sup>th</sup> and 5<sup>th</sup>. More sessions are scheduled for May. These sessions provide the most benefit when employees attend sessions which apply to their current enrollment status in the Long Term Care plan. The remaining meeting schedule follows:

### **Monday, May 2 – Room 78 JC Penney Building**

9:00 am – 11:00 am (employees not currently enrolled)  
11:00am - 1:00 pm (employees and retirees currently enrolled)  
1:00 pm - 3:00 pm (retirees not enrolled)  
3:00 pm - 5:00 pm (employees not currently enrolled)

### **Tuesday, May 3 – Room 78 JC Penney Building**

9:00am – 11:00 am (retirees not enrolled)  
11:00am - 1:00 pm (employees not enrolled)  
1:00 pm - 3:00 pm (employees and retirees currently enrolled)  
3:00 pm - 5:00 pm (employees not currently enrolled)

If you have questions or need more information, please contact Joann Westbrook at extension 5639, visit <http://www.umsystem.edu/hrs/benefits> or [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

## **REMINDER: VERIFICATIONS OF EMPLOYMENT**

**HR 114 Release of Employee Information** requires all verifications of employment, whether written or oral, to be completed by Human Resources. Frequently, requests for verification of employment will be sent to Human Resources and to the department where the employee works or worked. So, to ensure that consistent and legally conformant information is released, it is important that all such requests be forwarded to Human Resources for a response. This is not intended to prevent employees from responding to requests on the basis of personal knowledge as long as they make it clear that they are not speaking on behalf of the University.

## **WORKING WITH VOLUNTEERS**

People volunteer for various reasons – to share their talents, to try something different, to get to know a new community, to help others, to gain new skills, to meet new friends, or just to have fun! Some volunteers have completed successful careers and are eager to share their skills and experience; others are trying to make decisions about which careers to pursue and where to obtain the necessary education and training to get started in those careers. In any case, the volunteer experience can and should be a rewarding, fulfilling, and edifying experience for volunteers and employees who work with them and can provide positive exposure to the community for all involved. As more volunteers join us on campus every day, the UM -St. Louis Volunteer Services offers the following suggestions for effectively working with volunteers:

- Clearly define the role of the volunteer by developing a Volunteer Position Description, including duties qualifications and time commitment. Just like anyone else, volunteers want to know what they are getting into before they commit to it.
- Provide an initial orientation for the volunteer. Offer on-going training updates as the volunteer position expands or changes.
- Make sure that your volunteer is treated as an equal who clearly has something valuable to contribute to your department.
- Participate in formal and informal volunteer recognition activities. Let your volunteers know that you appreciate their service to the campus. Research indicates that a simple, hand-written thank-you note is the best way to motivate volunteers.
- Participate in a periodic evaluation discussion with the volunteer. This offers a great opportunity for both the volunteer and the department to offer suggestions for enhancing or altering the volunteer's position.
- Ensure the accurate and timely reporting of the volunteer's hours to the Volunteer Coordinator. Volunteer Services tracks volunteer service hours for reporting purposes as well as for use in its recognition program.

Most importantly – make the volunteers feel welcome and respected for their contributions to the campus community.

*All employees are invited to help the Volunteer Services Program celebrate National Volunteer Week by attending our **Open House** on Thursday, April 21, 2005, from 3:00 – 6:00 p.m. in 243 General Services Building.*

