

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

A publication of Human Resources, UM-St. Louis

March-April 2007

## **WELCOME! NEW EMPLOYEES**

Kathryn Elze, OSSIII, Public Policy  
Mark Fetters, OSSIII, Public Policy  
Antya Francis, Event Assistant, PAC  
Warren Gibson, OSSIII, College of Nursing  
Jennifer Glaubius, OSSII, Center for Internat'l Studies  
Doug Hettich, OSSII, Admissions/Transfer Services  
Burhan Hysa, Custodian, Custodial Services  
Latishua Lewis, Student Devel Coord, Center for Stud Success  
Matt Manwarring, Event Assistant, PAC  
Meredith Morehead, Event Assistant, PAC  
Nancy Percy, OSSII, Student Life  
Maya Scruggs, Adm. Couns/Trans Coordinator, PAC  
Joumana Sholy, Custodian, Custodial Services  
Carol Smith, Custodian, Custodial Services  
Liz Spray, Event Assistant, PAC  
Jeff Stegman, Event Assistant, PAC  
Doris Stoll, Receptionist, Counseling  
France Ventimiglia, Event Asst-House Mgmt Coor, PAC

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 Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. For exit interviews, contact Erik Smetana, ext. 5381. 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**

Patricia Archer, Quick Copy Center Oper to Composer, Graphics  
Sheryl Corce, Secy, Tchng & Learn to OSSIII, Theater & Dance  
Debbie Doering, OSSIII to Admin. Assoc. I, Cont. Education  
Kenneth Fulks, Food Svc Worker to Custodian, Admin Svcs/Aux  
Ann Larsen, Dept. Asst. to OSSIII, Continuing Education  
Andrea Nichols, Adm. Asst, Counseling to Off Supv, Health Svcs  
Dana Ulrich, Coord Dev to Devel Officer, Development  
Melissa Whiteman, Radio Dispatcher, Univ Police

## **EMPLOYEE OF THE MONTH WINNERS**

The UMSL Riverstars Employee of the Month winner for January was Elizabeth (Betsy) Sampson. Betsy is a Coordinator, Academic Programs & Records in the Graduate school. Betsy was chosen for Works Well Under Pressure. Comments made about Betsy included, "Betsy has one of the most demanding jobs on campus. She must maintain a positive attitude while working with students and faculty as she deals with the stress of meeting short timelines-all with nearly 100% accuracy." "The amount and quality of work that Betsy accomplishes is phenomenal."

The UMSL Riverstars Employee of the Month winner for February was Marisa Smith. Marisa is a Police Office with Institutional Safety-Campus Police. Marisa was chosen for Performance Versatility. Comments made about Marisa included, "Marisa always readily adjusts, is very flexible and open minded in her approach to work". "She is always willing to lend a helping hand and be there for her coworkers and others. She does this without any reservations". "When there is a tough assignment, Marisa does not hesitate to volunteer".

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

## **NEW UNIVERSITY POLICIES**

### **HR 120 Post-Offer Pre-employment Testing (effective 3/1/07):**

Before they can start work, candidates for certain administrative, service and support positions are required to pass a post-offer physical examination to determine whether they can safely perform the essential functions of the position. This policy also applies to incumbents who transfer to another included position with higher physical demands.

### **HR 519 Consensual Amorous Relationships (effective 12/15/06):**

Consensual amorous relationships between members of the University community are prohibited when one participant has direct evaluative or supervisory authority over the other, such as faculty over student or supervisor over subordinate. This policy establishes an obligation for disclosure and removal of the evaluative or supervisory activity and provides for disciplinary action for violations.



## ANNUAL SALARY INCREASE APPLICATION (ASIA)

Effective with the Operating Budget merit increase for FY 2007-2008, Human Resources will implement the ASIA system to process the increases. In the past, HR has provided a paper worksheet to assist in submitting the increases. ASIA is an online system and eliminates paper PAF's relating to merit increases for Faculty and Staff. It will streamline the salary increase process, reduce paperwork, reduce data entry and expedite updates to PeopleSoft. ASIA will accommodate updates to salary, JED and Contract. Updates other than salary increases will require a PAF as in the past. Fiscal Officers/Focal Points are being contacted to work on the details to implement the system. There will be spreadsheets online which will be used to process the annual increases, which will be routed electronically to HR after appropriate approvals. Fiscal Officer/Focal Point training will be May/June 2007 and appropriate personnel will be contacted as specific dates are established. Please contact Errol Benson, Manager Payroll and Records at ext. 5803 for additional information.

## MANAGEMENT FOUNDATIONS WORKSHOP

Human Resources is offering a Management Foundations Workshop on Wednesday and Thursday, May 2 and 3, 2007, from 8:30 a.m. to 4:30 p.m. in the Human Resources Training Room, 211 General Services Building. Topics to be covered include:

- **Employment Laws:** Overview of the laws and regulations from equal employment through the laws governing pay and benefits
- **Hiring Process:** Hiring policies and procedures; the new online application process; interviewing techniques; reference checking; applicable forms; available resources
- **Positive, Effective Performance Appraisals:** Appraisal process and forms; setting measurable expectations; the appraisal meeting
- **Understanding and Applying University Policies:** Purpose, application and benefits of the most important University policies
- **Coaching and Counseling:** Coaching; disciplining; handling grievances; benefits, risks and consequences
- **Communicating With and Motivating Your Employees:** When and how to communicate; non-monetary rewards and recognition
- **Overview of the Payroll Process:** Forms; procedures; deadlines for your departmental payroll processors
- **Volunteer Management:** Finding and effectively using the right volunteers to achieve your goals
- **Workers' Comp, FMLA, Other Benefit and Leave Issues:** Legal rights, responsibilities and pitfalls of employee benefits usage

If you have not received an invitation but are interested in attending our Management Foundations Workshop, contact Nancy Draper, ext. 5805. **Due to space limitations and content of the workshop, enrollment is limited to those serving in a supervisory capacity.**

## SIGNIFICANT SERVICE MILESTONES FOR MARCH AND APRIL 2007

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Cynthia Bertram, Graphics	5	Charles Brown, Mercantile Library	10
Rosalyn Bradshaw-Robinson, Music	5	Curtis Coonrod, Student Affairs	10
Sheryl Corce, Theatre & Dance	5	Diane Coonrod, UMSL/Wash U Eng Prog	10
Patricia Davis, Continuing Education	5	Deborah Kluempers, Graphics	10
Jeanette Gazda, Educ. Counseling	5	Katie Matsumoto, Dean Fine Arts & Comm	10
William George, Development Office	5	John Mulderig, Dean Arts & Sciences	10
William Hubbard, Custodial Services	5	Ernestine Randle, Custodial Svcs	10
James Linsin, Counseling	5	Bonnie Unal, Continuing Educ.	10
Amy Tenney, Univ Child Devel Center	5	Emil Woolley, Custodial Services	10
Dena Woods, Art History	5	Monica Farrell, Acad Advising Bus	20
Ellen Younger, Optometry	5	Judith Hicks, Nursing	20
Robert Barden, UMSL Properties	10	Yolanda Weathersby, Welcome Cntr	20
Robert Beckman, Missouri Enterprise	10		