



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - May 2000

WELCOME! NEW EMPLOYEES

- Veta Bradwell, Sr. Secretary, Social Work
- Jennifer Florida, Day Care Asst., Child Development Center
- Karen Guskin, Sr. Psych. Tech., Psychology
- Debra Holloway, Dept. Assistant, School of Business
- Alyce Janish, Clerk Typist, Teaching & Learning
- Patricia Mulligan, Dept. Assistant, College of Nursing
- Mark Neighbors, Audiovisual Tech, ITC
- Brianne Overton, Preschool Aide, Child Development Center
- Lonita Rowland, Audiovisual Tech., ITC
- Joyce Rudroff, Receptionist, Weinman Centre

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 Winchester at ext. 5258.

SPRING CLEANING

The phrase “spring cleaning” conjures up thoughts of cleaning those areas of the home that may not get the same attention as more visible areas, i.e. closets, behind the refrigerator, under the bed, basements, garages, etc. Many of our work environments could also stand a little “spring cleaning”. Conduct a little inspection of your work area. Are there stacks of paper, files, junk mail that you haven’t looked at, boxes, or the obsolete or broken equipment that you might need one day (sure you will)? While some documents and files must be retained for legal and business reasons, others may be discarded. These items occupy valuable workspace or even worse they may pose a safety threat or fire hazard because of the clutter. What about information stored on your computer - files, documents, e-mails, etc. that could be deleted or stored in another medium that could free up valued space. Slow response times may be attributed to the clutter of files, documents, etc., that are no longer needed. Consider doing a little spring cleaning of your work environment!

STAFF SERVICE AWARDS - PHOTOGRAPHS

Plans are underway for the 2000 Staff Service Awards Program. This year, over 140 employees will celebrate 5, 10, 15, 20, 25, 30 and 35-year anniversaries. Each honoree has received a special program announcement. All honorees are asked to please contact Nona Frye (5927) or Karen Cedeck (5238) to schedule an appointment to have their pictures taken.

EMPLOYMENT OF MINORS

With the advent of summer employment season, it might be helpful for employees to review the state of Missouri’s regulations restricting the employment of their minor children:

Nature of Employment

Minors under age 18 may not be required to clean any part of running mill, gearing, or machinery and may not be employed by motor carriers or contract haulers to operate motor vehicles.

Minors under age 16 may not be employed during the regular school term unless issued a work permit by the public school district in which he or she resides (even if the child is enrolled in private school). *Minors over age 14 are not required to obtain a work permit in order to work during vacation periods.* Minors under age 16 may not be employed in:

- mines or quarries;
- any plant manufacturing or storing explosives or ammunition; any blast furnace;
- occupations involving exposure to radioactive substances; street trades, without written permission from director of division of labor standards; or
- any heavy power-driven machinery
- any establishment where the manufacture or sale of alcoholic beverages is the primary business

Minors under age 14 may not be employed, except minors age 12 and over may work in:

- newspaper or magazine delivery;
- child care;
- occasional yard or farm work, with parental consent; and any other nonprohibited part-time job with parental consent

Hours of Work

Minors under age 16 may not work:

- more than 6 days or 40 hours per week
- more than 3 hours on a school day
- more than 8 hours on a nonschool day
- after 7 p.m. nor after 9 p.m. from June 1 to Labor Day, however, minors age 15 may work until 10:30 p.m. at regional fairs between June 1 and Labor Day, with adult supervision and parental consent

Specific guidelines for employment of minors at the University of Missouri are contained in the HR Policy Manual, HR 116.

PROOF OF RELATIONSHIP REQUIREMENT

All employees who enroll in or add medical and/or dental coverage for their spouse and/or child/children after June 1, 2000 will be required to provide proof of relationship confirming that the individual or individuals to be covered are eligible under the specific definitions of the plans. Certified copies or photocopies of certified documents are required. A photocopy must bear the embossed seal or the official stamp of the certifying entity:

In the case of **coverage for a spouse**, a copy of the certificate of marriage is required.

In the case of **coverage for children**, the requirements vary according to the actual relationship of the child, as follows:

- for **natural children**, you must provide a copy of each child's certified birth certificate reflecting you as a parent of the child;
- for **step-children**, you must provide a copy of each child's certified birth certificate reflecting your spouse as a parent of the child AND a certified copy of your marriage certificate reflecting your marriage to one of the natural parents of the child;
- for **adopted children**, a copy of the adoption papers reflecting you as an adoptive parent of the child; and
- for **any other child**, you must provide a copy of guardianship papers or other legal documentation reflecting that you are both legally and financially responsible for the child
- for **"John Doe" birth certificates** - when a certificate of birth does not reflect the father's name it is acceptable if the mother identified on the certificate is the university employee. If the father is the University employee, he must provide an amended birth certificate indicating that he is the father of the child

Documents such as hospital birth certificates, baptismal records, communion records, church marriage certificates and marriage licenses are NOT acceptable. A marriage certificate contains the date the license was issued, the date the marriage took place and the date the document was recorded, whereas the marriage license only reflects that the individuals obtained a license to be married. Documents written in a language other than English must be accompanied by a certified English translation.

If the documentation described above is not provided at the time the faculty or staff member requests the coverage for a spouse or children, the employee's enrollment will include coverage for the spouse and children, if requested, for a period of up to three months. If the required documentation is not provided during that time, coverage for the spouse and/or child or children will be terminated as of the last day of the three-month period. In order to subsequently obtain coverage for the spouse and children, the employee must reapply during an enrollment change period and provide the applicable documentation at that time.

ENHANCING YOUR LISTENING SKILLS

Whether on the telephone or face-to-face, your successful interaction with another employee or outside contact depends a great deal on your listening skills. Here are some tips to help you improve them.

Do

- Assume the speaker has something worthwhile to say
- Clear your thoughts of personal or work concerns before the person starts to speak
- Give the speaker your undivided attention
- Keep asking yourself, "What is the true reason for this communication?" "What does this person really want me to understand?"
- Paraphrase. Repeat back the speaker's key points in your own words to be sure you understand
- Follow up the speaker's statements with probing, open ended questions

Don't

- Assume you know what people will say before they say it
- Let your attitudes toward the person or topic get in the way of listening
- Read, write, doodle, or perform other tasks while someone is speaking
- Listen with "half an ear" to another conversation
- Keep interrupting and preventing the speaker from giving a coherent explanation
- Mentally prepare your reply while the other person is speaking
- Use body language or tone of voice that indicates impatience, annoyance, anger, or other negative emotions towards the speaker

EMPLOYMENT VERIFICATION REQUEST REMINDER

Employment verification requests frequently are sent directly to the employee's hiring department and/or supervisor. The HR Policy Manual-HR 114-"Release of Employee Information", states that such requests, with the exception of personal references, must be referred to the Human Resources Department.