

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

A publication of Human Resources, UM-St. Louis

May-June 2008

## **WELCOME! NEW EMPLOYEES**

Melissa Antey, Events Assistant, PAC  
Yanhong Chen, DB Prog. Analyst-Entry, ITS  
Tamara Durham, Academic Advisor, Educ Acad Advisors  
Elizabeth Edwards, Events Assistant, PAC  
Regina Edwards, Custodian, Residential Life  
Sherry Fantroy-Ross, OSSII, Dean Coll of Business  
Ann Gleason Ernst, Acad Advisor, International Studies  
Bridget Graze, Events Assistant, PAC  
Judd Holder, Accountant, Research Administration  
Trenton Jones, Head Volleyball Coach, Athletics  
Kimberly Kessler, Administrative Aide, Coll of Business Admin  
Kelli Knight, Career Services Coord, Career Services  
Matthew Lewis, Acad Advisor, Educ Academic Advising  
Michael Lowery, Preschool Aide, Child Development Center  
Adrienne May, OSSI, ITS  
Michael Steven Naumann, Syst Admin Expert, ITS  
James O'Steen, Coord Stud Finc Aid, Stud Finc Aid  
Stephen Page, Events Assistant, PAC  
Victoria Reynolds, Admin. Aide, Sue Shear Institute  
Thomas Roedel, OSSI, ITS  
Jeff Schaefer, Events Assistant, PAC  
Frank Schmitt, Police Officer, UMSL Police  
Holly Tanaka, Social Work Assoc, CAC

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**

Lisa Barry, Temp Clerical to Word Proc Oper III, Educ Acad Adv  
Raquel Bennett, Asst Ticket Mgr to Ticket Off Mgr, PAC  
Randal Borroff, Temp Admin/Prof to Social Worker, Trauma Rec  
Dorothy Jean Conway, Temp to Custodian, Custodial Svcs  
Kelly Crone-Willis, Data Cntr Sup Tech to Sys Adm Exp, Research  
Caleb Evans, Sys Admin Spec to DB Admin Spec, ITS  
Lee Gutmann, Temp to Groundskeeper II, Grounds  
Mark Hallett, Prod Tech to Proj Supp Spec, Educ Psych  
Veronica Hayes, Admiss Rep to Sr Acad Advisor, Coll of Nursing  
Michael Knight, Acad Adv to Coord Adv & Tchr Cert, Acad Adv  
Karin Lynn May, Sys Supp Analy to Syst Admin, ITS  
Johnson Perez, Admin Asst to Admin Assoc I, Honors College  
Jeri Peterson, Events Asst to Spec Events Coord, Development  
Maryann Robinson, Cust to Groundkeeper II, Grounds  
Elizabeth Underhill, Data Cntr Supp Tech to Com Prog I, ITS  
Melissa Whiteman, Radio Disp to Admin. Asst, Police

## **EMPLOYEE OF THE MONTH WINNERS**

The UMSL Riverstars Employee of the Month winner for March was Caleb Evans. Caleb is a Database Administrator-Specialist for Information Technology Services. Caleb was chosen for Good Work Ethic. Comments made about Caleb included, "Caleb is extremely dependable". "We often have tasks that need to be done at specific times even during non-working hours and Caleb can always be counted on to have them completed". "Caleb is very focused on getting his work done and always does much more than what is expected of him". "He regularly works during off hours to make sure our services are stable and maintained".

The UMSL Riverstars Employee of the Month winner for April was Drew Griffin. Drew is an Associate Director for the Admissions Department. Drew was chosen for Marvelous Motivator. Comments made about Drew included, "Drew encourages his staff to create and implement new ideas that improve the overall effectiveness of the office of recruitment". "Drew's name is enthusiasm". "He always has a smile on his face and pep in his step." "Regardless of the situation, Drew can always find a positive". "Drew is a natural coach".

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

## **CHANGES TO UNIVERSITY POLICY**

**HR 403 Personal Days:** Effective July 1, 2008, the policy on the use of personal days has been revised to allow personal days to be taken in less than one half day increments and to allow employees to use two additional personal days during an extension of the new hire probationary period (i.e. if it is extended beyond six months). This change does not affect the policy restriction on new hires using more than two personal days during the standard probationary period of six months and does not affect HR 402 Vacations which prohibits employees from earning vacation until the successful completion of the probationary period, even when extended.

**HR 407 Family & Medical Leave Act:** Effective June 1, 2008, family and medical leave has been extended to allow up to 26 weeks of leave in a single 12 month period (including other FMLA leave) for eligible employees who are spouses, children, parents, or nearest blood relatives of members of the armed forces who are being treated for a serious illness or injury sustained while on active military duty. This policy change is in response to the FMLA amendments included in the National Defense Authorization Act for FY 08.



**VOLUNTEERS NEEDED?**

Volunteer Services currently has talented volunteers ready to assist you this summer. Volunteers can complement the work that is being done by your regular staff by helping you catch up on things that are backlogged or adding to the services that your department already provides. Contact our office to begin utilizing a volunteer today @ 516-4106 or submit your request via our website <https://tomsawyer.umsl.edu/webapps/weboffice/volunteer/submit/login.cfm>

**July-December 2008 Bi-Weekly Payroll Schedule**

<b><u>MONTH</u></b>	<b><u>PAY PERIOD ENDING (SAT)</u></b>	<b><u>WebTime Opens</u></b>	<b><u>WebTime Closes</u></b>	<b><u>PAY DATE</u></b>
July	Jun 28, 2008 Jul 12, 2008	Jun 27, 2008 6am Jul 11, 2008 6am	Jul 01, 2008 6pm Jul 15, 2008 6pm	Jul 09, 2008 Jul 23, 2008
August	Jul 26, 2008 Aug 09, 2008	Jul 25, 2008 6am Aug 08, 2008 6am	Jul 29, 2008 6pm Aug 12, 2008 6pm	Aug 06, 2008 Aug 20, 2008
September	Aug 23, 2008 Sep 06, 2008	Aug 22, 2008 6am Sep 05, 2008 6am	Aug 26, 2008 6pm Sep 09, 2008 6pm	Sep 03, 2008 Sep 17, 2008
October	Sep 20, 2008 Oct 04, 2008 Oct 18, 2008	Sep 19, 2008 6am Oct 03, 2008 6am Oct 17, 2008 6am	Sep 23, 2008 6pm Oct 07, 2008 6pm Oct 21, 2008 6pm	Oct 01, 2008 Oct 15, 2008 Oct 29, 2008
November	Nov 01, 2008 Nov 15, 2008	Oct 31, 2008 6am Nov 14, 2008 6am	Nov 04, 2008 6pm Nov 18, 2008 6pm	Nov 12, 2008 Nov 26, 2008
December	Nov 29, 2008 Dec 13, 2008 Dec 27, 2008	Nov 28, 2008 6am Dec 12, 2008 6am Dec 26, 2008 6am	Dec 02, 2008 6pm Dec 16, 2008 6pm Dec 30, 2008 6pm	Dec 10, 2008 Dec 24, 2008 Jan 07, 2009

**Monthly Payroll Schedule**

July 21, 2008 6am	July 23, 2008 6pm	July 31, 2008
Aug 19, 2008 6am	Aug 21, 2008 6pm	Aug 29, 2008
Sep 16, 2008 6am	Sep 18, 2008 6pm	Sep 30, 2008
Oct 14, 2008 6am	Oct 16, 2008 6pm	Oct 31, 2008
Nov 11, 2008 6am	Nov 13, 2008 6pm	Nov 26, 2008
Dec 09, 2008 6am	Dec 11, 2008 6pm	*Dec 24, 2008

\*Subject to the Holiday Schedule

**SIGNIFICANT SERVICE MILESTONES FOR APRIL, 2008 AND MAY, 2008**

<b><u>Name/Department</u></b>	<b><u>Years</u></b>	<b><u>Name/Department</u></b>	<b><u>Years</u></b>
Emily Byrne, Dean of Arts & Sciences	5	Milton Roy Ludwig, Facilities Services	10
John Cattanach, Performing Arts Center	5	Kathleen Reed, Coll of Optometry	10
Ellen Meadows, Continuing Education	5	Dayna Stock, Sue Shear Instit for Women	10
Marissa Smith, UMSL Police	5	*Deborah Buyck, Cntr for Stud Success	15
Ella Conner, Admissions	10	James Owen Friese, User Services	20
Nancy Draper, Human Resources	10	Rita Rivers, Continuing Education	20
Stephanie Fowler, ITS	10	Kimberly Stanger, Math & Comp Science	20
Peter Heithaus, Human Resources	10	Mary Frances Velasco, Graphic Services	20
		Helen Marie Heuman, Cashier's Office	30

\*Deborah Buyck was accidentally omitted from the Significant Service Milestones in the January-February 2008 newsletter.