



THE H. R. RECORD

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

WELCOME! NEW EMPLOYEES

Taedra Bradley, Department Assistant, Facilities Services
Eddie Brooks, Term Service Custodian, Custodial Services
Nicole Christ, Asst. Coach Softball, Athletics
Kelly Crone-Willis, System Admin.-Spec., Info Tech. Svcs.
Mary Donnelly, Mgr. Curriculum Dev., A&S Microcomputing
Stephen Duke, System Supp. Analy-Spec., Info Tech. Svcs.
Melvin Irving, Term Service Custodian, Custodial Services
Mary Lewandowski, Development Officer, Univ. Relations
Jeannette Sanchez-Wallace, Sr. Secretary, Academic Affairs
Angela Smith, Data Entry Oper. II., Alumni Relations
Jennifer Szakacsi, Admin. Asst., Counseling Services
Maria Taylor, Department Assistant, Optometry
Carolyn Warren, Term Service-Custodian, Custodial Svcs.
Laurence Welsh, MSA, Facilities Services

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 Peter Heithaus, ext. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester at ext. 5258.

PROMOTIONS/TRANSFERS

Terrance Brooksman, MSA to MTS, Facilities Services
Michael Davis, Term Svc. Custodian to Custodian, Cust. Svcs.
Brenda Jaeger, Transfer Credit Eval. Spec. to Acad. Adv, Educ
Jordan Smith, Term Svc. Custodian to Custodian, Cust. Svcs.

HR TRAINING

Training classes scheduled for November/December, 2000:

Conflict Resolution - November 8th
Understanding & Applying University Policies - November 14th
Employment Laws - November 16th
Hiring Process - December 6th
Benefits - Life Events - December 7th
Sexual Harassment - December 7th

Training brochures have been sent out to all managers and supervisors. Depending on interest, additional classes may be scheduled. However, due to the time and expense involved in conducting these classes, all sessions with fewer than ten enrollees will be rescheduled, combined with other sessions, or cancelled. Call Nancy Draper at ext. 5805 for further details.

NEED TIME OFF FOR VOTING?

For policy, see your Staff Handbook, HR Policy 411 or the August issue of the HR Record at www.umsl.edu/services/hrs/.

2000 EXCELLENCE AWARD WINNER

Virginia Navarro, Academic Non-Regular was inadvertently omitted from the article in the October 2000 *H. R. Record* listing the winners of the Chancellor's Award for Excellence. Congratulations to Virginia!

DIRECT DEPOSIT REMINDER

In accordance with HR Policy 224, paychecks will no longer be distributed on campus after the November 8th biweekly paycheck except for employees with specific written permission from the University System Controller. **This is a University System policy.** To obtain a Direct Deposit Authorization form, contact Derrick Freeman at ext. 5237.

CHANGE PERIOD DEADLINE

The end of the annual benefits change period is fast approaching. The deadline for employees to inform the benefits office of changes to health, dental, life or LTD coverage is November 10, 2000 at 5 p.m.

Flexible Spending Account (FSA) forms must be submitted by November 10, 2000 in order to receive a confirmation of enrollment along with claim submission instructions. While, by law, FSA forms must be accepted through December 31, 2000, employees are encouraged to submit their enrollment forms no later than December 15, 2000. This will ensure prompt credit for early claims against FSA's. If you have questions, call Joann Westbrook at ext. 5639 or Michelle Brandon at ext. 5806.

EXPRESS SCRIPTS IS OUR PRESCRIPTION COVERAGE

Lately, there has been some confusion regarding prescription coverage for employees who are enrolled in United HealthCare Choice Plus or Select Plus. **The University of Missouri's prescription coverage is through Express Scripts.** Some employees have applied for prescription benefits through PAID Prescriptions LLC, which is incorrectly shown on the new Medical Plan cards, or Merck Medco, which some have incorrectly been advised to use by United HealthCare's member services department. When purchasing prescriptions from a pharmacy, covered employees should only show their Express Scripts prescription cards. **Employees should not show their Medical Plan cards when purchasing prescriptions.** If you have any questions or do not have an Express Scripts prescription card, call Joann Westbrook at ext. 5639 or Michelle Brandon at ext. 5806.

EMPLOYEES HONORED FOR SERVICE TO UM-ST. LOUIS

The following employees will be honored at the Staff Service Awards Ceremony on Friday, November 10th in the Millennium Student Center. We congratulate them on their years of service to the University. Their loyalty and dedication have made this a great place to work!

30 Years

Nathaniel Mack, Custodial Services

25 Years

David Klostermann, Cont.Ed. & Outreach
Danny Queen, Graphic & Printing Services
Judy Velders, Registration

20 Years

Delvine Boehm, ASD Auxiliary Service
Karen Budak, Academic Advisors - Bus
Barbara Carroll, ASD Auxiliary Service
Mary Corbett, ASD Auxiliary Service
Marilyn Ditto, Vice Chancellor Student Aff
Sally Dobson, ASD Auxiliary Service
Janet Frantzen, Political Science
Alice Hrabal, College of Arts & Sciences
Joseph Kramer, Chemistry
Mary Rapert, Graphic & Printing Svcs
Diana Rehagen, Cont. Ed. & Outreach
Howard Rivers, Custodial Services
Patricia Thomeczek, Custodial Services
Carol Usery, Grounds
Joann Wilkinson, Manag & Tech Services

15 Years

Kaye Adams, Student Financial Aid
Ronald Babb, UM-St. Louis Police
Patricia Camp, Human Resources
Betty Covington, VC Admin. Services
Michael Ellerman, Grounds
Maryann Hempen, Biology
Karen Hopkins, Graphic & Printing Svcs
Brenda Jaeger, Degree Audit Unit
Bridgette Jenkins, Counseling
Joan Lorson, Cont. Ed. & Outreach
Kathleen Mohrmann, Dean School of Bus
Diane Mongillo, Dean School of Business
Linda Oppland, KWMU-FM Radio
Gloria Schultz, ASD Auxiliary Service
Hermelinda Sharp, Multi-Cultural Rel
Pamela Spreen, Library
Melvin Starkey, Facilities Services
David Vogler, Facilities Services
Judith Walter, School of Optometry
Darryl Wea, University Relations

10 Years

Maria Adam, Acad Adv - Arts & Sciences
Rita Anderson, Cont. Ed. & Outreach
Rochelle Aronson, University Relations
Jerry Bennett, Facilities Services
Florence Blocker, Custodial Services
Joanne Bocci, Women's Center
Johnny Boyd, Custodial Services
Renee Crothers, Custodial Services
Arville Dill, Business Services
Deborah Doering, Dean School of Ed
Rufus Dyle, School of Optometry
Stephanie Eaton, ASD Auxiliary Service
Lisabeth Ellerbusch, School of Optometry
Diane Goodwin, Dean School of Educ
Julie Gram, School of Optometry
Brenda Hogenkamp, VC Admin. Services
Octavia Hollins, Admissions
Derrick Holmes, Rental Properties
Sonia Jarrett, Bridge Program
Diana Johnson, Registration
Shelley Kerley, KWMU-FM Radio
Randall Lahl, Graphic & Printing Services
LynneMcCarthy, Counseling - School of Educ
Brenda McPhail, University Relations
Michael Messmer, Facilities Services
Cynthia Parker, ASD Auxiliary Service
Olivia Reid, Cashier's Office
Dennis Usery, Grounds
Karen Walsh, Center for Academic Devel

5 Years

Michael Aden, MAMTC Regional Office
Carolyn Agnew, Strengthening Institution
Richard Anderson, Cont. Ed. & Outreach
Susan Baber, Research & External Funding
Janet Bachman, Admin. Service Office Mgmt
Stephen Barris, MAMTC Regional Office
Denice Beckett, KWMU-FM Radio
Errol Benson, Human Resources
Sherry Box, Business Services
Robert Bruza, Facilities Services
John Buescher, MAMTC Regional Office
Karen Cedeck, Human Resources
Paula Coalier, English
Patrick Conway, UM-St. Louis Police
Patricia Crafton, Evening College
Jennifer Dennis, School of Business Admin.
James Devereux, MAMTC Regional Office
Patricia Dolan, Athletics
Gloria Doneff, Vice Chancellor Student Aff

5 Years (Cont'd)

Jeffrey Eddy, Athletics
Derrick Freeman, Human Resources
Gary Frost, MAMTC Regional Office
Bruce Gardiner, UM-St. Louis Police
David Gellman, Comput & Networking
Anthony Georges, Student Finan Aid
Julia Gleason, Athletics
Kerry Hallahan, Student Financial Aid
Michael Harmon, Facilities Services
Vicky Hawkins, Cont. Ed. & Outreach
Jeffrey Headtke, Dean Graduate School
Glenda Jackson, School of Optometry
Becky Jenkins, School of Nursing
Denise Kiehl, University Center
Karen Kirkwood, Comp & Networking
Polly Lahey, Childrens Advocacy
Tewania Lomax, Acad Advisors - Bus
Harold Marler, Facilities
Tina McBride, ASD Auxiliary Services
John Meadows, Custodial Services
Judith Michael, Comp & Networking
Diane Moody-Mitchell, Stud Health
Carolyn Neal, Dean School of Educ
Ella Nichols, School of Optometry
Charles Partain, UM-St. Louis Police
Carolyn Patton, MAMTC Reg Office
Loren Paul, Environ Health & Safety
Alvis Poe, University Relations
Constance Quinlan, Reg Inst Sci Educ.
William Raack, KWMU-FM Radio
James Rhodes, Library
Kaliantha Riddick, Student Finan Aid
Michael Roberts, Athletics
Robert Roeseler, UM-St. Louis Police
Jackie Sisler, Graphic & Printing Svcs
Natissia Small, Student Financial Aid
David Snead, Library
Karen Taylor, Child Devel Center
Mary Thaxton, Manag & Tech Svcs
Patricia Wallace, Univ Child Devel
Regina Walton, Admissions
Thomas White, MAMTC Reg Office
Floyd Wilding, UM-St. Louis Police
Kaminsky Williams, Admissions
Sherlie Wilson, Student Financial Aid
Alfred Wirt, UM-St. Louis Police
Judy Young, Degree Audit Unit
Maureen Zegel, University Comm
Fanping Zhu, Comp & Networking