

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

November-December 2003

## WELCOME! NEW EMPLOYEES

Kristi Beall, Clerk Typist, Admissions  
Hilliary Bryant, Ticket Seller, Performing Arts Center  
Christine Capstick, Library Asst. I, Libraries  
Phillip Castleberry, Development Office, University Relations  
Felice Chatman, Secretary, Performing Arts Center  
Nancy Collier, Off Support II, ITS  
Michael Davis, Custodian, Custodial Services  
Parker Denny, Student Affairs Rep, Student Life  
Kathleen Diehl, Coordinator Special Education, Education  
Kenneth Fulks, Food Service Worker I, Auxiliary Services  
David Hart, Admin. Assoc. I, Housing  
Jennifer Hatton, Info Spec, University Communication  
Blair Hedges, Admissions Counselor, Admissions  
Chad Hoffer, Stud Dev Coordinator, Advising Center/EC  
Malaika Horne, Director Leadership Institute, Leadership Instit  
Raphael Hopkins, Office Supp Staff I, Public Policy Research  
Douglas Hughey, Comp Supp Specialist, ITS  
Derrick Jenkins, Custodial, Custodial Services  
Leanne Johnson, Counselor, Children's Advocacy Services  
Polly Kurz, Office Supp Staff I, Residential Life  
John Masters, Dept Specialist, KWMU  
Vicky Melloch, Off Supp I, Campus Police  
Timothy Nelson, Library Asst I, Libraries  
Eric Nguyen, Programmer Analy-Entry, Alumni Records  
Chad Oberbroeckling, Athletic Trainer, Athletics  
Rachael Queen, Asst. Manager Marketing, Performing Arts  
Craig Robinson, Supv Hazardous Material, Envir Health  
Ann Rosen, Preschool Aide, Child Dev Center  
David Rusin, Jr., Parking Attendant, Campus Police  
Charles Sosnowski, Asst Softball Coach, Athletics  
Jason Stahr, Asst Director Stage Services, Performing Arts  
Norman Stewart, Director Univ. Camp, University Relations  
Sharon Strickland, Ticket Seller, Performing Arts Center  
Paul Summers, Supv Lighting & Elec Systems, PAC  
Eric Taylor, Food Svc Worker I, Child Dev. Center  
Patricia Thaxton, Grant Writer, KWMU  
Sylvia Thompson, Clerk, Public Policy Research  
Michael Toohey, Syst Supp Analyst-Entry, ITS  
Jamie Tucker, Office Supp Staff II, Alumni Relations  
Caroline Walters, Secretary, Cont. Education  
Helen Ward, Sr. Secretary, Student Affairs  
Erica Williams, Custodian, Custodial Services  
Sheronda Williams, Term Service Custodian, Cust. Services

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Alicia Winchester, ext. 5258. 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. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, 5805.

## PROMOTIONS/TRANSFERS

Kimberly Allen, Dir Res Life to Asst to VC, Student Affairs  
Deborah Ballard, Dept Asst CE to Admin Assoc I, Education  
Wendy Blocker, Research Asst to Career Specialist  
Drummond Crenshaw, Dept Asst Aux Svcs to OSS III, Theatre  
Renee Crothers, Custodian to Custodial Supv, Cust. Svcs  
Derrick Freeman, HR Spec. I to OEO Specialist  
Veronica Hayes, Admiss Advisor to Sr. Admiss Adv, Admissions  
Eugene Hubbard, Term Scv Custodial to Custodian, Cust Svcs  
John Klein, Asst Dir Res Life to Director, Residential Life  
Patrick Tansey, Dept Asst, Library to Sys Supp Analy, ITS  
Christine Tobnick, Comp Supp Spec to Softwr Supp Analy-Spec, Coll of Nursing  
Barbara Trauterman, Dept Asst, EC to OSSIII, EC

## 2004 BENEFITS CHANGE PERIOD

The annual benefits enrollment change period is in effect until November 19, 2003. During the change period, you may make changes to your medical, dental, life, AD&D, flexible spending account (FSA), or long term disability insurance coverage for 2004. If you are eligible, you may also enroll in a benefit program in which you were not previously enrolled. If you are currently enrolled, no action is required on your part unless you wish to change or cancel coverage. However, employees enrolled in the FSA program in 2003 must re-enroll for 2004 in order to continue their participation in the program.

*Changes to employee benefits for 2004 include: discount on excluded prescription drugs, eligibility of over the counter medications for reimbursement through the Flexible Spending Accounts, availability of United Healthcare's nationwide network to UM Choice Plus medical plan participants, a new administrator for mental health benefits, and increased premium rates for medical coverage.* For more information, contact Joann Westbrook, extension 5639 or go to <http://www.system.missouri.edu/hrs/benefits/welcome.htm>



**EMPLOYEE OF THE MONTH WINNERS**

**DARRYL WEA**



**LINDA SILMAN**



The UMSL Riverstars Employee of the Month winner for September was **Darryl Wea**. Darryl was chosen for best exemplifying the September theme of "Outstanding Customer Service". Darryl is a Supervisor of Building Services in the Auxiliary Services Department. Comments made about Darryl included; "Darryl is always available to assist even if he has several other projects happening simultaneously", "Darryl is always ready to accommodate for any event set up", "he gives customers the feeling that he is in control and everything will be fine", "Darryl goes beyond the call of duty to make sure events are set and ready to go, often working 12 hour days".

The UMSL Riverstars Employee of the Month winner for October was **Linda Silman**. Linda was chosen for best exemplifying the October theme of "Effective Leadership". Linda is Acting Registrar. Some of the comments made about Linda were; "Linda has an open door policy that gives you the feeling that you can talk to her about anything and at any time", "she consistently and fairly distributes work tasks among employees and will stop working on her own tasks and help out on must-meet deadline projects".

Darryl and Linda received \$100 gift certificates, commemorative plaques, and automatic nominations for the Chancellor's

Nomination forms for the November Riverstars Employee of the Month Award for "Excellent Teamwork" have been e-mailed to all employees. The deadline for submitting nominations to Human Resources is November 21, 2003.

**HOLIDAY SCHEDULE**

With the exception of designated departments, the campus will be closed from Thursday, December 25, 2003 through Friday, January 2, 2004. Christmas and New Year's holidays are paid holidays. Employees may use accrued vacation or personal days, if available, for December 26, 29, 30, 31, and January 2. If no paid days are available, employees may take those days as unpaid time off. Employees must submit a Report of Absence (Form 60) for all days off whether paid or unpaid, which are not paid holidays. Human Resources will be closed during that time. Bi-weekly paychecks will be direct deposited on Wednesday, December 31<sup>st</sup>. Monthly paychecks will be direct deposited on Wednesday, December 24<sup>th</sup>.

**INCLEMENT WEATHER REMINDER**

In the event of severe weather, the campus is open unless and until an official announcement is made that the campus is closed. Radio stations KTRS (AM 550), KWMU (FM 90.7), KMOX (AM 1120) and television stations KTVI (2), KMOV (4), and KSDK (5) will be notified of the closing. An announcement will be placed on the UMSL Information Line 314-516-INFO (4636), the general telephone number for the campus (314-516-5000), and all voice mailboxes.

**NOTICE FROM UMSL POLICE – CRIME REPORT UPDATED**

The University of Missouri-St. Louis "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report" has been updated and is available on the UMSL-PD Web Site. The report includes hints for personal safety and security, helpful telephone numbers and a link to the St. Louis County Police Department's "Known Sex Offender" list. If you have any questions please call Lieutenant A.L. Wirt at 516-5155.