

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

November-December 2004

## WELCOME! NEW EMPLOYEES

Robert Baxter, Term Service Custodian, Custodial Services  
Connie Berra, Term Service Preschool Aide, Univ. Child Devel  
Nicholas Biggerstaff, System Admin-Specialist-ITS  
Arniece Brown, Term Svc. Custodian, Custodial Services  
Thomas Buford, Child Care Assistant,  
Aaron Byrd, Term Service Custodian, Custodial Services  
Christina Clark, Receptionist, Health Services  
Cerise Cohee, Data Entry Oper I, Registration  
Issac Cosey, Custodian, Custodial Services  
Norman Dalton, Supervisor Grounds, Maintenance  
Tammy Davis, Office Support Staff II, Children's Advocacy  
Juan Diaz, Admissions Representative, Admissions  
Orlando Edwards, Custodian, Custodial Services  
Clea Fairaizl, Social Work Associate, Children's Advocacy  
Teri Gibbs, Term Service Custodian, Custodial Services  
Susan Godfrey, Term Service Custodian, Custodial Services  
Stacie Haen-Darden, Student Develop Coord., Evening College  
Barbara Hale, Radio Dispatcher, Police  
Beverly Haymon, Custodian, Custodial Services  
Stacy Isermann, Administrative Assistant, Psychology  
Deanna Lamb, Social Work Assoc., Children's Advocacy  
Stephen Moore, Custodian, Custodial Services  
Marie Mueller, Nurse Practitioner, Health Services  
Elizabeth Pawloski, Coordinator Volunteer Program, HR  
George Qualls, Term Svc Custodian, Custodial Services  
Mark Regina, Electronics Technician II, Chemistry  
Anthony Richards, MSA, Facilities Services  
Ann Segrest, Manager Eye Clinic, Optometry  
Lisa Union, Custodian, Custodial Services  
Natalie Wilcox, Counseling Psychologist, Children's Advocacy  
Madeline Wuellner, Development Officer, University Relations  
Jonathan Yordy, Coordinator-Public Relations, Univ. Relations

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact John Tighe, 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 Peter Heithaus, ext. 5809 or John Tighe, ext. 5381. For exit interviews, contact Nyonia Frye, ext. 5927. 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

Stephen Bene, Bldg. Maint. Mechanic to Supervisor  
Timothy Gower, Term Svc Custodian to Groundskeeper  
Emily Hoyne, Dev Coord. To Dev Officer, Univ. Relations  
Kathryn Johnson, OSSII to OSSIV, Evening College  
Megan Over, Coordinator to Dev. Officer, Univ. Relations  
Christine Rethlake, Coord. Stu Fin Aid to Assoc Dir Stu Fin Aid  
Michael Smith, Coord. Stu Fin Aid to Assoc Dir Stu Fin Aid  
Ellen Younger, Patient Svc Rep to Patient Svc Coordinator

## EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for September was Monica Farrell. Monica was chosen for Outstanding Customer Service. Monica is a Senior Academic Advisor in the College of Business Administration. Comments made about Monica included; "Monica always makes herself available to anyone seeking assistance". Monica is very knowledgeable and is sought out by many". "If Monica tells someone she is going to look into something, she does and she does it promptly. She then gets back to people who are waiting for resolution". "She is good at what she does, and students recognize it".

The UMSL Riverstars Employee of the Month winner for October was Benard Diggs chosen for best exemplifying the October theme of "Effective Leadership". Benard is Manager Operations-University Center in the department of Admin. Services Div. Aux. Services. Comments made about Benard included, "Benard has taken on an elder role for many of the youngest staff employees in the MSC. He can and does share the wisdom he has gained from his 30 plus years of service". "Bernard is both consistent and compassionate in his everyday interactions with his staff". "Bernard is sensitive to the needs of his employees inside and outside the office". "He is always considerate of someone else's needs".

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

## TIME-OFF FOR VOTING

With the presidential election coming up on November 2<sup>nd</sup>, a quick review of HR Policy 411 on voting as explained in the Staff Handbook is in order:

*If you are eligible to vote in any local, state, or national election in the State of Missouri, you will normally be able to vote before or after work. If your hours of work give you three successive hours on election day, between the opening and closing of the polls when you are not on duty, you will not be eligible for any paid time off for the purpose of voting. If however, such a three-hour period cannot be achieved in this manner, you will be excused from your duties for a period of time for voting, **not to exceed three successive hours, including off-duty time, between the opening and closing of the polls on the day of election.***

*When scheduled working time is involved, you will be paid for that part of the time it is necessary to be absent **provided, however, that you have requested permission in advance to be absent from work for the purpose of voting.***

*Your supervisor shall have the right to specify the time when you shall be relieved from duties and services so as to provide the three successive hours for voting.*



## **2005 BENEFITS CHANGE PERIOD**

The annual benefits enrollment change period is in effect until November 17, 2004. 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 2005. 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 must re-enroll for 2005 in order to continue their participation in the program.

*The following changes to employee benefits will be effective January 1, 2005:*

- *premiums for UM Choice Plus will increase by 9%*
- *staff employees with **nine month appointments** of at least .75 FTE will be benefit eligible; faculty in this category will now be eligible for the pension plan*
- *new employee enrollment period will be reduced from 60 to 30 days, with coverage retroactive to the hire date*
- *mid-year changes to benefit coverage will only be allowed for family status changes*
- *late enrollments in the dental plan will no longer be subject to restricted coverage*
- *dependent life for spouse options will no longer be based on employee's pay*
- *AD&D increments will change from \$5,000 to \$25,000*
- *maximum contributions to 403(b) and 457(b) plans will be increased to \$14,000 per year (\$18,000 for employees over 50)*
- *Express Scripts' new identification cards will display employee identification numbers instead of social security numbers*

***For more information, contact Joann Westbrook, extension 5639 or visit <http://www.umssystem.edu>***

## **Coordinator of Volunteer Services Program Hired**

On October 1, 2004, Elizabeth Pawloski joined UM-St. Louis as Coordinator of Volunteer Services. Prior to coming to UM-St. Louis, Elizabeth was responsible for recruiting, training, and managing staff and volunteers for the Girl Scout Council of Greater-St. Louis for ten years. She holds a B.S. degree in Business Administration from the University of Missouri-Columbia and has completed post-graduate work towards a M.Ed. degree in Counseling at UM-St. Louis.

The Volunteer Services office is located in Suite 243 of the General Services Building. If you recognize a need for volunteers in a particular area or program here on campus or know of someone who would be interested in volunteering, contact Elizabeth at extension 4107.

## **HOLIDAY SCHEDULE**

With the exception of designated departments, the campus will be closed from Friday, December 24, 2004 through Friday, December 31, 2004. Christmas and New Year's holidays are paid holidays. Employees may use accrued vacation or personal days, if available, for December 27, 28, 29 & 30. 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 29, 2004. Monthly paychecks will be direct deposited on Wednesday, December 22, 2004.

## **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), and KMOX (AM 1120) and television stations KTVI (2), KMOX (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.

## **Vehicle Registration Deadline**

Oct. 31<sup>st</sup> is the last day to register vehicles for 2004-05 faculty and staff parking permits. Register online at <http://www.umsl.edu/%7Easd/parkingandtransportation>. Call extension 5298 for more information.

## EMPLOYEES SERVICE MILESTONES TO UM-ST. LOUIS

The following employees reached service milestones at UM-St. Louis during calendar year 2004. We congratulate them on their years of service to the University. Their loyalty and dedication have made this a great place to work.

### 35 Years

Patricia Kloepfer, Dean College of Educ  
Linda Silman, Registration

### 30 Years

Nancy Ashford, Dean College of Education  
Robert Baumann, Center for Internat'l Studies  
John Cahill, Jr., UMSL Police  
Larry Westermeyer, Institutional Research

### 25 Years

Michael Edmonston, Maintenance Svcs.  
Linda Gatson, Finance  
Barbara Hufker, Library  
Donald Lewis, Technology Services  
Susan Mallioux, Library  
Brenda Shannon Simms, Cont. Ed. & Outreach  
Doris Summers, Custodial Services  
Carol Wright, Admin. Services Div. Aux. Svcs.

### 20 Years

Andrea Dunbar, Human Resources  
William Ficklen, Library  
Carolyn Jones, Cont. Educ. & Outreach  
Larry Jordan, Maintenance Services  
Mattie Lewis, Cont. Educ. & Outreach  
Faith Lucas, Accounting Services  
Brenda Stutte, Research Administration  
Lana Vierdag, Political Science  
Jeri Whyte, Univ. Child Development

### 15 Years

Patricia Archer, Graphic Services  
Joyce Boss, ITS Operations  
Karen Crawford, Chancellor's Office  
Laura Darrow, Facilities Planning  
Jay Frey, Graphic Services  
Victoria Galvin, Media, Marketing & Printing  
Rhonda Harkness, Custodial Services  
Lee Hill, Custodial Services  
Brenda Jackson, Auxiliary Services  
Gloria Kohn, Special Units Chancellor  
William Lagermann, Custodial Services  
Joyce Lamartina, Library  
Michele Pattison, Chancellor's Office  
Michael Remier, ITS Operations  
Melvin Schillinger, UMSL Police  
Patricia Wentz, KWMU Radio

### 10 Years

Rosemary Axley, Cont. Educ. & Outreach  
Karen Bewig, College of Business Admin.  
Sharon Clark, Dean of Arts & Sciences  
Antonio Clay, Business Services  
Jack Crosby, University Communications  
Bernadette Dalton, Dean Coll of Education  
Felecia Davis, College of Optometry  
Anthony Eckert, ITS Operations  
William Gunn, User Services  
Patricia Kaiser Lee, Advising & Transitional Svcs  
Prima Love, Special Units – Public Affairs

### 10 Years (Cont'd)

Nancy Magnuson, University Health Services  
Judith Maserang, Barnes College of Nursing  
Jean Mayo, Psychology  
Pamela McCann-Clay, Educ. Academic Adv.  
Thomas McEwen, UMSL Police  
Marcia Mellitz, Research Administration  
Lori Morgan, VC Academic Affairs  
Teri Murray, Barnes College of Nursing  
John Tighe, Jr., Human Resources  
Linda Vaughn, Communication

### 5 Years

Loretta Aemisegger, Alumni Activities  
Patricia Barton, Dean Arts & Sciences  
Marvin Blake, Sr., UMSL Police  
Petra Blum, Child Advocacy Services  
Barbara Brown, College of Optometry  
Jennifer Budak, Univ Child Development  
Patricia Cline, Custodial Services  
Kandy Cromwell, Registration  
Dana Daiels, OEO  
Sandra Diamond, Dean Coll. of Education  
Susan Fitzsimmons, Cont. Ed. & Outreach  
Debra Garcia, Economics  
Glenda Gillespie, Barnes College of Nursing  
Ellen Orr Glover, Child Advocacy Services  
Dora Griffin, Accounting Services  
Delores Harris, Custodial Services  
Loyola Harvey, University Relations  
Carl Hasten, Instructional Computing  
James Hazley, Maintenance Services  
Charmaine Henson, Athletics  
Larry Hinkle, Office of Research Admin.  
Nichelle Hunter, ITS Operations  
James Karslake, Foreign Lang. & Literature  
Ann Kaup, Barnes College of Nursing  
Leslie Kimball, Child Advocacy Services  
Phyllis Kimball, Custodial Services  
Frank Kochin, Facilities Services  
Robert Noel Koranda, Cont. Ed. & Outreach  
Holli Kubly, User Services  
Kevin Lavery, KWMU Radio  
Michelle Lockett, Custodial Services  
Sandra Lux, Cont. Educ. & Outreach  
Orinthia Montague, Student Activities  
Fern Mreen, Psychology  
James Murphy, Technology Services  
Karen Pierre, Special Units – Public Affairs  
Thomas Rammaha, Custodial Services  
Christine Rethlake, Student Financial Aid  
Steffanie Rockette, University Relations  
Susan Scribner, Child Advocacy Services  
Antoine Silver, Custodial Services  
Gloria Jean Spates, Custodial Services  
Jennifer Spearman Simms, Fac Instruc Support  
Beverly Tucker, Child Advocacy Services  
Jason Ulrich, KWMU Radio  
Charlene Williams, Cashier's Office  
Terry Williams, Center for Internat'l Studies  
Tracey Zimmerman, Child Advocacy Services