

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

November-December 2006

WELCOME! NEW EMPLOYEES

Toni Boester, Admin Assoc I, ASD Services
Felicia Brown, OSSI, Financial Aid
Emrush Dullovi, Term Srv Custodian, Custodial Services
Lori Flanagan, Asst. Director, Athletics
Jennifer Ford, Development Officer, Development
Alice Godel, OSSII, Registration
Ryan Heinz, Information Specialist, Communications
Alex Ihnen, Development Officer, Development
Cornell Lewis, Bus Syst Analyst, Cashier's Office
Jeri Peterson, Temp Admin/Prof, Development
Sujatha Ramesh, Psychologist, Psychology
Ryan Reagan, Food Svc Worker I, UCDC
Claudia Shugert, Development Officer, Development
Erik Smetana, Sr HR Specialist, Human Resources
Sharon Smith, OSSI, Registration
Stephanie Thornton, Receptionist, Health Services
Rudolf Vrugtman, Project Devel Specialist, IMSELT
Martha Wegmann, Sales Representative, KWMU
Dena Winkler, Coord Stu Finc Aid, Student Financial Aid

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. 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. 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

PROMOTIONS/TRANSFERS

Lynn Becker, OSSI, Registration to Sr Clerk, Cashier's
Maurice Bradford, Secy, Devel to Admin Asst, Nursing
Jessie Bridges, Exe Staff Asst, Nursing to Adm Assoc, CCJ
Miranda Dorn, OSS, Public Policy to OSSIII, Facilities
Douglas Hughey, Comp Supp Spec to Sftwre Supp Spec, ITS
Orinthia Montague, Asst. Vice Provost to Assoc VC Stu Aff
Lori Morgan, Exec Staff Asst II to Admin Mngr, Acad Aff
Sylvia Poe, HR Specialist III to Mgr Recruit & Org Dev, HR
Linda Royal, Exec Staff Asst II to Asst to VC, Stud Affairs
Barbara Trauterman, Admin. Secy to Exec Staff Asst, Ac Aff

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for September was Dena Martin. Dena is an Administrative Secretary in the College of Business Administration. Dena was chosen for Outstanding Customer Service. Comments made about Dena included, "Dena makes herself available when she is needed, even when it is inconvenient for her". "What is refreshingly admirable about Dena is her positive attitude and willingness to go beyond the confines of her job description".

The UMSL Riverstars Employee of the Month winner for October was Ken Voss. Ken is Director of Computing Services in ITS Operations. Ken was chosen for Effective Leadership. Comments made about Ken included, "Ken is a conscientious supervisor who sets an example by always being here, starting early, leaving late, and meeting deadlines". "He is known for his loyalty and dependability". "Ken is a compassionate supervisor who came up through the ranks and relies on his personal experience to put himself in his employees' shoes and goes out of his way to support his employees".

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

PERSONNEL ACTION FORMS

All departments should be using the most recent Personnel Action Forms, UM 270 (PAF) and Personal Data Forms, UM 272 (PDF) that are available on-line. Please destroy any of the prior forms you may have downloaded or made copies of. The forms are available at the following website:

<http://www.umssystem.edu/ums/departments/fa/management/records/forms/human/>

As of January 1, 2007, we will no longer accept the old forms. The most recent PAF was revised August 2006, and the PDF was revised June 2006. Please contact Nyonia Frye, ext. 5927 or Andrea Dunbar, ext 5376 if you have any questions.



HUMAN RESOURCES STAFF CHANGES

As many of you are aware, John Tighe, Assistant Director of Human Resources, retired from the University on October 25, 2006. John's retirement has resulted in the following structural changes in the Human Resources department:

- Sylvia Poe, Manager of Recruitment and Organizational Development, will oversee the recruitment and compensation functions in addition to her other responsibilities in the areas of employee relations and recognition, training, website management, and special projects management. Sylvia has been a member of the Human Resources staff for almost three years.
- We are pleased to announce that Erik Smetana has joined Human Resources as a Senior Human Resources Specialist. Erik comes to UM-St. Louis from Boys and Girls Hope where he was a Human Resources Generalist. He brings considerable and varied Human Resources experience in the corporate as well as the not-for-profit sector. Erik has also written articles on the subject of recruiting for the ER Daily. He has PHR (Professional in Human Resources) certification, an MBA from Lindenwood University, and a Bachelor's degree from UM-St. Louis. Erik's focus will be on recruitment and compensation. He will report to Sylvia Poe. Erik can be reached at extension 5381.
- Joann Westbrook has been promoted to Human Resources Specialist III. She will continue to oversee the benefits and workers' compensation functions but will now report to the Director of Human Resources. She will supervise Pat Camp, HR Assistant. Joann has been a member of the Human Resources staff for over thirty years.
- Andrea Dunbar, HR Assistant responsible for processing and maintenance of faculty records, and Nyonia Frye, HR Assistant responsible for processing and maintenance of staff records, will now report to Errol Benson, Manager of Payroll.

To view Human Resource's revised organizational chart, visit our website at http://www.umsl.edu/services/hrs/docs/org_chart.doc

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, 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 home page of the UM-St. Louis website (www.umsl.edu) and on the UMSL Information Line 314-516-INFO (4636), the general telephone number for the campus (314-516-5000), and all voice mailboxes.

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Monday, December 25, 2006 through Monday, January 1, 2007, inclusive. Christmas and New Year's holidays are paid holidays. Employees may use accrued vacation or personal days, if available, for December 26, 27, 28 & 29. If no paid days are available, employees may take those days as unpaid time off. However, employees who take off for the whole time that the campus is closed must be in paid status on Friday, December 22 and Tuesday, January 2 in order to be paid for Christmas and New Years. 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 27, 2006. Monthly paychecks will be direct deposited on Friday, December 22, 2006.

SIGNIFICANT SERVICE MILESTONES FOR NOVEMBER AND DECEMBER 2006

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Jesus Chavira, Custodial Services	5	Colleen Watermon, Alumni & Consti Rel	10
Tammy Fortner, Cashier's Office	5	Preston Willbanks, Residential Life	10
Mitchell Hess, Cashier's Office	5	Paul Wilmarth, ITS Faculty Instruc Support	10
Dana Merris, University Health Services	5	Charles Zoeller, Jr., Residential Life	10
John Shanklin, ITS User Services	5	Linder Williams, Disability Access Svcs	15
Al Marcus, Missouri Enterprise	10	David Brown, Grounds	20
Dennis Opfer, Facilities Services	10	John Burton, Facilities Services	30