



THE H. R. RECORD

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

WELCOME! NEW EMPLOYEES

Alem Ahmad, Dept. Assistant, Information Tech. Services
Sarah Aldridge, Info. Spec., University Communication
Jamillah Boyd, Dept. Assistant, School of Business
Donna Carothers, Dept. Specialist, Alumni Relations
Cristle Coleman-Griwach, Dev. Officer, University Relations
Darlene Cross, Term. Service Custodian, Custodial Services
Glenn Gleeson, User Support An. Expert, Campus Computing
Lisa Harmon, Clerk, Admissions
Leighanne Heisch, Sr. Secretary, Communication
Adrian Hopkins, MSA, Facilities Services
Nancy Kolocotronis, Dept. Asst., Evening Coll. Advising
Thomas Kyle, Network Security An. Spec., Campus Comp
Lawrence Leslie, Custodian, Custodial Services
Shawna Lyonfields, Sr. Psych. Tech., Psychology
Mary Mobley, Communication Coord., Public Policy
Myra Mullins, Switchboard Operator, Telephone Services
Tanya Myles, Department Assistant, Stud Financial Aid
Sheri Notaro, Counselor, Multi-Cultural Relations
Richard Rabe, Research Spec., Public Policy
Toni Rice, Project Coord., Children's Advocacy Center
Terry Ringo, MSA, Facilities Services
Antonio Rosas, Driver Emerg. Road Svc., UM-St. Louis Police
Renee Smith, Admin. Assoc. I., International Studies
Sarah Thompson, Dept. Assistant, Admissions
Richard Treadway, Printer, 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

Joan Arban, Comm. Coord. to Admin Assist, Chancellor's Off.
Diane Coonrod, Dept. Asst. to Dept. Asst., UMSL/WU Engr.
Sam Darko, Term Serv. to Custodian, Custodial Services
Tanika Dunn, Sr. Secretary to Admin. Assistant, Arts & Sci
Phyllis Erwin, Dept. Asst. to Dept. Asst., Cont. Education
David Gellman, I-Net Admin., Info Tech. Services
Timothy Hamilton, Term. Service to Conf. Asst., Cont. Ed.
Thomas Kovach, Sales Manager, KWMU
Kenneth Rapsilben, Dept. Asst. to Admin. Sec., Bus. Admin.

EMPLOYEES HONORED FOR SERVICE

Administrative, service and support staff who have achieved length of service milestones will be formally recognized at the annual **Staff Service Awards Ceremony** on **Friday, November 10th** at 6:00 p.m. in the Millennium Student Center. The names of all the recipients will be announced in next month's edition of the H.R. Record.

2000 EXCELLENCE AWARDS

The Chancellor's Award for Excellence is given to faculty and staff employees who best demonstrate exceptional competence, commitment and customer service. Chancellor Touhill presented the awards at the State of the University Address on September 13, 2000. Congratulations on a job well done to the following awardees and the many others who were nominated.

FACULTY

Virginia Navarro, Academic Non-Regular

Lon A. Wilkens, Research and Creativity
Richard L. Pacelle, Jr., Teaching
Lawrence Barton, Service

STAFF

Robert Baumann, Administrative/Professional
Kathy Burney-Miller, Clerical/Technical
Melvin Starkey, Service/Maintenance

2000-2001 HR TRAINING

Watch for the new *2000-2001 Training Brochure* coming to all managers and supervisors. If you have not received one and would like to have it sent to you, contact *Nancy Draper* at ext. 5805. Training classes which have been scheduled for November are: *University Benefit Programs*-Nov. 2, *Conflict Resolution*- Nov. 8, *Understanding & Applying University Policies*- Nov. 14, *Employment Laws*-Nov. 16.

All of the above classes start at 9:00 a.m. in the Le Gras Room at the Daughters of Charity Building on the south campus. Please try to register at least one week in advance.

BENEFITS CHANGE PERIOD

The benefits change period for 2001 will end **November 10, 2000**. During the change period, you may make changes to your medical, dental, life, AD&D, flex spending, or long term disability insurance coverage for 2001. If you are eligible, you may also enroll in a benefit program in which you were not previously enrolled. If you were enrolled in GHP or Select Plus, you will be transferred automatically to Choice Plus and will not be required to complete an Enrollment/Change Form except to enroll in the catastrophic plan, cancel coverage or change your level of coverage. *If you were enrolled in the flex program for 2000, you will have to re-enroll for 2001.*

There will be two informational sessions held on Oct. 25 in 72 JCP and another on Oct 26 in 229 JCP (more information will follow). If you have not received your Change Period packets by October 20th or if you have questions, contact Joann Westbrook at ext. 5639 or Michelle Brandon at 5806.

YOUR OFFICIAL PERSONNEL FILE - FREQUENTLY ASKED QUESTIONS

Q. Where is my official personnel file kept? **A.** *The Human Resources Department.*

Q. Does my personnel file ever leave the Human Resources office?
A. *No. Personnel records are maintained securely and are never removed.*

Q. Does my department have a file on me also? **A.** *It may have a file containing departmentally related documents. However, any such file is for use only by the management of your department and is not an official University record.*

Q. What documents are contained in my personnel file? **A.** *Documents may include, but are not limited to, the following:*

- *Original employment application*
- *Offer and/or acceptance letters*
- *Reference Checks (only if conducted by HR)*
- *Criminal Background Check Results*
- *Personal Data Form*
- *Personnel Action Forms & Supplemental Personnel Action Forms*
- *Performance Appraisal Forms*
- *Letters of commendation or memos related to job performance*
- *Disciplinary letters/memos*
- *Training Certificates*
- *Letters/Memos indicating changes in status: FTE, account numbers, etc.*
- *Reclassification approval forms*

Q. How long are these records kept in my personnel file? **A.** *For the length of your employment.*

Q. How can I inspect my personnel file?
A. *You may inspect your official personnel file only (does not include departmental files) at the Human Resources Department by submitting a written request to Human Resources at least one day in advance. You should contact Nyonia Frye at ext. 5927 if you wish to do so.*

Q. Can I add documents to or update information in my personnel file? **A.** *Yes, in fact, it is particularly important to notify Human Resources of any changes to your information which may affect the University's ability to pay you, promote you, or to reach you or an emergency contact.*

Q. Can I have a copy of my personnel file? **A.** *Although personnel files are University property, Human Resources will generally honor employees' written requests for copies of specific documents from their personnel files.*

Q. Who has access to my personnel file? **A.** *Access is limited to you, your department management, and third parties who provide appropriate legal documentation (court order, official request of a regulatory agency).*

Q. If another employer would contact the University for information about me, what information in my personnel file would be shared? **A.** *The only information Human Resources can provide is: Verification of your name, verification of current title and job duties, verification of salary information (only with a specific signed release from you), and verification of current or past employment with the University.*

Q. Does Human Resources retain any other records on me which are not in my official personnel file? **A.** *Other records which may be retained, at least for a reference period, in other files in Human Resources include: Applicant Pool Statistical Data Forms, Benefits Enrollment/Change Forms, Healthcare Provider Certifications (FMLA), releases to return to work from illness, Requests for Leave of Absence, employment verifications, grievance documents, court/legal documents (i.e. bankruptcy, child support, etc.), I-9 forms, Reports of Injury, attendance records, W-4's, and Direct Deposit Forms.*

Q. Why does Human Resources even have to keep an official personnel file on me? **A.** *To verify that you are employed, to ensure that you are paid correctly, to make sure that the University can reach you or a contact (particularly in the event of an emergency), and to comply with employment regulations.*

Q. What happens to my personnel file if I leave the University?
A. *It is retained for a period of reference value, then transferred to the University Archives.*