

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

September-October 2004

## WELCOME! NEW EMPLOYEES

Dellonzo Anderson, Term Svc Custodian, Custodial Services  
Tiffany Anderson, OSS II, KWMU  
Michelle Barry, OSS II, Alumni Relations  
Charlotte Bergstrom, Ticket Seller, PAC  
Alex Bonner, Term Svc Custodian, Custodial Services  
Hillary Bryant, Asst. Ticket Manager, PAC  
Shannon Byrne, OSS II, Alumni Relations  
Maureen Callahan, Admissions Counselor, Honors College  
Cornel Childs, Custodian, Custodial Services  
Ronald Cole, Custodian, Custodial Services  
Rose Coleman, Project Dev. Specialist, College of Education  
Timothy Connor, Admissions Representative, Admissions  
Francelle Darris, System Supp Analyst-Entry, KWMU  
Eunice Dent, Custodian, Custodial Services  
Aaron Doerr, Production Asst, KWMU  
Phillip Donato, Jr., Manager Special Events, KWMU  
Nikedra Doughty, Admin. Asst, Women/Gender Studies  
Sandra Estep, Admin. Asst, Chancellor's Office  
Megan Fitzgerald, Social Work Assoc, Children's Advocacy Svcs  
Cheryl Foster, Announcer, KWMU  
Darren Green, Term Svc Custodian, Custodial Services  
Tracy Grigsby, OSS II, Cont. Educ. & Outreach  
Galen Harkness, Asst. Women's Basketball Coach, Athletics  
Stacy Harkness, Asst. Women's Basketball Coach, Athletics  
Vicky Hawkins, Sr. Secretary, Cont. Educ. & Outreach  
Tameka Herrion, Admissions Representative, Admissions  
Mary Jacobi, Program Coordinator, Sue Shear Institute  
Rebecca Jeyes, Program Coordinator, Children's Advocacy Svcs  
Lianne Johnson, Counselor, Children's Advocacy Services  
Renee Johnson, Student Services Coordinator, Evening College  
Sebastian Jones, Floor Maint. Worker, Custodial Services  
Michael Knight, Academic Advisor, College of Education  
John Kundel, Assoc. VC Student Affairs & Enrollment Mgmt.  
Charles McElravy, Term Svc Custodian, Custodial Services  
Erika Murphy, Admissions Counselor, Admissions  
Irene Nichols, OSS I, Children's Advocacy Services  
Timothy Orr, Psychologist, Psychology  
Mary Pasek, OSS III, English/History  
John Pummill, OSS I, Registration  
Lisa Ray, Term Svc Custodian, Custodial Services  
Spencer Reed, Traffic Coordinator, KWMU  
William Riley, Custodian, Custodial Services  
Sarah Shia, Psychologist, Psychology  
Wesley Szwarc, Syst Supp Analyst-Specialist, ITS  
Katy Taake, Athletic Trainer, Athletics  
Carmen Tisdale, OSS III, Auxiliary Services

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

Debra Black, Admin. Asst. to Admin. Assoc. I, Campus Police  
Joyce Rudroff, Dept. Asst. to OSS II, Children's Advocacy Services

## EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for July was Linda Royal. Linda was chosen for the VIP (Versatile, Innovative, Productive) Employee of the Month. This award was for employees who had been nominated for more than one month. Linda is an Executive Staff Assistant II in the Office of Student Affairs. Comments made about Linda included; "Linda sets extremely high standards for her work and can be counted on to always have a viable plan and back-up plan". "Linda is always devoted and supportive to her superiors and her department". "Linda is not just an excellent organizer and planner but she is creative and can always spring to action when a situation needs resolving after the fact". "Linda has always supported the University's mission and goals".

The UMSL Riverstars Employee of the Month winner for August was Celestine Hazley chosen for best exemplifying the August theme of "Positive Attitude". Celeste is a Department Assistant in the department of Educational Psychology. Comments made about Celeste included, "Celeste has the most consistently positive, engaging & cheerful disposition". "In any situation, she will always see the bright side of things and help those around her to do likewise". "Celeste has an amazing ability to interpret stressful events in a positive manner".

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

## 2004 EXCELLENCE AWARDS

The Chancellor's Award for Excellence is given to employees who best demonstrate exceptional competence, commitment and customer service. Chancellor George will present the awards at the State of the University Address on September 15, 2004. Congratulations on a job well done to the following awardees and the many others who were nominated.

### **FACULTY**

Richard Wright, Professor, CCJ, Research & Creativity  
Edward Lawrence, Professor, Business, Teaching Award  
G. David Curry, Assoc. Professor, CCJ, Service Award  
Robert N. Harris, Clin. Assoc. Prof, Psych, Acad. Non-Reg. Award

### **STAFF**

Linda Royal, Exec. Staff Asst. II, VC Student Affairs, Admin/Professional  
Mary Ann Hempen, Secretary, Biology, Office/Technical  
Danny Queen, Sr. Pressman, Media, Marketing & Printing, Service/Maint.



## **Working Hours**

The Fair Labor Standards Act (FLSA) regulates the minimum wage and overtime pay. It allows organizations to exempt certain kinds of positions from its provisions. Due to recent revisions to the FLSA, several positions on this campus which had been exempt from the FLSA have become non-exempt. As a result, employees in those positions have been advised to submit a Bi-weekly Payroll Time Record (UM 13A) reporting exact hours worked and are now eligible for overtime pay for time worked in excess of forty hours in each workweek (Sun. - Sat.).

Under current University Policy (HR 211 Overtime), working time for purposes of determining overtime eligibility for non-exempt employees not only includes all authorized time worked, but also includes all paid time except for compensatory time and accrued but unused vacation. Under the Department of Labor guidelines, working time (and time which must be paid) may also include the following:

- Rest Periods – breaks of twenty minutes or less taken at the work site where the employee's break may be interrupted to perform duties
- Meetings and Training – time at job-related meetings or training sessions which the employee is expected by management to attend
- Travel Time – travel time beyond the employee's normal commuting time for a one-day assignment in another city, but travel time only during the employee's normal working day for any overnight assignment

Although the FLSA requires employers to compensate employees for all time spent performing their job responsibilities, employees should note that University policy requires working time, including overtime, to be authorized. Consequently, unauthorized working time or overtime may be addressed as a violation of University policy. Employees with questions about working hours or overtime may contact Errol Benson (ext. 5803), John Tighe (ext. 5381), or Peter Heithaus (ext. 5809).

## **Changes to HR Policies**

Recently the University announced a number of revisions to the HR Policy Manual. Following are the most substantive changes:

**HR 109 Probationary and Qualifying Periods** reduced the qualifying period (during which employees who transfer to another department may return to their original departments) from two months to one month and eliminated the requirement of returning employees to their departments after a six month leave of absence if the employees' original positions were not initially available; eliminated the paragraph allowing transfers and promotions during the probationary period with HR approval.

**HR 112 Transfers** reiterated the requirement that employees must successfully complete the probationary period in order to be eligible for a transfer and the reduction in the qualifying period from two months to one month.

**HR 114 Release of Employee Information** added a prohibition against releasing any information about student employees without their written permission and a provision allowing employees to review their personnel files by appointment with at least one workday's advance notice.

**HR 220 Monthly Payroll** and **HR 221 Bi-Weekly Payroll** added reference to the Appointment Notification form (UMUW 269) and the Direct Deposit form (UMUW 32 B) for new hires and referenced the Additional Pay form (UMUW 271) for processing miscellaneous payments to employees.

**HR 303 Educational Assistance** was revised to require that Administrative, Service and Support employees must have completed six months continuous employment immediately prior to regular registration rather than prior to the first day of the semester or session in order to be eligible.

**HR 404 Sick Leave** added a sentence extending the use of family sick leave to the placement and subsequent care of an adoptive child.

**HR 408 Leaves of Absence** added a sentence clarifying that leaves of absence, other than military service, do not count towards vesting in the University retirement plan.

Policy updates, as well as the full text of all University policies, can be accessed through the UMSL HR website, specifically: [http://www.umsl.edu/services/hrs/services/relations/relations\\_index.html](http://www.umsl.edu/services/hrs/services/relations/relations_index.html)