

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

September-October 2009

WELCOME! NEW EMPLOYEES

Stephen Anderson, Coord Prog/Proj Supp, Instit Math & Sci
Erica Becton, Coord Prog/Proj Support, Instit Math & Sci
Tracy Betz, Police Officer, Institutional Safety
Lucius Bobo, Custodian, Custodial Services
Brandy Borgfeld, OSSIII, Optometry
Christopher Breshear, Mgr Web & Elec Comm, Univ Comm
Norman Burnett, Coord Prog/Proj Support, Instit Math & Sci
Alan Keith Byrd, Director of Admissions, Admissions
Jessica Chandler, Asst. Dir of Athletics, Athletics
Frank Gurskis, Security Guard, Recreational Sports
Christopher Guzdial, Project Specialist, ITS
Troy Halterman, Coach-Men's Golf, Athletics
Sonya Izadi, OSSI, Continuing Education
Alix Johnson, Preschool Aid, Child Development Center
Carrie Lutsch, Internat'l Exchange Coord, Internat'l Studies
Lisa Monserrate, Sr. Clerk, Cashier's Office
Jose Moron, Driver Emerg Road Service, Parking & Trans
McKinley Rainen, Archives Assistant, Child Advocacy Cntr
AuDriann Schroeder, Police Officer, Institutional Safety
Sally Truong, Stud Svcs Coordinator, Housing

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 or Erik Smetana, 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 Sylvia Poe, ext. 5258. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Sharnice Burton, P/T to F/T Custodian, Custodial Services
Christopher Candice, from Stud Asst to Preschool Aid, CDC
Bernadette Dalton, OSSIII from Coll of Educ to Col of Bus Adm
David Doran, Sr Secy to OSSIII, Music
Khalilah Doss, Stud Svc Coord to Asst Dir, Res Life
Delores Guenther, P/T to F/T Mental Hlth Prof, CAC
Kristin Harrington, Temp Cler to Career Svc Coord, Career Svc
Miriam Huffman, from Assoc Director to Director, Student Life
Elizabeth Kurila, Devel Offic to Assoc Dir of Dev, Advancement
Jill Maldeney from Honors Coll to Admiss Rep, Coll of Nursing
Mary Jo Mohan, Admin Asst to Admin Assoc, Psychology
Kenneth Rapsilber, Admin Secy to Acad Advisor, Acad Advis
Sandra Meeks Ray, OSSII to Admin Asst, Athletics
Brooke Redmond, from Stud Asst to OSSI, ITS
Julia Strong, from Stud Asst to Clerk, Biology
Kiana Wilhite, Mgr Bus Fis Oper to Mgr Budg, Res Life



EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for July was Melvin Starkey. Melvin is a Mechanical Trades Specialist in the Facilities Department. Melvin was chosen for the "VIP" (Versatile, Innovative, Productive) award. Comments made about Melvin included, "As a driving force behind the major renovation project of re-piping the Marillac boiler room, Melvin (or "Toad" as he likes to be called) worked 7 day weeks, ten hours a day for almost two years." "After a 120 mile commute each day, Toad comes to work, motivated and ready to face whatever challenging jobs the day brings." "He will work through his lunch or breaks to get done what he needs to get done."

The UMSL Riverstars Employee of the Month winner for August was Ernestine Randle. Ernestine is a Custodian with Custodial Services. Ernestine was chosen for Positive Attitude." Comments made about Ernestine included, "Ernestine is a very upbeat person with a pleasant demeanor and undertakes chores in a cheerful and positive manner." In emptying the trash in the early morning hours, Ernestine found a fifty-dollar bill that she suspected was inadvertently thrown in by a visiting faculty person and promptly returned it to her." "Ernestine deserves to be recognized for her hard work, always with a cheerful attitude and her honesty."

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

CHANCELLOR'S AWARD FOR STAFF EXCELLENCE

The Chancellor's Award for Excellence is given to employees who best demonstrate exceptional competence, commitment and customer service. Congratulations on a job well done to the following awardees and the many others who were nominated.

STAFF

Melvin Starkey, Service/Maintenance
Tanika Busch, Administrative/Professional
Lana Vierdag, Office/Technical

FACULTY

Hung-Gay Fung, Research & Creativity
Keith Stine, Service
David Griesedieck, Academic Non-Regular
Lee Ann Slocum, Gerald & Deanne Gitner Excell in Tching Awd

TIME AND LABOR UPDATE

With Go Live scheduled for November 29, 2009, training for the new Time and Labor payroll implementation is well under way. Human Resources has placed a new Time and Labor header on its website. If you have questions about Time and Labor implementation, wish to sign up for a training session or review Time and Labor training materials, visit us at http://www.umsl.edu/services/hrs/time_labor/tl.html.

2010 BENEFITS CHANGE PERIOD

The annual enrollment change period is in effect from **October 26, 2009 through November 6, 2009**. 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. 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 2010 in order to continue their participation in the program. If you have not received your 2010 Enrollment Change Packet, please contact the Employee Benefits Office at 6466 or 5639.

For the 2010 Annual Enrollment period, you will be able to initiate enrollment changes online through UM's MyHR at <https://myhr.umsystem.edu>. Although we encourage you to use this more efficient approach, you may use your combined 2009 Personal Benefits Statement/2010 Annual Enrollment Form to submit annual enrollment changes. Please do not make changes using both methods. Changes must be submitted by Friday, November 6, 2009. Changes in enrollment will be effective January 1, 2010. After the enrollment change period, you may only make changes during 2010 if you experience a change in family status.

If you need assistance initiating your enrollment changes online or have questions, we are offering working sessions during which benefit representatives will be available to assist you with your enrollments/changes. You can come and go anytime during the sessions. **Working sessions will be held in Room 65 of the University Center from 9:00 a.m. – noon and 1:30 – 3:30 p.m. on Thursday, October 29th, Friday, October 30th, and Monday, November 2nd.**

For more information, call Joann Westbrook at extension 5639.

FACULTY & STAFF WELLNESS FAIR

Healthy for Life will be hosting its annual Faculty & Staff Wellness Fair for UMSL employees on Nov 10th from 10 a.m.-2 p.m. in the Century Rooms of the MSC. **UM Faculty & Staff Benefits will provide FREE flu shots to UM Choice Health Care members who bring their Coventry card.** For those who are not enrolled in the UM Choice Health Care program, the cost will be \$26. The wellness fair will focus on preventing diabetes and will have FREE screenings for ALL employees and their family members: blood sugar, blood pressure, cholesterol, body mass index.

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.ums.edu), on the UMSL Information Line (314-516-4636), and all voice mailboxes.

SIGNIFICANT SERVICE MILESTONES FOR AUGUST, 2009 AND SEPTEMBER, 2009

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Puspa Leela Bueneman, Career Services	5	Thomas Wayne McEwen, UMSL Police	15
Cristina Annette Clark, Admin Svcs/Aux Svcs	5	Jean Mayo, Psychology	15
Phillip Richard Donato, Jr., KWMU	5	Linda Vaughn, Communication	15
Megan Marie Fitzgerald, CAC	5	Patricia Archer, Graphic Services	20
Beverly Haymon, Custodial Services	5	Jay Frey, Graphic Services	20
Jessica Long, Student Life	5	Joyce LaMartina, Library	20
Anthony Lawrence Richards, Maint. Svcs	5	Melvin Schillinger, UMSL Police	20
Karen Taylor, Child Devel Center	5	William Ficklen, Library	25
Loretta Aemisegger, Constit Relations	10	Faith Lucas, Accounting Services	25
Charlene Williams, Cashier's Office	10	Lana Vierdag, Political Science	25
Antonio Charles Clay, Business Services	15	Michael Neal Edmonston, Maint. Svcs	30
Gwendolyn Deloach-Packnett, Multi-Cul Rel	15	Robert Baumann, Internat'l Studies	35
Prima Love, Spec Units, Public Affairs	15	Larry Westermeyer, Instit Research	35
Pamela McCann-Clay, COE Advising & Prof	15	Linda Silman, Registrar	40