



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - September 1999

WELCOME! NEW EMPLOYEES

Tracy Arnold, Dept. Assistant, Nursing
Loretta Aemisegger, Dept. Assistant, University Relations
Austin Coffing-Blain, Counselor, Weiman Center
Shiela Driemeyer, Dept. Assistant, Libraries
Deborah Johnson, Term. Service, Custodial Services
Mary Jane Kernan, Supv. Tech. Lab, Physics
Carla Meno, Accountant, Research Admin.
Deborah Murphy, Dept. Assistant, Gerontology
Pamela Osley, Mgr. Marketing, University Relations
Joseph Reise, MSA, Facilities Services
Amy Simmons, Dept. Assistant, Career Services
Larry Sowell, Dept. Assistant, Student Financial Aid
Linda Thrasher, Admin. Secretary, University Relations
Robert Thurman, Dept. Specialist, KWMU
Darlene Tricamo, Clerk Typist, Teaching & Learning
Karen Wicks, Dev. Officer, College of Arts & Sciences
Kelly Wildhaber, Receptionist, Weiman Center
Gregory Williams, Term. Service, Custodial Services
Richard Winkler, Field Engineer, MAMTC

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 Deborah Burris at ext. 6843 For exit interviews, contact Alicia Thier at ext. 5258.

PROMOTIONS/TRANSFERS

Alice Canavan, Admin. Assoc. I, Astronomy/Physics
Charlotte Hitchcock, Admin. Asst. to Admin. Assoc. I,
Academic Affairs
David Johnson, MTS to Lead MTS, Facilities Services
Barry Lamar, Mail Carrier to Window Washer
Paula West, Dept. Asst., from Registration to Political Science

RETIREMENTS EFFECTIVE SEPTEMBER 1ST

Attala, Janice, Assoc. Professor, Nursing
Bath, Noel, Manager, Planning and Construction
Clark, Bruce, Assoc. Professor, Teaching and Learning
Etzkorn, K. Peter, Professor, Sociology
Fuss, Peter, Professor, Philosophy
Greer, Donald, Assoc. Professor, Teaching & Learning

RETIREMENTS (CONT'D)

Gurley, Judy, Sr. Lecturer, English
Korte, Gloria, Dept. Assistant, Financial Aid
Lisenby, Donald, Asst. Professor, Psychology
MacLean, L. Sandy, Visiting Prof., Ed. Leadership
Maguire, Marilyn, Director, Adult Day Services Center
Malm, Donald, Lecturer, School of Business Admin.
Mitchell, William, Professor, Economics
Murray, Robert, Curators' Professor, Chemistry
Works, John, Assoc. Professor, History
Zerbolio, Dominic, Professor, Psychology

1999 STAFF SERVICE AWARD PROGRAM

The 1999 Service Awards Program in honor of all full and part-time staff who have completed 5, 10, 15, 20, 25 and 30 years of continuous service with the University of Missouri-St. Louis will be held at 2 p.m. Friday, October 1, 1999, in the J. C. Penney Auditorium. The program will be followed by a reception in the Summit Lounge. Individual photos have been taken by ITC and the recipients will receive personalized program booklets. This year's awards includes many exciting changes. Call Deborah Burris, at 6843 for details.

1999-2000 TRAINING

Watch for a Human Resources 1999-2000 Training Brochure that will include all training classes sponsored by Human Resources for the 99-00 year. This year's offering will repeat some of last year's programs in a modified format along with a variety of new courses not only for managers and supervisors but for non-exempt employees as well.

DIRECT DEPOSIT EARNINGS STATEMENT

Are you having trouble receiving your direct deposit earnings statement? Perhaps your campus address is incorrect in the Payroll/Personnel System. You can change your address with the paper change of address form located in the Payroll Office, Room 222 in the General Services Building or you can change it through our website: <http://www.umsl.edu/services/hrs>, click on HR Information System. If you have any questions, please call Derrick Freeman at 516-5237.

UNDERSTANDING POLICIES - ATTENDANCE

“So what if I’m a few minutes late each day, or absent a couple of days a month, I get my work done. I finish all of my projects and my work is excellent. Besides, I have plenty of time saved up that I can use as I please.” This is a common response when issues of attendance are raised.

Attendance is an important element of good job performance and has a significant impact on the operation of a department as well as on working relationships with supervisors and coworkers. According to Human Resource Policy, *Dependable and prompt attendance is an essential function of every staff position at the University. The efficiency of the entire work group is impaired if every individual is not present when expected.* An employee may possess excellent skills, perform tasks exceptionally well, and be extremely pleasant, however, if the individual is unreliable, all of this becomes moot. Part of getting the work done is being present to receive assignments, service other employees, students or the public and handle unexpected tasks as the need arises during the daily operation of a unit. Supervisors are less likely to assign important tasks to employees who have shaky attendance records. Coworkers who are habitually late or absent can cause tension in the unit when others resent having to cover for them or do their work. Resentment also builds up among those who make the effort to arrive at work on time and maintain a good attendance record, yet feel that they receive no more recognition than those with poor attendance. Resentment leads to a lack of cooperation, damaging the team concept which is essential to a successful operation.

Some important policy points to keep in mind:

- ◆ Planned absences such as vacations, doctor’s appointments (*that cannot be scheduled during non-working hours*), personal days, and *other excused absences with or without pay must be requested and approved in advance.* This allows the supervisor an opportunity to plan around the absence, ensuring that the unit continues to function at an appropriate level.
- ◆ Occasionally, unscheduled absences such as tardiness, sudden illness or other unexpected circumstances will occur. The employee (or an immediate family member) *should notify his/her supervisor immediately.*
- ◆ *Employees may be required to furnish satisfactory proof of illness, injury, or of medical or dental appointments.* A doctor’s note may be required whenever a supervisor feels that it is necessary. Usually, supervisors will require a note when there is a concern about an employee’s health due to the frequency or length of time off.
- ◆ *Departments may establish specific departmental rules with the approval of Human Resources.*
- ◆ **Sick leave and family leave are provided to ensure proper treatment and recuperation for illnesses or injuries which make it difficult for an employee to come to work and to allow for necessary assistance to ailing members of the employee’s immediate family. They may not be used for any other purpose.**

Good attendance enhances good performance!

Italicized references concerning University staff attendance may be found in the Human Resources Policy Manual, Sections 107 and 404.