

# ***THE H.R. RECORD***

A publication of Human Resources, UM-St. Louis

September-October 2007

## **WELCOME! NEW EMPLOYEES**

Susan Bateman, Academic Advisor, Continuing Education  
Michael Brown, Custodian, Custodial Services  
Susan Cohen, Dir Alumni Relations, Development  
Andrea Cox, Daycare Asst, Child Development  
Ron DuBuque, Athletic Trainer, Athletics  
Shaire Duncan, Coord, Prog/Proj Supp, IMSELT  
Nikki Gentry, Admin Asst, Development  
Shari Gindra, Pre-school Aid, Child Development Center  
Nathan Halley, DB Prog Analy-Specialist, ITS  
Richard Hellwege, Proj Devel Specialist, Dean Coll of Educ  
Diane Herbst, OSSIII, Teaching & Learning  
Michael Hodge, Custodian, Custodial Services  
Eileen Holmes, HR Assistant, Human Resources  
Miriam Huffman, Assoc Dir Stud Activities, Student Life  
Alfred Johnson, Sys Supp Analy Entry, ITS  
Matthew Koch, Event Assistant, PAC  
Richard Kreitner, Proj Devel Specialist, Dean Coll of Educ  
Zach Mielke, Event Assistant, PAC  
Tim Moore, Event Assistant, PAC  
Ashley Patterson, OSSII, Continuing Education  
Laura Peterson, Assoc. Dir Develop, Development Office  
Karen Philpot, Admin. Assistant, Art & Art History  
Annette Prince, Library Asst I, TJ Library  
Matthew Ryan, Asst. Volleyball Coach, Athletics  
Jennifer Sheahan, Security Guard, Mercantile Library  
Jeff Skornia, Patient Svc Rep, Optometry  
Marie Steinbach, Coord of Special Events, PAC  
Christine Vanatta, Acad Advisor, Coll of Nursing  
Barbara Wilson, Acad Advisor, International Studies

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 Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. 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](http://www.umsl.edu/services/hrs)

## **PROMOTIONS/TRANSFERS**

John Cattanach, Mgr Stage Svcs to Interim Director, PAC  
Jill Dobbs, OSSII to OSSIII, Admin Svcs/Auxiliary Svcs  
Lori Flanagan, Asst. Dir Athletics, to Sr Assoc Dir, Athletics  
Stephanie Fowler, Computer Oper to Sys Supp Analy Entry, ITS  
Jeanette Gazda, Sr. Secy, Counseling to Admin Assoc, Cont. Ed  
Erika Malone, Admiss Counselor to Asst Dir Transfer Svc, Admiss  
John Schupp, Police Sergeant to Police Lieutenant, UMSL Police  
Jason Stahr, Asst Mgr, Stage Svcs to Mgr of Stage Svcs, PAC  
Shao Wei-Wang, OSSII to Internat'l Stud Schol Adv, Internat'l Stu

## **EMPLOYEE OF THE MONTH WINNERS**

The UMSL Riverstars Employee of the Month winner for July was Jeri Abl. Jeri is an Administrative Associate with Public Policy Administration. Jeri was chosen for VIP (Versatile, Innovative & Productive) employee of the month. This award is given to those that are nominated for more than one category during the year. Comments made about Jeri included, "Jeri is exceptionally conscientious and she is a very effective interpersonal communicator". "She is very responsive to people who make requests of her office or simply inquire for information". "Jeri takes great pride in expanding her level and scope of responsibility on the job".

The UMSL Riverstars Employee of the Month winner for August was Sandra Ray. Sandra is an Office Support Staff II in Career Services. Sandra was chosen for Positive Attitude. Comments made about Sandra included, "Bad things do not happen to Sandy – she sees them only as challenges". "Her ability to keep a smile, actively listen to the concern and follow-up appropriately is what Sandy does best". "She is always looking on the bright side of things and is consistent in keeping a positive approach to life".

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

## **COMPUTER ACCESS PROGRAM**

In June 2006, Human Resources together with the Human Resources Interdepartmental Partnership (HRIP) launched the Computer Access Program to ensure computer access to all employees on campus who do not use computers as part of their regular job duties. The placement of computers and training of the employees began with the custodial staff in Marillac Hall. Since then, computer stations have been established in buildings across campus and almost 100 staff have attended at least one session of the two session training program.

If you are a regular staff employee who is not in a maintenance, custodial, or grounds position, do not have access to a computer as part of your regular job duties, and wish to be involved in the computer access program, please contact Mary Brown at ext 6016 or Sylvia Poe at ext 5258.



## 2008 BENEFITS CHANGE PERIOD

The annual enrollment change period is in effect from October 22<sup>nd</sup> thru November 9<sup>th</sup>. 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 for 2008. 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 2008 in order to continue their participation in the program.

Watch for your annual enrollment package to arrive after October 15th. Changes for 2008 will include the transfer to UM Choice Medical Program which will be administered by Coventry, changes to the UM Choice Medical Program and an extension of your FSA Health Expense Account claim period from December 31<sup>st</sup> to March 15<sup>th</sup>. For more information, call Joann Westbrook at extension 5639.

### **Enrollment Change Period meetings will be scheduled as follows:**

| October 23 <sup>rd</sup> – 126 J.C. Penney Building | November 7 <sup>th</sup> – Marillac Educational Auditorium | November 8 <sup>th</sup> – 126 J.C. Penney Building |
|---|--|---|
| 9:30 a.m. Active Employees                          | 9:30 a.m. Active Employees                                 | 9:30 a.m. Retirees                                  |
| 1:30 p.m. Active Employees                          | 1:30 p.m. Retirees   | 1:30 p.m. Active Employees                          |

## POLICY UPDATES

The following changes and additions were made to the Human Resources Policy Manual, effective September 1, 2007. Find these complete policies and other Human Resources policies at <http://www.umsystem.edu/ums/departments/hr/manual/>

**HR 308 Benefit Premiums:** If an employee fails to notify Human Resources within 31 days after a loss of eligibility for benefit coverage which would have caused a reduction in premium charges, the employee may receive a refund of the premium overcharge which resulted for up to the first two months' of the overcharge. Any claims paid on behalf of the ineligible individual after the loss of eligibility must be reimbursed to UM by the employee.

**HR 504 Background Checks and Criminal Convictions:** Final candidates for all faculty and staff positions must pass a background check prior to beginning the duties of the new position. The University will not employ any individual required to be registered under sections 589.400 to 589.425, RSMo (Missouri Sex Offender Registry) in a position as a "professor or instructor" (any academic position involving teaching or instructional activities).

**HR 520 Reporting University-Related Misconduct:** Faculty, staff, and students are encouraged to report University-related misconduct to their supervisors, other University officials, or through other available University reporting mechanisms. Misconduct includes violations of state or federal laws or University policies. It is a violation of University policy to retaliate against an employee for good faith reporting or participation in an investigation of such misconduct.

## SIGNIFICANT SERVICE MILESTONES FOR AUGUST AND SEPTEMBER 2007

| <u>Name/Department</u>                     | <u>Years</u> | <u>Name/Department</u>              | <u>Years</u> |
|--|--------------|-------------------------------------|--------------|
| Mary Adams, Social Work                    | 5            | Donald Brennan, User Services       | 10           |
| Scott Armstead, Student Support Svcs       | 5            | Richard Gyllenborg, Athletics       | 10           |
| Melinda Bowen, Psychology                  | 5            | Jennifer Huffmon, MO Enterprise     | 10           |
| Annette Burris, International Studies      | 5            | Laura Patterson, User Services      | 10           |
| Kathy Castulik, Health Services            | 5            | Samantha Ruffini, Stu Finc Aid      | 10           |
| Jill Dobbs, Adm Svcs Div Aux Svcs          | 5            | Eleanor Shibles, Cust Services      | 10           |
| Francesca Ferrari, Grad Related Activities | 5            | Paula Smith, ITS Operations         | 10           |
| Nora Hendren, Philosophy                   | 5            | Terry Alaniz, Music                 | 15           |
| Tammy Jones, Coll of Optometry             | 5            | Mary Katherine Edwards, KWMU        | 20           |
| John Klein, Residential Life               | 5            | Kevin Usery, Grounds                | 20           |
| David Maczynski, Instruc Computing         | 5            | Pamela Steinmetz, Recre Sports      | 25           |
| Williard Malone Adm Svcs Aux Svcs          | 5            | Candace Agnew, Chancellor's Office  | 30           |
| Monikah Moses, Coll of Nursing             | 5            | Debra Braun, Continuing Education   | 30           |
| Telesa Nolan, Public Policy Research       | 5            | Marsha Miller, Continuing Education | 30           |
| Michelle Schmidt, Health Services          | 5            |                                     |              |
| Clarence Siebert, Dean Coll of Educ        | 5            |                                     |              |
| Lori Tagger, Counseling Services           | 5            |                                     |              |