The University’s H.R. Policies provide a good overview of employee rights and responsibilities. Through its Policies, the University makes an important commitment to its employees to treat them well, provides a guide for how it expects them to behave in return, and identifies resources and mechanisms for them to address concerns. Effective August 20, 2010, the University announced several policy updates. These included two new policies:

**HR 501 Performance Appraisal:** This policy provides for all benefit-eligible staff employees to receive an annual performance appraisal. In conjunction with this policy, we urge all staff employees to take advantage of the self-appraisal process to review their responsibilities, expectations and goals, emphasize their accomplishments and strengths, identify areas for improvement, and make plans for career and personal growth. Self-appraisal forms can be found at [http://www.umsl.edu/services/hrs/current/appraisal.html](http://www.umsl.edu/services/hrs/current/appraisal.html).

**HR 413 Administrative Leave:** This policy provides a mechanism to account for employees’ time off on the rare occasions when they might be away from work at the request of the University.

The updates also included changes to several policies:

**HR 212 Call-in/Call-back/Standby:** This change increases standby pay to 1 ½ hours of regular pay for every 8 hours on standby and increases pay for hours actually worked after being called in or called back to 1 ½ times regular hourly wage.

**HR 213 Shift Differential:** For eligible positions, this change establishes one shift differential for evening and night shifts (currently $.70/hr), reduces the length of shift to be eligible for shift differential from 8 hours to 5 hours, identifies eligible shifts as those beginning on or after 2 p.m. and before 4 a.m., and provides shift differential for call-in/call-back work within an eligible shift of 3 or more hours.

**HR 401 Holidays:** This change allows hours actually worked on a holiday to count towards hours worked for overtime purposes.

For additional policy updates or more information about HR Policies, go to [http://www.umsystem.edu/ums/departments/hr/manual/](http://www.umsystem.edu/ums/departments/hr/manual/). To review the University’s Collected Rules and Regulations which form the basis for many HR Policies, go to [http://www.umsystem.edu/ums/departments/gc/rules/](http://www.umsystem.edu/ums/departments/gc/rules/).

On an unrelated note, as the semester begins, we encourage all employees to do their part in making our students feel comfortable and welcome here. If you see students who look lost, be sure to ask if you can point them in the right direction or provide other assistance. Keep in mind that our students are our customers, our livelihood, and our future.
The UMSL Riverstars Employee of the Month winner for June was Tina Saunders. Tina is a Sr. Academic Advisor in the College of Nursing. Tina was chosen for the “Superb Communicator” award. Comments made about Tina included, “Tina listens intently with good eye contact and makes herself available in conversations.” “Not assuming that she can guess what others means, she asks precise questions to clarify her understanding.” “Tina engages all stakeholders in the Access to Success project, seeking their input, and providing direction without dictating.”.

The UMSL Riverstars Employee of the Month winner for July was Spencer Reed. Spencer is a Traffic Coordinator at KWMU Radio. Spencer was chosen for the “VIP” (Versatile, Innovative, Productive) Employee of the Month award. Comments made about Spencer included, “Spencer is always available when clients need attention in or out of service hours.” “He truly defines flexibility and accessibility.” “Spencer will always drop whatever it is that he is doing to accommodate clients.”

Tina and Spencer received $100 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence. The gift certificate amount will be changed to $125 for future months and will be reported as taxable income.
**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**
Tony Clay, Service/Maintenance  
Tina Saunders, Administrative/Professional  
Carolyn Jones, Office/Technical

**FACULTY**
Finn Esbensen, Research & Creativity  
Timothy Farmer, Service  
Jennifer Siciliani, Academic Non-Regular  
Amy Zanne, Gerald and Deanne Gitner Excell in Tching Awd

**EAT FOR LIFE WORKSHOP**

**Thursday, Sept. 9, 2010**
Millennium Student Center, Century Room A  
5:15-7:15 p.m.

*Please RSVP for the Workshop to Dr. Lynn Rossy at RossyL@umsystem.edu*

- Learn the BASICS of Mindful Eating  
- Practice simple skills that can radically change your relationship with food  
- Take home resources and tools for healthier living  
- Find out about the 10 week Eat for Life Online Program

This workshop draws from current work & research being done in the fields of mindfulness and mindful eating. Weights, diets and rules are not the focus of this program. The focus is changing your relationship to your body, mind and food so eating takes a balanced place alongside other aspects of your life.

Participants can enroll in the Eat for Life online course for $50 ($25 rebate based on participation). Orientation begins the week of Sept. 20 and the class runs from the week of Sept. 27-Nov. 29.