FROM THE DIRECTOR

Recently, some employees have expressed concerns about being solicited at work to purchase merchandise or services from coworkers. Such solicitation can be disruptive to work and can put undue pressure on employees who have been approached. If employees agree to purchase merchandise or services and the merchandise or the service that is purchased turns out to be of poor quality or is not even delivered, it can strain employee relationships and create an uncomfortable work environment for everyone involved. We want to assure employees that such solicitation is against University policy and encourage them to report it to their management or Human Resources. Section 110.010, F1 of the University’s Collected Rules states: “The sale of anything, the soliciting of subscriptions or the collection of dues is prohibited in the University buildings and upon University grounds without prior authorization of the Chancellor”, and HR 507 Conflict of Interest states that employees “shall not knowingly use University property, funds, position or power for personal or political gain.” For more information about the University’s Collected Rules or HR Policies, visit http://www.umsystem.edu/ums/departments/gc/rules/facilities/110/010.shtml or http://www.umsystem.edu/ums/departments/hr/manual/.

On a more positive note, we would like to welcome the 64 staff and 19 faculty of the Missouri Institute of Mental Health (MIMH) to the UMSL community. This partnership will enhance our ability to achieve our strategic objectives (http://www.umsl.edu/services/academic/assets/PDFs/G4G-revised-August-2009.pdf) through collaborations in research and outreach, particularly in the areas of mental and behavioral health. We look forward to working with all of you.

2011 BENEFITS ENROLLMENT CHANGE PERIOD

The Annual 2011 Enrollment Change Period is in effect from October 25, 2010 through November 5, 2010. A change in the dental plan from Great West to Delta Dental PPO, a revised definition of eligible dependents and medical premium increases are some of the changes that will occur in 2011. 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. Children (up to age 26) who have become eligible due to the National Health Care Reform Act, must be enrolled during the enrollment change period. Coverage for them will become effective January 1, 2011. Employees currently enrolled should not take any action unless they wish to change or cancel coverage. However, employees enrolled in the FSA must re-enroll for 2011 in order to continue their participation in the program.

This year, employees will receive a personalized benefit statement through campus mail followed by an e-mail notification about how to obtain their Annual 2011 Enrollment Change material online and how to enroll online. Employees should look over their benefit statements to make sure that they accurately reflect their understanding of their benefits. Employees should also review the Annual 2011 Enrollment Change information for details regarding changes as well as annual updates and reminders at www.umsystem.edu/benefits/2011AE.

Changes must be submitted by Friday, November 5, 2010. Changes in enrollment will be effective January 1, 2011. After the enrollment change period, employees may only make changes during 2011 if they experience a change in family status.

If further information is needed, please contact the HR Benefits Office at 6466 or 5639.
FACULTY & STAFF WELLNESS FAIR

Healthy for Life will be hosting its annual Faculty & Staff Wellness Fair for UMSL employees on Nov 11th 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 $25. The wellness fair will have FREE screenings for ALL employees and their family members: blood sugar, blood pressure, cholesterol, body mass index.

WELCOME NEW EMPLOYEES

Michael Berry, Athletic Trainer, Athletics
Shannon Briner, Proj Develop Specialist, Tchng & Learn
Ashley Budde, Admissions Rep, Honors College
Eliza Butcher, Admin Secretary, Bus Acad Advisors
Jon Domachowski, Mental Health Professional, CAC
Amy Dribin, Mental Health Professional, CAC
Kathleen Falcon, Admin. Assistant, OEO
Dinae Fobish, Coord. Stud Finc Aid, Financial Aid
Elizabeth Franklin, Radio Producer, KWMU
Andrew Haass, Coord Game Operations, Athletics
Kristin Hansen, Mental Health Professional, CAC
Patricia Henry, Mgr Bus/fiscal Oper, Research Admin
Julie Kraemer, Admissions Rep, Admissions
Michael Landwier, Radio Dispatcher, Police
Brian Levin, Women’s Softball Coach, Athletics
Kelly Morris, Admissions Rep, Admissions
Brandon Nelson, Student Svcs Coord, Student Life
Mary Niehaus, OSSII, KWMU
Jordan Pytinski, Forensic Interviewer, CAC
Elizabeth Shabani, Study Abroad Coord, International Stud
Stephanie Sivils, OSSIII, Univ. Center Operations
Daniel Tracy, Sr. Clerk, Cashier’s Office
David West, Asst. Director, International Studies
Bassant Zekry, OSSIII, CAC

PROMOTIONS/TRANSFERS

Scott Armstead, Coord, Stud Supp to Coord, Health Svcs
Karen Banks, Student Assistant to Spec Events Coor, CAC
Janell Brimer, OSSII Cntr Stud Success to OSSIII, Admissions
Michael Cunningham, Spec to Supv Testing Oper, Stud Succ
Patricia Hill, Mental Health Prof to Nurse Practitioner, CAC
Julie Kraemer, Admissions Rep, Admissions
Helen McDonnell, Specialist to Testing Asst, Stud Success
Maya Scruggs, Admiss Couns to Stud Dev Coord, Stud Succ
Rachel Springman, Post Doct Fellow to Psychol, Psychology
Christopher Sullivan, Coord Inter Stud to Couns Psy, Couns

SIGNIFICANT SERVICE MILESTONES FOR
AUGUST 2010 AND SEPTEMBER, 2010

<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Years</th>
<th>Name/Department</th>
<th>Years</th>
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<tbody>
<tr>
<td>Christopher Boyce, Instruct Computing</td>
<td>5</td>
<td>Renee Smith, Center for International Studies</td>
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<td>Aaron Byrd, Custodial Services</td>
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<td>James Thompson, UMSL Police</td>
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<td>Tracey Cannon, Public Policy</td>
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<td>Richard Treadway, Facilities Services</td>
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<td>Suzanne Frisella, Coll &amp; Units</td>
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<td>Errol Benson, Human Resources</td>
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<td>Dianne Hagan, Coll of Nursing</td>
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<td>Connie Bradford, Continuing Education</td>
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<td>Dale Huston, Custodial Services</td>
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<td>Derrick Freeman, OEO</td>
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<td>Kimberly Klearman, Performing Arts</td>
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<td>Harold Marler, Facilities Services</td>
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<td>Johnon Joseph Perez, Dean A &amp; S</td>
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<td>Judith Michael, Telephone Services</td>
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<td>Timothy Preuss, ITS Operations</td>
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<td>Kalianna Riddick, Student Financial Aid</td>
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<td>Tanisha Stevens, VC Acad Affairs</td>
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<td>Jackie Sisler, Graphic Services</td>
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<td>West Aycock, Technology Services</td>
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<td>Lynn McCarthy, Couns-Coll of Education</td>
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<td>Jamillah Boyd, Grad Related Activities</td>
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<td>Brenda McPhail, Corps/FDN/PG</td>
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<td>Tom Hockett, Univ Communications</td>
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<td>Maryann Robinson, Grounds</td>
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<tr>
<td>Adrian Hopkins, Facilities Services</td>
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<td>Kaye Adams, Stud Finc Aid</td>
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<td>Donna Lemp, Chemistry</td>
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<td>Michael Ellerman, Grounds</td>
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<td>Lawrence Leslie, Custodial Services</td>
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<td>Maryann Hempen, Biology</td>
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<td>Terry Ringo, Facilities Services</td>
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<tr>
<td>Antonio Rosas, Parking &amp; Transportation</td>
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EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for August was Debra Black. Debra is an Administrative Assistant in the department of Institutional Safety-Police. Debra was chosen for the “Positive Attitude” award. Comments made about Debra included, “Debbie always has a smile and a listening ear for everyone, it does not matter if you are an employee or someone coming in for help.” “She has assisted numerous students with directions around campus and if they did not understand where to go she would take the extra time to help them without becoming annoyed or giving up.” “She never complains about helping anyone with anything and is always able to give a laugh or smile to lighten the mood”.

The UMSL Riverstars Employee of the Month winner for September was Tom Lange. Tom is a Mail Carrier at UMSL Postal Services. Tom was chosen for the “Excellent Teamwork” award. Comments made about Tom included, “If there is a question Tom can’t answer, he will go out of his way to get the answer.” “Tom’s favorite saying is smarter not harder which says it all about his work ethic.” “Tom will go out of his way to help someone who is lost find what they are looking for on campus.”

Debra and Tom received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.

ONLINE EXIT INTERVIEWS NOW AVAILABLE

Exit interviews are conducted with employees who voluntarily leave the University during their last week of employment. The goal of the interview is to learn the reasons for the employee’s departure in order to identify opportunities to improve the employment experience at UMSL as well as collect statistical data to help with retention and recruitment efforts. We encourage employees to participate in this process.

Employees who resign can now choose to have an in-person exit interview or complete their interview online. For information about the exit interview as well as the separation process, contact Sylvia Poe at ext 5258.

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

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Friday, December 24, 2010 through Friday, December 31, 2010, inclusive. Christmas and New Year’s are paid holidays. Employees may use accrued vacation, personal days, or excused absence without pay for December 27, 28, 29, 30. Employees must obtain prior supervisory approval for all days off whether paid or unpaid, which are not paid holidays. Bi-weekly paychecks will be direct deposited on Wednesday, December 22, 2010 and monthly paychecks will be direct deposited on Thursday, December 23, 2010. Human Resources will be closed during the holiday period.