**Staff Performance Evaluations**

For the 2013 University Online Performance Evaluations (UOPE), the individual core value ratings and justification will not be required (*red asterisk will be removed). For evaluations that are in progress or have been submitted, supervisors are not required to go back and make changes if they have already included ratings or justifications. Although the ratings and justifications are not required, they are encouraged and will remain available for completion and discussion. Only the Overall Assessment on Core Performance Values rating and explanation will be required for that section. There are no changes to the other sections of the UOPE. This change was implemented in Banner Self Service on Friday, January 31.

Deadlines for staff evaluations coincide with division/department budget deadlines which should be communicated by the appropriate VP or budget/finance office. Ultimately, all evaluations should be completed by mid-March.

**Important Information for UOPE Department Reviewers:**

Human Resources and ITS have completed a report in Web Focus that department reviewers can utilize to review completion statuses. The location of this report is:

- HR External Confidential
  - University Online Performance Evaluations
    - UOPE0001 University Online Performance Evaluation Dashboard

For questions, please contact your HR Consultant.

**Veterans & Individuals with Disabilities**

As stated in the September 2013 HR MAGIS, the Office of Federal Contract Compliance Programs (OFCCP) published two rules that impose new affirmative action obligations on employers related to veterans and individuals with disabilities. These rules, issued under VEVRAA (Vietnam Era Veterans Readjustment Assistance Act) and Section 503 of the Rehabilitation Act, create significant new responsibilities for Saint Louis University as a federal contractor and employer.

These new rules are designed to improve job opportunities for protected veterans and individuals with disabilities. According to the Department of Labor, these changes for employers will increase the diversity of the workforce and specifically help reduce high unemployment rates for veterans and disabled persons.

As part of these new OFCCP rules, Saint Louis University is now required to invite current employees to self-identify as veterans or individuals with disabilities after March 24, 2014. The rules also require contractors to invite current employees to disclose a disability every five (5) years. At least once during the years between each invitation, Saint Louis University will remind employees that they may voluntarily update their disability status at any time.

Also, per these rules, after March 24, 2014, federal contractors will be required to invite job seekers to identify as veterans or individuals with disabilities. This information will be added to our online application process.

Human Resources and the Office of Institutional Equity and Diversity will be partnering to comply with VEVRAA and Section 503 of the Rehabilitation Act. Please look for future communications regarding procedures on how to self-identify as a veteran or individual with a disability.
**Tuition Benefits**

The Benefits Office would like to remind eligible Faculty and Staff of the University’s tuition benefit offerings.

**Tuition Remission** is granted to employees, their eligible spouses and their dependent children at Saint Louis University. Eligible spouses and children are limited to taking classes towards their first, undergraduate degree (and must be under the age of 25 for children) and must be enrolled as a degree seeking student. Employees are eligible to take classes towards a degree in any program, including graduate school (with the exception of the medical school). This program is administered jointly through the Office of Student Financial Services and the Benefits Office.

The Tuition Remission request through Banner Self Service must be made prior to the first day of classes for the first semester in which you are enrolling.

**FACHEX (Faculty and Staff Children Exchange)** is an undergraduate tuition remission program for children of current full-time faculty and staff. Through the FACHEX program, employees who are eligible for a tuition remission benefit for their children at their home institution can apply to receive the same benefit at participating Jesuit colleges and universities, should there be space available, and the student meets that school’s requirements for FACHEX applicants. Please note that FACHEX awards tend to be extremely limited in number and are highly competitive. As a result, there are no guarantees to the children of any given faculty or staff member that they will be able to utilize the FACHEX benefit at the institution of their choice. This program is administered through the Office of Student Financial Services.

The deadline for filing for FACHEX is December 1st, before the student's fall semester of enrollment at a participating exchange institution.

**Tuition Exchange** enables eligible dependent children of eligible Saint Louis University employees to apply for a Tuition Exchange Program scholarship at any of the over 520 Tuition Exchange Program participating colleges and universities. The program awards at least 10 Tuition Exchange awards each year, based on the seniority of the parent at Saint Louis University in a full time, benefit eligible position. This program is administered jointly through the Office of Student Financial Services and the Benefits Office.

The deadline for the Tuition Exchange Program is October 1st, or the first business day following October 1st, before the student's fall semester of enrollment at a participating exchange institution. Employees currently receiving the Tuition Exchange benefit must recertify this benefit by March 1st for the upcoming academic year. Completed forms should be faxed to the benefits office at 977-1785.

More information about the tuition benefits is available at [http://www.slu.edu/human-resources-home/tuition-benefits](http://www.slu.edu/human-resources-home/tuition-benefits).

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**SLU Is SWEET ON YOU**

Send a personalized message and Hershey's Hug delivered to the recipient of your choice on Valentine's Day. This is an opportunity to recognize someone at SLU who is important to you as a co-worker, friend, teammate, mentor, boss, etc. Your name will be included as the sender. Please only one (1) request per sender, limited to faculty and staff. Click [here](http://www.slu.edu/human-resources-home/valentine-sweet-on-you) to fill out the form.

Deadline to submit your Valentine is Friday, February 7 at 5:00 p.m.

"SLU is Sweet on You" is sponsored by SLU MOVE Committee.
What's New in 2014 - Learning & Development Staff Interest Form

As we proceed into the new year, the L&D department is preparing to deliver a new set of courses, workshops, and other activities. We would like to share information about our services and find out which options you are most interested in learning more about. On February 3rd, look for an email from "SLU HR Learning & Development Department" to access a form that will allow you to share your interests and learn more about our services.

Mission

We serve the University community by delivering fair and competitive policies and programs, lead talent management solutions, and unite mission, strategy and people through collaborative partnerships.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE