POLICY

Human Resources has removed the Staff Handbook from its website due to redundancy and policy revisions over the past few years. All official Human Resources policies can be accessed at [http://www.slu.edu/human-resources-home/policies](http://www.slu.edu/human-resources-home/policies). We will be updating our website to include general information regarding University services and activities that were described in the handbook which may still be of interest to current and prospective employees. Human Resources will send another communication when the update has been completed.

RECOGNITION

The University encourages recognition of excellent performance and achievement through the use of both formal and informal rewards. Employee recognition programs create a positive work environment, increase motivation for employees and foster a culture of appreciation and value. Employee recognition is as simple as saying thank you, giving praise, or presenting awards. We encourage managers and peers to engage in showing appreciation by using our formal and informal resources and programs.

To learn more about recognition, click here!

BENEFITS

The myHealthcare Cost Estimator is a great new tool from United HealthCare designed to provide you with a wealth of information before you go to the doctor. This tool assists you in becoming an educated health care consumer. With myHealthcare Cost Estimator, you can learn about a medical procedure and compare treatment options, research providers who specialize in a procedure, geographically locate a provider and estimate costs ahead of time.

Personalized estimates, including total costs and out of pocket costs based on Saint Louis University’s plan designs may be found by visiting myuhc.com. If you haven’t already done so, register yourself using your member health plan ID number. Log into your personal member portal and click on the “Estimate Health Care Costs” tab on the right. Enter the ZIP code where you are seeking treatment and enter a treatment or condition to get started.

BEST PRACTICES

**Immigration Reform and Control Action (IRCA)**

The IRCA establishes the employers’ responsibility regarding newly hired, or rehired employees (including student workers). Newly hired employees, or rehired employees who have not been paid by the employer in the past 12 months, are required to complete Section 1 of the Employment Eligibility Verification Form (I-9 Form) no later than their first day of work. The employee may complete the form in advance of his/her first day of work but should not complete the form until he/she has accepted a job offer with the University. Human Resources will accept the I-9 Form up to 31 days in advance of the employee’s first day of work. Section 2 of the I-9 Form is required to be completed by the employer (Human Resources) within 3 days of the employee’s first day of work. There are no exceptions. The IRCA regulations apply to anyone paid through payroll at the University.
Once the employee has successfully completed their I-9 Form in Human Resources, he/she is given a Human Resources confirmation receipt to return to his/her department. It is only upon receiving this receipt that the department should allow an employee to begin working. We ask that departments protect themselves and the University by establishing an internal process to confirm that employees have completed their required employment forms.

Mission
The mission of the Human Resources division is to administer practices and programs that will attract, develop and retain high performing faculty and staff to advance Saint Louis University’s mission of higher education, patient care, research and service.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE