Recognition

SLU Stars
The SLU Star award is an opportunity to honor those faculty and staff throughout our University whom we witness living the mission on a daily basis. This award is valued greatly throughout our SLU community as an opportunity to acknowledge those who make a difference. The committee receives dozens of nominations each award cycle that tell stories of how SLU faculty and staff touch the lives of those they serve each day. The selection process is one of careful reflection and discussion as the Committee takes seriously its role of deciding who receives the SLU Star award.

On Wednesday, October 22, 2014, the University honored 21 members of our SLU Community whose actions through the stories shared by their nominators, demonstrate their commitment to the Ignatian ideals of magis and cura personalis, and in how they respond to these values through their actions in service to others and their community.

Fall 2014 SLU Star Recipients
Ann Schmitt - Student Financial Services
Bryan Rogers - Nutrition and Dietetics
Cara Christianelli - Pediatrics
Carrie Sander - Neurosurgery
David Young - Student Involvement Center
Deepika Bhalla - Pediatrics
Eunice Behrens - Custodial Services
Felicia Powell-Eberhart - Pathology
Jan Schleimer - John Cook School of Business
Jeff Gill - Custodial Services
Jennifer Ohs - Communication
Jill Newman - John Cook School of Business
Krist L’Ecuyer - School of Nursing
Mona Hebert - Biomedical Laboratory Science
Norma Metheny - School of Nursing
Peggy Door - School of Nursing
Sally Bowles - School of Nursing
Tim Hercules - International Services
Yvonne Hill - Internal Medicine

Cannonball Picnic
Saint Louis University hosted its annual Cannonball Picnic recognizing University staff members on Tuesday, October 21, 2014, at Tegeler Field. The picnic allowed staff time and space to have lunch, socialize, learn about internal interest groups, and even participate in a zumba demonstration.
2015 Benefits

Open Enrollment
The Benefit Open Enrollment begins November 1 and continues through Sunday, November 30. This is your opportunity to review and evaluate your benefit needs and make changes to your coverage elections. Elections made during open enrollment cannot be changed throughout the year unless you experience a qualifying event. Open Enrollment letters have been sent to all benefit eligible full time faculty and staff via inter-office mail and bargaining until members via U.S. postal service.

The Benefits Office is pleased to announce that for the third year, medical insurance premiums will not be changing for the new year! If you are a Vitality wellness plan participant and continue to engage in the wellness plan for the 2015 plan year, your medical premiums will remain the same. In addition, if you are currently paying the non-wellness rate and complete the wellness requirements for 2015, your premiums will go down in the new year.

We invite you to attend an Open Enrollment meeting for additional information about our benefit plans. The dates, times and locations include:

- Thursday, November 6 11:00 a.m. – 12:00 p.m. Learning Resource Center (LRC), Auditorium B
- Friday, November 14 11:00 a.m. – 12:00 p.m. Busch Student Center (BSC), Room 261A & B
- Tuesday, November 18 11:30 a.m. - 12:30 p.m. Learning Resource Center (LRC), Auditorium B
- Monday, November 24 11:30 a.m. - 12:30 p.m. Busch Student Center (BSC), Room 251 A & B

Vitality Wellness Subsidy
In order to receive the Vitality wellness discount on medical insurance, employees and their spouses covered by Saint Louis University United HealthCare medical insurance must complete both of the following requirements:

1. Vitality Health Review (VHR) by Nov. 30, through www.powerofvitality.com, and
2. Vitality Check (bio-metric screening) by Nov. 30, whether at TenetCare, by a primary care physician, through a Walgreens Take Care Clinic or at the SLUCare Center for Comprehensive Cardiovascular Care (C4). Vitality Checks are available by appointment through TenetCare by calling 888-758-4577 or at C4 by calling 314-977-5075.

The Vitality Wellness subsidy saves an employee $50 a month and an employee plus spouse $75 a month. Please note, if a spouse is covered under the UHC medical insurance, both the employee and spouse must complete the Vitality Check and VHR in order to receive the discount. Children covered under the medical insurance need not complete these requirements.

Re-enroll for benefits
If you currently participate in the Health Flexible Spending Account, Dependent Care Account Plan, or Health Savings Account, you must make a new election each year through Banner Self Service in the MySLU portal in order to continue your contribution. Current elections do not carry forward into the new year.

If you participate in the Qualified High Deductible Health Plan, SLU will continue to contribute to your Health Savings Account (HSA). SLU will deposit $250 for those enrolled in single coverage and $500 for those enrolled with dependents. Please note this amount will be deposited on the first business day of the year. You must have your HSA established with OptumHealth Bank by November 30, 2013 in order to receive the seed money.

Cultivating Resilience: Your Toolkit for Inner Peace and Calm Living
Learning & Development is happy to offer resources to help faculty and staff manage stress and ultimately cultivate resilience. Participate in all the opportunities and receive 340 Vitality points. Start Here!
Employee Assistance Program (EAP)

Need Help with your To-Do List? Put our work-life experts to work for you. Just call Compsych, your Employee Assistance Program, at 1-800-859-9319 to connect with a specialist who can research your issues—at no cost to you. In just a few business days, you’ll receive a full report of practical information and affordable options, delivered to you by e-mail, fax or second-day air. We can help with issues such as:

- Finding a plumber
- Vacation planning
- Party planning
- Searching for a new apartment
- Child and Eldercare
- Pet needs
- Support Groups

Learning & Development

Biggest Learner Competition—Coming Soon!
If you participated in the 2013 Learning Competition, you were in good company. Over a thousand staff took advantage of the opportunity to invest at least one hour a month on professional development. This year, faculty and staff are invited to sign up to participate in the Biggest Learner Competition. Unlike last year, you will participate as a group and encourage your colleagues so that you can win as a group. Start talking to your colleagues now because you will need a group of five to compete.

Policy & Procedure

Staff Annual Performance Evaluation:

Managers and staff should be preparing for the 2014 annual performance evaluation. This evaluation will measure job performance from January 1 through December 31, 2014.

Managers can log into the University Online Performance Evaluation (UOPE) to save notes and assess progress on the goals established for the 2014 year. The ratings and functionality to submit the evaluation for approval will be available the first week of December.

As a matter of best practice, the staff performance evaluation process should be comprised of the following steps:

1. Manager selects due date for Employee Self-Assessment
2. Employee completes and signs Self-Assessment with Manager
3. Manager reviews Self-Assessment
4. Manager and employee meet to discuss performance
5. Manager reviews notes and self-assessment to complete evaluations
6. Evaluation is completed and submitted via UOPE tool
7. Annual UOPE approved, manager meets with employee to review ratings

The Employee Self-Assessment can be found in the University Online Performance Evaluation (UOPE) menu in Banner Self-Service or on the HR website.

Training on the UOPE process and tool is scheduled for Tuesday, November 11 in the Wool Center Human Resources training room from 1-2pm. Registration is available in Skilloft through the MySLU "tools" tab.

Annual Incumbent Job Reclassification:

As a reminder, incumbent position reclassification occurs one time per year. All reclassification requests should be made on or before January 1, 2015 to be effective July 1, 2015. Position Analysis Booklets (PABs) must be approved by division Vice Presidents and submitted to comp@slu.edu for classification analysis and recommendation. See University Salary Administration Guidelines for more information.
Position Analysis Workshops
The Compensation team will be facilitating position analysis workshops for department/division business managers and/or responsible supervisors to review the process and requirements for classification submission. Dates include:

North Campus - Wool Center Training Room 128
- November 14: 9:00a.m. - 10:00a.m.
- November 17: 1:00p.m. - 2:00p.m.

South Campus - Learning Resources Center (LRC), Room 113
- November 21: 9:00a.m. - 10:00a.m.

Registration is available in Skillsoft through the MySLU "tools" tab. If you have specific questions regarding your pending classifications, please contact comp@slu.edu to schedule time for discussion.

Human Resources Information Systems

EPAF Training
EPAF Training will take place in the Wool Center in Room 372 for the following dates:

- November 18 from 10:00 a.m. - 12:00 p.m.
- December 9 from 1:00 p.m. - 3:00 p.m.
- January 8 from 10:00 a.m. - 12:00 p.m.
- January 21 from 1:00 p.m. - 3:00 p.m.

Email epafhelp@slu.edu to sign up for training. The EPAF and Payroll Help Google Site has updated job aides, Tip of the Week, EPAF deadlines, and additional resources to become successful at creating EPAFs.

Holiday Leave and Time Reporting:
Non-Exempt Staff: November 27 and November 28 are the University holidays that need to be reported on your timesheet due on Monday, December 8. It is very important, to assure proper pay and accruals of leave, that these holidays be reported correctly. If you are scheduled to work on November 27 or 28, you should review the Holiday Policy and work with your time approver to assure you report holiday pay, regular pay and/or banked holiday time appropriately.

Exempt Staff: There is no need to report holiday pay on the leave report. However, if you are required to work on either November 27 or November 28, your banked holiday will need to be sent right away (by your assigned time approver) to payroll services on the Monthly Exception Reporting Change Form. If the exception form is not submitted prior to the employee using this banked holiday, the system will use vacation time instead, so please work with your time approver to make certain that banked holiday is submitted.

Leave Reports for Exempt Staff:
Each month payroll services oversees the approval of Leave Reports for exempt monthly staff. However, it is the employees’ responsibility to start, record absences and submit (regardless if there are no absences to report for that period) their leave report by the due date/time indicated on the leave reports. This process is required in order to maintain appropriate leave reporting, balances and accruals. Assigned approvers are also expected to make certain that the individuals assigned to your queues are taking the above mentioned steps to submit their leave reports.

HUMAN RESOURCES

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—Innovation—Service

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