**Americans with disabilities act**

The Americans with Disabilities Act was signed into law on July 26, 1990. This law prohibits discrimination against and guarantees that people with disabilities have the same employment opportunities as people without a disability. Missouri S&T has its own policy in regards to individuals with disabilities to ensure that the university is providing educational opportunities for all academically qualified students; employment opportunities for qualified individuals for faculty and staff positions; and reasonable accommodations to ensure equitable access to its programs and services for individuals with disabilities.

There are certain criteria that an individual must meet to qualify for an accommodation. A qualified person with a disability has a physical or mental impairment which substantially affects major life activities; has an infeccious or contagious disease; is recovering from an alcohol or other drug dependency; has a record of or is regarded as having such an impairment; and, meets the academic and technical requisites for admission to or participation in the University’s educational programs; or meets the qualification criteria for employment in faculty or staff positions.

If you are an employee who needs an accommodation you can contact human resources at 441-4243 or e-mail at afact@mst.edu. You can find the ADA request form and the ADA policy at hradi.mst.edu/aa/ada.

If you need an accommodation for an event on campus such as commencement please contact human resources two weeks prior to the event to allow time for the request to be processed.

**In this issue**

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- New HRSAADI Employees
- Complete your wellness incentive
- myLearn Performance Appraisal courses
- April is Alcohol Awareness month
- Updated HRSAADI Staff directory
- Construction in HRSAADI

**April 15**

Tax Day!

**April 16**

Diversity and Inclusion Hiring Workshop from 2:00pm-4:00pm RSVP by Friday April 11. Location to be announced.

**April 17**

Health Screening in the Havener Center. Sign up at www.healthforlife.umsystem.edu.

**April 28**

Spring Breakfast with the Chancellor for new employees from 7:30am-9:00am in St. Pat’s Ballroom A.

**Recruitment**

Monthly orientation schedule switches to bi-monthly schedule

All new employees are required to attend a monthly orientation that covers policies and procedures, sexual harassment, and affirmative action. This orientation new employees are also introduced to different departments from around campus such as IT, the Campus Police and Environmental Health and Safety. Each department is given time to speak to new employees about what services they provide and how they can help the new employee. This orientation has previously been given on a monthly basis on the last Wednesday of the month. Starting with March monthly orientation will now be a bi-monthly schedule. Orientation will continue to be on the last Wednesday of the month. The next orientation will be on Wednesday, May 28th from 8:30am-11:00am. All new employees will be sent an e-mail before the orientation with the location.

The change to the bi-monthly schedule has been made to ensure that there is a large enough group of new employees for departments to present to, and also gives the new employees more time to settle in to their position. If you have any questions about this change please contact Brittany Cass at ext: 4886 or cassb@mst.edu.

**Bi-Monthly Orientation Schedule:**
- May 26, 2014
- July 30, 2014
- September 24, 2014
- November 19, 2014

All orientations are from 8:30am-11:00am, location information will be sent to employees prior to orientation.

**New Employees**

HRSAADI has had some new additions in March and April! Our first new employee is Mitch Darknell. Mitch started March 17 and is our new Human Resource Assistant. He will be working with Karen Chapman and the compliance team. Mitch will be handling FMLA, recording performance appraisals, running the Sexual Harassment compliance report, and assisting with committees and other compliance tasks. You can reach Mitch at ext: 6293 or darknellm@mst.edu.

Our second new employee is Janet Warford-Perry. Janet will begin April 7. She will be working on the recruit team with Everett McDaniel and Brittany Cass. Janet will be handling the e-recruit process. If you need assistance with job posting, approval chains, creating job offers Janet will be your new contact. Janet will also be assisting with new employee orientation. You can reach Janet at ext: 4611.

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**New Campus Wellness Coordinator**

Please help me welcome Sarah Ellis who will join Healthy for Life (HFL) as Campus Coordinator for the UMSL and Missouri S&T campus on April 1st. Sarah will be responsible for representing wellness on each campus. Sarah worked with me as an intern with Healthy for Life during her undergraduate program and then became a part-time employee, assisting with program development and improving several of the physical activity programs HFL offers. When Ryan served as campus coordinator, Sarah helped during flu clinics in the fall and biometric screenings in the spring. She recently completed her Master’s Degree in Health Administration and is already very familiar with our programs and goals. Sarah is an enthusiastic and bright young lady and we are thrilled she will be part of our HFL team and university family. She will report to me and work closely with the HR departments on each campus. Thank you for your continued support, Jenny.

For your wellness needs, you can reach Campus Coordinator, Sarah Ellis at: 314-808-0165, elliss@umsystem.edu.
Complete your wellness incentive

In 2014, active UM medical plan subscribers can earn a $100 Wellness Incentive in their final May paycheck by completing two simple steps: your online personal health assessment and health screening. In addition, any faculty or staff who complete both steps will be entered in a drawing to win*:

1. 3 of 3 Pad Minis
2. A Samsung Galaxy Tab 3
3. 1 of 2 FitBit Flexes

Step 1: Complete your Personal Health Assessment (PHA). by creating your Cerner Health Account, or log into your existing account by visiting www.healthyforlife.umsystem.edu.

Step 2: Complete your Health Screening.

- You can schedule your free health screening at a convenient time and location on campus through your Cerner Health account.
- Or, you can visit your doctor. You can use results from your annual physical exam obtained May 1, 2013, through April 30, 2014.
- A third option for your health screening is to order a Home Access kit by April 4. A Home Access test is quick, easy, and painless and will allow you to obtain total cholesterol, HDL cholesterol, LDL cholesterol, triglycerides and glucose results. Complete your health screening at your convenience in your home by calling 1-866-352-4372.

All requirements must be met by April 30, 2014, to receive Wellness Incentive funds and/or be placed in the drawing for prizes. Get started today by visiting www.healthyforlife.umsystem.edu to complete your PHA and schedule your screening.

*Prizes are subject to tax by the employee. Prizes are not alone. @CDC_ehealth shares their questions about alcohol. Learn more about drinking less alcohol can help you lose weight and save money. Learn more about how drinking less can help you: http://1.usa.gov/ZGWQnq

May 2013

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Performance appraisals

This is the time of year for performance appraisals. In the last newsletter we talked about performance appraisal and why we do them. They are training guides at http://hraadi.mst.edu/hr/performanceappraisalsystem/. If you are looking for more guidance or interested in learning more about how to conduct a good performance appraisal myLearn has courses that cover different aspects of the performance appraisal.

Performance Appraisal Essentials: Conducting Traditional Appraisals covers all of the basics of conducting a performance appraisal. This course is geared towards managers and supervisors who conduct the appraisal about how to be comfortable conducting an appraisal and how to use it to motivate employees.

Performance Appraisal Essentials: Planning for Appraisals discusses the importance of preparing for appraisals if they are going to be a useful tool for both supervisor and the employee. This course will cover how to monitor ongoing employee performance, how to lay out clear expectations and provide ongoing feedback to employees to get them to the most out of the appraisal and the employee.

Managing Your Career: Leveraging the Performance Appraisal is a course designed for the employee who is receiving the review. This course discusses how you can use the performance appraisal to advance your career, how to use the information from your performance appraisal to improve, and how to manage and recover if you are given a bad review.

These courses can help both supervisors and employees to better understand the usefulness and purpose of the performance appraisal and how to use it to their advantage in moving forward in their career and in managing employees. Along with these courses there are several books available through myLearn on the topic of performance appraisal. You can access them all at https://myhr.umsystem.edu.

Can’t Make a Health Screening Event? Order a Home Access Kit!

You must complete an online personal health assessment (PHA) and a health screening to earn your 2014 Wellness Incentive of $100 and be entered in the prize drawing. You have three health screening options. One option is a home-based screening using a Home Access kit. To give you enough time to receive, use and submit your kit by the incentive deadline, you must order your Home Access kit by April 4. Your information will be kept confidential; strict policies are kept on all results. Complete your screening at your convenience in your home by calling 1-866-352-4372.

April 2014 is Alcohol Awareness Month

April is Alcohol Awareness Month. Drinking too much alcohol increases people’s risks of injuries, violence, drowning, liver disease, and some types of cancer (CDC, 2013) This April during Alcohol Awareness Month, Healthy for Life encourages you and your loved ones about the dangers of drinking too much. We can use this month to raise awareness about alcohol abuse and take action to prevent it, both at home and in the community.

If you are drinking too much, you can improve your health by cutting back or quitting. Here are some strategies to help you cut back or stop drinking:

- Limit your drinking to no more than 1 drink a day for women or 2 drinks a day for men.
- Keep track of how much you drink.
- Don’t drink when you are upset.
- Avoid places where people drink.
- Make a list of reasons not to drink. Check out the resources below for more information provided by the U.S. Department of Health and Human Services.

Drinking less alcohol can help you lose weight and save money. Learn more about how drinking less can help you: Go for a walk or catch up with an old friend instead of drinking alcohol. Learn more tips here. Have questions about alcohol? You are not alone. CDC/ehall shares their answers: http://1.usa.gov/VisRQL


Renovations creating some changes in the HRSAADI office area, but the front door has moved farther down the hallway. We now have a new front office area, and will have additional offices and a new break room added to our office. We hope to complete construction in May and for everyone to be located in 113 Centennial Hall once again.