New Employee Orientation
• Mizzou & Columbia Area Apps
• About the University of MO
• Staff Advisory Council
• Human Resource Services
• Mizzou Alumni Association
• MU Police Department
• Total Rewards (Benefits)
Mizzou and Columbia Area Apps

Go Mizzou
United Health Care
SkillSoft
CoMO Trails
DBRL: Overdrive, Libby, Kanopy, Lynda.com
801 Conley Avenue
15 Jesse Hall
muhrs@Missouri.edu
(573) 882-7976
University of Missouri System
UM System President
Dr. Mun Y. Choi
University of Missouri System

https://www.umsystem.edu/about-us/weareum
UM System Onboarding Series

Please contact learningdevelopment@umsystem.edu with any questions about the UM System Onboarding Series.
Working Through COVID-19 Resources

Please choose one of the below options to uncover additional information.

- Reduction Measure Resources
- Policies in Response to COVID-19
- FFCRA Leave Request
- Telework Resources
- Returning to the Workplace Resources

Campus-specific precautions are also being taken at all UM System universities and MU Health Care. For specific information on how we are addressing COVID-19 concerns, access the webpage below.
Conflict of Interest & Conflict of Commitment

Collected Rules and Regulations 330.015
Policy

University employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. They shall not realize personal gain in any form which would influence improperly the conduct of their University duties. They shall not knowingly use University property, funds, position or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts.
Who Must Report

- **Faculty & Exempt employees** – Do not receive overtime pay. May be part time or fulltime. Required to complete the COI/COC form *annually, as changes occur, as new interests arise*.

- **Non-Exempt employees** – receive overtime pay and entitled to earn at least minimum wage. Only required to complete the COI/COC form *if they have an outside activity meeting the requirements*. 
Outside Interests:

- **Employment, consulting, or other professional activity** or service, paid or unpaid that is not part of your University duties but relates to your MU responsibilities or profession.

- A direct or indirect financial interest in an entity that proposes to do business or is doing business with the University; or

- A direct or indirect financial interest in an entity that proposes to acquire or has acquired rights to University owned intellectual property; or

- Any other activity that could be construed as relating to or overlapping or competing with the core missions of the University.
How & What

- Where:  [https://ecompliance.missouri.edu/login](https://ecompliance.missouri.edu/login)

- What Happens:
  - Review by the COI Committee
  - Management if applicable
  - Review by your Supervisor/Chair and Dean/Director (if overlapping)
  - Letter issued
Questions?

Call 882-3841

Or email

MU RESEARCH COI Office

muresearchcoioffice@missouri.edu
HR Federal Law Compliant
**Fair Labor Standards Act**
Established 40 hour work week
Sets minimum wage
Sets exemption criteria
(FLSA)

<table>
<thead>
<tr>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hourly pay rate</td>
<td>• Salaried</td>
</tr>
<tr>
<td>• Paid bi-weekly</td>
<td>• Paid monthly</td>
</tr>
<tr>
<td>• Earn overtime*</td>
<td>• Do not earn overtime</td>
</tr>
</tbody>
</table>

* Determined by each department, overtime can be paid as wages or compensatory time.*
Equal Employment Opportunity

Equal opportunity is provided for all employees & applicants on the basis of their demonstrated ability and competence without discrimination on the basis of their:

- Race
- Color
- Religion
- Gender
- Sexual Orientation
- National Origin
- Age
- Status as Protected Veteran
- Disability

Equal employment opportunity (EEO) applies to all employment actions at MU
Discrimination in the work place or the educational environment is unacceptable conduct.

Violators are subject to discipline, up to and including separation from the university.

All employees must complete the online training module, “Building a Foundation: Discrimination Prevention & Title IX”.

Sources of Additional Information:
HRS Policy Manual HR102 Equal Opportunity Program
Staff Handbook
Human Resources Professional
Americans with Disabilities Act

Prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else.

Reasonable Accommodation:
Any reasonable modification to the job or work environment to enable a qualified individual with a disability to perform the essential functions of the job.

At your work place:
Notify your supervisor and/or department head for assistance.

Director of Accessibility & ADA Coordinator
Amber Cheek
404 Jesse Hall
884-7278
cheeka@missouri.edu
If you think you might benefit from the use of adaptive technology, contact the ACT Center for an Adaptive Technology Consultation.
Family & Medical Leave Act (FMLA)

Two Requirements for Eligibility

• Must be employed for at least one year
• Must have worked at least 1,250 hours within the previous 12-months

Benefits

• Employers are required to maintain health insurance coverage on the same basis as for working employees
• Provides for 12 weeks/year of unpaid, job-protected leave for qualifying events
FMLA continued

Qualifying events:

• to care for a newborn or newly adopted child
• to care for a sick child, spouse, or parent
• to recover from own serious health condition.
• to care for a covered family member on active duty status or called to active duty status for a "qualifying exigency"

May use accrued leave to replace pay while on leave
University of Missouri
Columbia Campus
Chancellor

Dr. Mun Y. Choi
Built on the pillars of:

- Teaching
- Research
- Extension
- Service
Proclamation from Mizzou
The faculty, students, and staff of MU hold the following values to be the foundation of our identity as a community:

- **Respect**
- **Responsibility**
- **Discovery**
- **Excellence**
Living Our Values:

“Inclusion is a sense of belonging: feeling respected, valued for who you are; feeling a level of supportive energy and commitment from others so that you can do your best work.”
Campus Landmarks

Jesse Hall

The main administrative building, was completed in 1895.

The historic columns of Academic Hall have become a symbol of the University of Missouri.
Memorial Union

Built beginning in 1929, to honor of University students who died in World War I

We have an Old School tradition of tipping your cap when passing through the arch of the Memorial Union
University of Missouri ID Card

1. Need an MU Staff ID card?
   - Once your employment paperwork has been completed and processed.
   - Visit the ID office inside Tiger Tech

2. Where is Tiger Tech
   - Inside the MU Student Center - the lower level
   - 901 East Rollins

3. How do I get there?
http://map.missouri.edu/
Show Me Renewal Resource Page

Show Me Renewal

Guidelines  Safety and expectations  Show Me Renewal Plan  Updates  Resources

TIGERS SUPPORT TIGERS

STAY 6 FEET APART  WEAR YOUR FACE COVERING  WASH YOUR HANDS  MONITOR SYMPTOMS
Human Resource Services
Columbia Campus
Mission and Vision

Our Mission:
We advance the university mission by collaborating, supporting, and sharing knowledge with HRS customers.

Our Vision:
To be the trusted resource for innovative solutions that enrich the HRS customer experience.
We are here to help you with:

• Career Assistance
• Employee Relations
• Policy Guidance
• Recruitment
• Supervisor/Manager Consultation
• Temporary Staffing (S.O.S.)
Our goal is to provide a workplace which:
  fosters collaboration, inclusion, innovation, and quality education.

And

allows you to utilize your unique talents to meet the needs of our organization.

We want you to give us your best!
We want to give you our best!

Our goal is to ensure you have a workplace which is based upon civility, fairness, respect, and consistent treatment.
We Do NOT Tolerate:

- Prejudice
- Intolerance
- Bigotry
- Bullying
- Harassment
University of Missouri Bias Reporting Hotline
(844) 946-1837

This reporting line is not an emergency service. Do not use this site to report emergencies presenting an immediate threat to life or property. For emergency assistance, call 911 or contact University Police or local law enforcement.

The University’s Commitment

The University of Missouri System is committed to institutional accessibility, equity, and the protection of students, employees, patients and visitors. The University provides programs and services to promote and foster a culture that supports and expects respectful interactions.

To Make a Report

You may use either of the following two methods to submit a report:

• Select the "Make a Report" link at the top of this web page.

• Dial toll-free, within the United States, Guam, Puerto Rico and Canada: (844) 946-1837

Make a Report
Follow-up on a Report
Resources
FAQs
or...Smoking

Everywhere on campus as of July 1, 2013.

Policy: http://bppm.missouri.edu/chapter1/1_160.html

Resources: https://wellness.missouri.edu/smoking.html, https://tobaccofree.missouri.edu/

Tobacco Free Ambassador reporting: https://missouri.qualtrics.com/SE/?SID=SV_9YstJG GnRPhT9Ep&Q_JFE=0
University of Missouri
HR Policies &
Employment Verification
Employment Verification

http://www.cccverify.com
1-855-901-3099
Probation & Qualifying Period

- Six month probationary period for all new, regular benefit eligible staff
- Period may be extended up to three more months
- One month qualifying period for current benefit eligible employees transferring into another benefit eligible position at the University
  - Unsuccessful: return to previous position or a comparable one in previous department
  - If no job is available, 6 month leave of absence
• Dependable and prompt attendance is an essential function of every staff position at the University.

• Planned absences must be requested and approved in advance.

• Unplanned absences – notify supervisor immediately. Supervisor must approve.

• Follow rules within your work unit.
Slow the Spread of Germs!

1. How does the flu spread?

2. Coughing

3. Sneezing

4. Touching objects
Grievance Administration

• MU recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from:
  - working relationships
  - working conditions
  - differences of interpretation of policy or employment practices (prohibited discrimination)

• During probationary period, only grievances concerning issues of prohibited discrimination or interpretation of policies are grievable.

• Faculty please review the Faculty Handbook for information.
Educational Assistance

University of Missouri
SAVE ON the COST of COLLEGE*

Faculty and Staff

75% off tuition for 6 credits per semester

Spouses & Dependents

50% off tuition up to 140 credit hrs.

Retirees

100% off tuition & fees AS CLASS SPACE IS AVAILABLE

* See umsystem.edu/totals/awards/benefits/education for eligibility and special considerations.
Training & Development

No probationary period restriction

Supervisory approval necessary

Course listing available on HRS website
Opportunities include:

- myLEARN (access from HRS.missouri.edu)
- Customized Training
- PeopleSoft
- New Employee Orientation
- Staff Recognition Week (the week after graduation in May)
- Fall Training Conference (late October or early November)
- Other departments training is promoted in MU Info (Wednesdays)
BUILD your SKILLS
training.missouri.edu

Instructional Videos
youtube.com/muittraining

HTML 5 & CSS
SAS/SPSS
Adobe InDesign
Adobe Photoshop
Microsoft Excel
Qualtrics
Benefit Eligible Employees

- Holidays (HR 401)
- Vacation (HR 402)
- Personal Days (HR 403)
- Sick Leave (HR 404)
- Military Leave (HR 405)
- Developmental Leave (HR 406)
- Leaves of Absence (HR 408)
- Work Incurred Injury or Illness (HR 409)
- Legal Proceedings (HR 410) Also for part time employees
- Voting (HR 411) Also for part time employees
- Funeral Leave (HR 412)
Eight Holidays

• New Year’s Day
• Martin Luther King Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day
• Friday following Thanksgiving Day
• Christmas Day
Winter Break Leave

The period starting the day after Christmas Day holiday is observed and running through the end of the day before New Year’s Day holiday is observed.

Collected Rules and Regulations 340.045
Personal Days

• 4 days annually, on your anniversary date.
• May be used during your probationary period.
• Subject to supervisory approval.
• May use in any increment.

Must be used within a year
## Vacation

<table>
<thead>
<tr>
<th></th>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 5 years</td>
<td>12 days/year</td>
<td>17 days/year</td>
</tr>
<tr>
<td>5 – 15 years</td>
<td>17 days/year</td>
<td>22 days/year</td>
</tr>
<tr>
<td>&gt; 15 years</td>
<td>22 days/year</td>
<td>22 days/year</td>
</tr>
</tbody>
</table>

May not use during your probationary period.

Maximum accrual is twice your annual accrual.

12 days = 96 hrs x 2 years = 192 hrs

Accruals are prorated if working 75-99% FTE
Sick Leave

- Accrue 8 hours/month (prorated based on FTE)
- Available during probationary period
- Taken in any increment after earned
- No maximum accrual
- Use for:
  - personal illness or injury
  - Medical/eye appointments
  - dental appointments
Other Paid Time Off

• Funeral Leave
  – 3 days excused from work for death of an immediate family member
  – Starting on the date of death ending on the tenth calendar day after the funeral or memorial service.

• Legal Proceedings/Jury Duty
  – Time off from work for the duration of your jury duty commitment
# PTO – What You Can Use, When

<table>
<thead>
<tr>
<th></th>
<th>May Use During Probationary Period</th>
<th>Must Complete Probationary Period Before Using</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Personal Days</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(use as you accrue)</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Funeral Leave</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jury Duty</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Promotional & Job Change Opportunities

Open positions on Columbia campus, UM System, and Extension are posted on Human Resource Services website and myHR
Mizzou Alumni Association Membership is the best way to plug into the Mizzou community. You don't have to be an alumnus - you just have to be a Tiger - to join!

**ENGAGE**  - through your local chapter and at member-only events

**SAVE**  - at thousands of national retailers and 25% off at the Mizzou Store

**CONNECT**  - through MIZZOU magazine, e-newsletters, and more

**SUPPORT**  - by contributing to student scholarships, campus traditions, and leadership programming

Learn more at [mizzou.com](http://mizzou.com)
Human Resource Services

801 Conley Avenue
15 Jesse Hall
Columbia, MO  65211
(573) 882-7976
What’s Next?

• Break

• University Police

• Total Rewards
  ✓ Wellness Program
  ✓ Health Insurance
  ✓ Life Insurance
  ✓ Retirement

• Evaluation survey will be emailed

• Welcome to Mizzou!