Left Side
Packet Reference Sheet
Faculty & Staff Discounts
New Employee Checklist
Employee Assistance Program (EAP)
Office of Civil Rights & Title IX Fact Sheet
Emergency Procedures
Fidelity Fact Sheet

Right Side
Staff Advisory Council Brochure
MUPD Information Card
Mizzou Pride Points & Manage Your Environmental Impact
Slow the Spread of Germs
Report of Injury & Workers’ Compensation Guide
Printing Services
New Employee Checklist

WITHIN YOUR FIRST WEEK:
Meet with your supervisor to review and discuss:
- Department mission, vision and goals
- Your job description, essential duties and responsibilities, and how they fit into the work unit’s goals
- Training needs and key people you should meet
- Your performance goals and expectations
- How and when your performance will be evaluated during the six-month probationary period

Familiarize yourself with your department
- Learn more about your department’s structure, administrative and operational procedures, and protocols by initiating conversations with your supervisor, peers, and by reviewing materials available to you including university related websites

Familiarize yourself with office processes
- Accessing computer programs (e.g., e-mail, www.Missouri.edu, your department website, etc.)
- Your work schedule, meal and break periods
- Overtime and shift expectations (overtime or compensatory time?)
- Your work time reporting responsibilities, as well as the consequences for failure to report time appropriately
- Procedure for requesting scheduled time off (personal, sick, or vacation time)
- Procedure for requesting unscheduled time off (sick or family sick leave)
- Reporting to work in cases of inclement weather
- Campus mail and U.S. mail processes for your department
- Procedure for responding to on-the-job accidents/injuries

WITHIN YOUR FIRST MONTH:
- You must enroll in benefits within the first 31 days from your benefit eligibility date or your date of hire. If you have any questions, contact myTotalRewards: (573)-882-2146 or HRServiceCenter@umsystem.edu.
- Complete, “Building a Foundation: Discrimination Prevention and Title IX” – Due within first 31 days (Sent to you in an email)
- Review department-level work rules, how-to manuals, etc.

TIME OFF OVERVIEW:

<table>
<thead>
<tr>
<th></th>
<th>Non-Exempt (Bi-weekly)</th>
<th>Exempt (Monthly)</th>
<th>Can be used during probationary period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td>8 days annually</td>
<td>8 days annually</td>
<td>✓</td>
</tr>
<tr>
<td>Vacation</td>
<td>1.85 hours per week</td>
<td>11.34 hours per month</td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>4 days (32 hours)</td>
<td>4 days (32 hours)</td>
<td>✓</td>
</tr>
<tr>
<td>Sick</td>
<td>1.85 hours per week</td>
<td>8 hours per month</td>
<td>✓ (as you accrue it)</td>
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</tbody>
</table>

EMPLOYMENT VERIFICATION:
- See “Additional Employee Info” in myHR; then “Verify Income & Employment”
The Employee Assistance Program (EAP) provides

- **Clinical Services**
  - Brief model of intervention to include up to five sessions for employees, their immediate family and retirees
  - Assistance for a wide range of problems such as family, marital, occupational, financial, legal, alcohol—substance abuse, emotional and phase of life concerns
  - Referral to a variety of community resources based upon need

- **Workplace Training Programs**
  - Needs assessments
  - Design of instructional objectives
  - Development of training and evaluation criteria including validity analysis
  - Assistance in the selection and design of instructional programs

- **Organizational Consultation**
  - Work Analysis
  - Training and Development
  - Quality of Worklife
  - Organizational Effectiveness
  - Performance Management
  - Selection and Placement

Web address is http://www.umsystem.edu/totalrewards/benefits/eap
Mizzou policies prohibit discrimination and harassment based on:
Race • Color • National origin • Ancestry • Religion • Sexual orientation • Gender identity
Gender expression • Age • Genetic information • Disability • Protected veteran status Sex
(including sexual assault, stalking, dating/intimate partner violence and pregnancy)
Mizzou policies also prohibit retaliation for making or supporting a claim of discrimination.

All students, employees, and applicants are entitled to equal educational and employment opportunities without unlawful discrimination.

We support members of the Mizzou community who experience discrimination.

We investigate reports of discrimination.

We educate the Mizzou community about equal opportunity policies.

We connect people with resources.

civilrights.missouri.edu

civilrights-titleix@missouri.edu
573-882-3880
EMERGENCY
Procedures

Call 9-1-1

For ALL Fire, Medical, and Police Emergencies:
In all emergencies it is important to remain calm and follow these steps. More information is available at http://ehs.missouri.edu/other/er/

FIRE
1. Call the Fire Department (911). Give the nature of the fire and the location.
2. Set off the Fire Alarm.
3. Evacuate the building and assist handicapped individuals.
4. Use a fire extinguisher, if it is feasible to do so without jeopardizing personal well being.
5. Notify the MU Police Department, (573) 882-7201.
7. Report to your supervisor

EARTHQUAKE
1. Stay indoors if already there.
2. Take cover under sturdy furniture, such as a worktable or desk; or in doorways, halls or against inside walls.
3. Stay near the center of the building.
4. Stay away from glass windows or doors.
5. Avoid running through or near buildings where there is the danger of falling debris. If you are outside, stay in the open away from buildings and structures. Keep away from utility wires.
6. After tremors have stopped, stay away from damaged building and structures because of possible aftershocks.

MEDICAL EMERGENCY
1. Call for an ambulance (9-1-1). At all UMHC locations call 1-111.
2. Do not move the individual unless there is an imminent hazard
3. Meet responding emergency personnel
4. Notify appropriate supervisors

ACTIVE SHOOTER
If an armed person enters the building or your hear gunfire, take immediate steps to protect your students and yourself.
1. If you are near an exterior exit, try to escape from the building.
2. If you are in an office or classroom, immediately close the door and lock it if possible. Use desks and chairs to block the doorway.
3. Stay away from windows and out of view. Turn off the lights. Get behind heavy furniture or anything that will hide you and provide some cover. Stay hidden until the police arrive.
4. If a phone is available, call 911.
5. If you are in an open area, find a room to hide in.
6. If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.

Be Prepared
Be Aware
Be Ready
One-on-one support from Fidelity.
We can help your plan for today—and tomorrow.

Meet with us one-on-one or in a telepresence workshop to get education, resources, and support. All on-site and virtual resources are provided at no additional cost to you as an employee benefit.

**Workshops are periodically offered via Telepresence:**

Here are examples of complimentary workshops, where you'll learn strategies and tips to help you manage your financial future with confidence.

<table>
<thead>
<tr>
<th>Telepresence Seminars</th>
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<tbody>
<tr>
<td><strong>Prepare for the Reality of Health Care in Retirement</strong></td>
</tr>
<tr>
<td>This workshop will help you to understand the costs of health care in retirement, and how you can prepare for them.</td>
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<table>
<thead>
<tr>
<th>Webinars</th>
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<tr>
<td>Attend a live, online seminar from any computer. Virtual education presenters are available to chat and answer your questions.</td>
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</tbody>
</table>

- **Webinar**
  - **Are You Emotionally Ready to Retire?**
    - Retiring is not just a big financial decision, it's an emotional one, too. Join us for a conversation about preparing yourself emotionally and mentally for when the day arrives.
  - **Pay Off Student Loans Faster - And Still Save for Your Future**
    - In this webcast you'll learn strategies for paying off your loans quickly, while focusing on your other financial goals.
  - **Saving for College in Three Easy Steps**
    - It's more important than ever to create a savings plan that helps save money for college without losing sight of your overall financial picture. Learn how from Fidelity pros and real customer stories.

**One-on-One:**

Craig Fischer, Director Retirement Planner, and Ben Wright, Retirement Planner, will be at your location on various dates for one-on-one appointments. Please consider bringing relevant account statements and any paperwork to help address your questions and needs.

Appointments are required. Unfortunately, walk-ins cannot be accommodated. We urge you to schedule an appointment at a time that is convenient for you.

Register now

Investing involves risk, including risk of loss.