WELCOME TO MIZZOU!

NEW EMPLOYEE ORIENTATION

It’s great to be a Tiger.
TODAY’S AGENDA

+ UM System
+ About Mizzou
+ Getting Started
+ Human Resources
+ MU Police Department
+ University Benefits
UNIVERSITY OF MISSOURI
Four Campuses – One University System
President Mun Y. Choi, Ph.D.

Head of Mizzou and the MU System

The University of Missouri (UM) System supports 70k+ students across four universities:

- MU
- UMKC
- Missouri S&T
- UMSL
BUILT ON PILLARS OF SUCCESS

Teaching
Research
Extension
Service
MU faculty, staff and students hold the following values as the foundation of our identity as a community:

- Respect
- Responsibility
- Discovery
- Excellence

“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.”
ABOUT US

WE STAND AGAINST

• Prejudice
• Intolerance
• Bigotry
• Bullying
• Harassment

MIZZOU
A PLACE FOR ALL VOICES

If anyone experiences discrimination or harassment, there are two ways to report:
Office for Civil Rights & Title IX
civilrights.missouri.edu
573-882-3880

Bias Hotline
biashotline.ethicspoint.com
884-946-1837

University of Missouri
ABOUT US

PROCLAMATION FROM MIZZOU
Visit identity.missouri.edu for:

- Business Cards
- Email signature generator
- Ordering name badges and tags
- Signatures (logos)
- PowerPoint presentation templates
- Branded flyers, research posters, etc.
- Ordering apparel, promotional items and merchandise
ABOUT US

CAMPUS MAP

Visit map.missouri.edu for a complete list of building information, driving directions and more.
CAMPUS LANDMARKS

JESSE HALL
Our main administrative building, completed in 1895.

COLUMNS
Built with local limestone, the six Ionic-style columns are all that remains of Academic Hall which was destroyed by a fire in 1892.

MEMORIAL UNION
Built in 1929 to honor of university students who died in World War I. Tipping your cap when passing through the arch is a tradition.
ABOUT US

MIZZOU & COLUMBIA APPS

• Go Mizzou
• United Health Care
• Skillsoft Percipio
• CoMo Trails
• Daniel Boone Regional Library
  • Overdrive (Hoopla)
  • Libby
  • Kanopy
  • Lynda.com (LinkedIn Learning)
GETTING STARTED

Onboarding & Policies
OFFICE OF HUMAN RESOURCES

We’re here to help answer your questions!
Stop by our office or contact us by phone or email.

801 Conley Avenue
15 Jesse Hall
Columbia, MO 65211

Email: muhrs@missouri.edu
Phone: 573-882-7976
GETTING STARTED

OFFICE OF HUMAN RESOURCES

Supporting you by fostering:
• Collaboration
• Inclusion
• Innovation
• Quality education
• Your unique talents that help us meet the needs of our organization

Ensuring a workplace that is:
• Civil
• Fair
• Respectful
• Consistent in the way it treats employees

Providing you with:
• Career Assistance
• Employee Relations
• Policy Guidance
• Recruitment
• Supervisor/Manager Consultation
• Temporary Staffing (S.O.S.)

Learn more at hrs.missouri.edu
You can complete many self-service actions within myHR. Just select:

- The NavBar icon
  - Choose Navigator
  - Choose Self-Service
  - Select actions like report time, update personal information, review payroll and/or benefits and more.
Complete the Onboarding Series—available to you in myHR. Just select the “Onboarding Activities” tile on the landing page.

- You’ll receive automated reminders about your learning goals and month-by-month guidance throughout your first year.
- Contact learningdevelopment@umsystem.edu with questions.
ID CARDS

After employment paperwork has been completed and processed visit the ID office:

MU Student Center (lower level)
Inside Tiger Tech
901 East Rollins
WORKING THROUGH COVID-19 RESOURCES

GETTING STARTED

- Stay six feet apart
- Wear your face covering
- Wash your hands
- Monitor symptoms

TIGERS SUPPORT TIGERS
CONFLICT OF INTEREST

Policy, in short:

Discharge duties and refrain from engaging in outside matters of financial interest incompatible with impartial, objective and effective performance of university duties.

Collected Rules and Regulations
330.015
CONFLICT OF INTEREST

Who reports?
- **Faculty, exempt staff (no overtime)**
  - May be part time or full-time.
  - Required to complete the COI/COC form annually, as changes occur, as new interests arise
- **Non-exempt staff (receive overtime)**
  - Only required to complete the COI/COC form if they have an outside activity meeting the requirements.

What are outside interests?
- Paid or unpaid employment, consulting or professional activity not part of university duties but related to MU responsibilities;
- Direct or indirect financial interest in entity that proposes or does business with MU;
- Direct or indirect financial interest in entity that proposes to or acquires rights to university-owned intellectual property;
- Activity that could be construed as relating to, overlapping or competing with core missions of the university.
CONFLICT OF INTEREST

NEXT STEPS

Visit ecompliance.missouri.edu/login
• Review by the COI Committee
• Management, if applicable
• Review by supervisor/chair and dean/director (if overlapping)
• Letter issued

Need help?
Call 882-3841 or email muresearchcoioffice@missouri.edu
COMPLYING WITH FEDERAL HR LAW

**Fair Labor Standards Act**

- Established 40 hr. work week, minimum wage and exemption criteria (FLSA)
  - Non-Exempt - Hourly pay rate, paid bi-weekly and earn overtime
  - Exempt – Salaried, paid monthly, do not earn overtime

**Equal Employment Opportunity**

- Provided for all applicants and employees. All employment acts at MU are based on demonstrated ability and competence without discrimination on basis of race, color, religion, gender, sexual orientation, national origin, age, status as a protected veteran and/or disability.

**Americans with Disabilities Act**

- Prohibits discrimination, guarantees people with disabilities have the same opportunities as everyone else.
- Reasonable accommodations include reasonable modifications to a job or work environment to enable a qualified individual with a disability to perform essential job functions.
GETTING STARTED

ADA OR ADAPTIVE TECH SUPPORT

Need accommodations?

• Notify supervisor and/or department head
• Contact the ACT Center for an adaptive technology consultation

Contact

For additional accessibility and ADA support, reach out to ADA Coordinator Amber Cheek:

Office: 404 Jesse Hall
Phone: 884-7278
Email: cheeka@missouri.edu
DISCRIMINATION IN THE WORKPLACE

- Discrimination in the workplace or the educational environment is unacceptable. Violators are subject to discipline, up to and including separation from the university.

- Employees must complete the “Building a Foundation: Discrimination Prevention & Title IX” training module.
Use accrued PTO to replace pay while on leave

May be used to care for:
• a newborn, newly adopted child
• a sick child, spouse or parent
• self after own serious health condition
• a covered family member on active duty or called to active duty for “qualifying exigency”

Eligibility
• 1+ years with the university
• 1,250 hours+ within past 12-months

Benefits
• Employer required to maintain health insurance coverage on same basis as for working employees
• Provides 12 weeks/year of unpaid, job-protected leave for qualifying events
• 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.
The Council heightens awareness of the contributions made by staff members of the University and recognizes those contributions publicly.
HR POLICIES & BENEFITS
PROBATION & QUALIFYING PERIOD

New, benefit-eligible staff
- 6 months
- Period may be extended up to three more months

Current benefit-eligible staff
transferring into another position
- 1 month
- Unsuccessful: return to position or a comparable one in previous department or, if no job is available, 6 month leave of absence

Attendance
- Dependable and prompt attendance is essential
- Planned absences must be requested, approved in advance
- Notify supervisor of unplanned absences immediately
  - Supervisor must approve
  - Follow rules within work unit
HR POLICIES & BENEFITS

TYPES OF LEAVE

• Holidays (HR 401)
• Vacation (HR 402)
• Personal Days (HR 403)
• Winter Break Leave (CRR 340.045)
• Sick Leave (HR 404)
• Military Leave (HR 405)
• Developmental Leave (HR 406)
• Leaves of Absence (HR 408)
• Work Incurred Injury - Illness (HR 409)
• Legal Proceedings (HR 410)
• Voting (HR 411)
• Funeral Leave (HR 412)
HOLIDAYS

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
<table>
<thead>
<tr>
<th>Age Range</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
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.
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.
SICK LEAVE

• Accrue 8 hours/month (prorated based on FTE)
• Available during probationary period
• Taken in any increment after earned
• No maximum accrual

May be used for:

- Personal illness or injury
- Medical/eye appointments
- Dental appointments
# HR Policies & Benefits

## Paid Time Off – What You Can Use and 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>✓ (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>
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</tbody>
</table>
EDUCATIONAL ASSISTANCE

• Faculty and Staff
  • 75% off tuition for 6 credits per semester
• Spouses and Dependents
  • 50% off tuition for up to 140 credit hours
• Retirees
  • 100% off tuition and fees as class space is available

See umsystem.edu/totalrewards/benefits/education for eligibility and special considerations
TRAINING AND DEVELOPMENT

• Open to employees during the probationary period but get your supervisor’s approval before registering.

• Opportunities include:

  Percipio
  PeopleSoft
  Custom Training
  Staff Recognition Week
  Fall Training Conference
  Additional opportunities in MU Info, DoIT website
PROMOTION AND JOB CHANGE OPPORTUNITIES

• Open positions on throughout the UM System, including MU and MU Extension, UMKC, Missouri S&T and UMSL are posted in our hiring platform, eRecruit.

• Access listings using the “Careers” tile in myHR.
EMPLOYMENT VERIFICATION

Provides fast and secure verification for:

• Mortgages
• Car loans
• Student loans
• Credit cards
• Landlords
• And more

www.cccverify.com
1-855-901-3099
We’re here to help answer your questions!
Stop by our office or contact us by phone or email.

801 Conley Avenue
15 Jesse Hall
Columbia, MO 65211

Email: muhrs@missouri.edu
Phone: 573-882-7976
+ Break
+ MU Police
+ Total Rewards

Wellness Program, Health Insurance, Life Insurance, Retirement