NEW EMPLOYEE ORIENTATION
HANDY INFORMATION

- New Employee Checklist
- Parking
- Slow the Spread of Germs
- DoIT New Employee Onboarding Reference Guide.pdf
- Discounts for Mizzou Rec and Campus Dining Services
- University Police - MUPD
- Employee Assistance Program (EAP)
- Tiger Pantry Truman’s Closet
- Office of Civil Rights & Title IX Fact Sheet
- Mizzou Pride Points & Manage Your Environmental Impact
- Report of Injury & Workers’ Compensation Guide
- Emergency Procedures
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>
</tr>
</tbody>
</table>

EMPLOYMENT VERIFICATION:
- See “Additional Employee Info” in myHR; then “Verify Income & Employment”
**Obtain Parking Permit**

Employees of the University of Missouri who are eligible for staff benefits; part-time and temporary employees who are not enrolled in classes may apply for parking by completing an online application found on Parking & Transportation Services website https://parking.missouri.edu/employeepermits/.

**Parking Assignment**

An assignment will be made convenient to employee’s job site, based on space availability. The fee will be deducted from each paycheck on an after-tax basis.

**Employee Note:** Employees who are assigned in a parking structure are not promised covered parking. Employees who are placed in a structure are promised a place in the structure, spaces available may not be covered.

**Virtual Permit**

The University of Missouri employs the use of License Plate Recognition (LPR) as the means to manage parking permissions and enforce parking regulations on campus. Parking permissions are issued virtually and are based on the license plate number. No decals or hangtags are used to park on campus.

**Citations**

Citations are issued and delivered through email. No paper ticket or envelope will be placed on the vehicle. A citation notice may be placed on the driver’s side window of a vehicle when the vehicle has reached two violations that have not been paid or there is no connection to the vehicle and/or driver in the parking management system.

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### Monthly Rate for Parking Lots

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $46,999</td>
<td>$19.25</td>
<td>$20.50</td>
<td>$21.50</td>
</tr>
<tr>
<td>$47,000 - $64,999</td>
<td>$22.25</td>
<td>$26.50</td>
<td>$30.75</td>
</tr>
<tr>
<td>$65,000 - $84,999</td>
<td>$25.25</td>
<td>$32.50</td>
<td>$39.75</td>
</tr>
<tr>
<td>More than $100,000</td>
<td>$29.25</td>
<td>$43.50</td>
<td>$51.75</td>
</tr>
</tbody>
</table>

### Monthly Rate for Parking Structures

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $46,999</td>
<td>$22.50</td>
<td>$24.25</td>
<td>$25.50</td>
</tr>
<tr>
<td>$47,000 - $64,999</td>
<td>$26</td>
<td>$31</td>
<td>$36</td>
</tr>
<tr>
<td>$65,000 - $84,999</td>
<td>$29.50</td>
<td>$38</td>
<td>$46.70</td>
</tr>
<tr>
<td>More than $100,000</td>
<td>$34</td>
<td>$47</td>
<td>$60</td>
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</tbody>
</table>
DO YOUR PART

SLOW THE SPREAD OF GERMS

Cover your coughs and sneezes

Stay home when you are sick

Wash your hands often
Stop the spread of germs that can make you and others sick!

Influenza (flu) and other serious respiratory illnesses, like respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS), are spread by cough, sneezing, or unclean hands.

To help stop the spread of germs:

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Wash your hands often with soap and warm water for 20 seconds. If soap and water are not available, use and alcohol-based hand rub.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

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The Difference Between Colds and Flu

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Cold</th>
<th>Flu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onset of illness</td>
<td>Slow</td>
<td>Sudden</td>
</tr>
<tr>
<td>Fever</td>
<td>None or mild</td>
<td>High</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Mild</td>
<td>Severe up to 2 weeks</td>
</tr>
<tr>
<td>Muscle aches</td>
<td>None or mild</td>
<td>Common and often severe</td>
</tr>
<tr>
<td>Chills</td>
<td>Uncommon</td>
<td>Common</td>
</tr>
<tr>
<td>Headache</td>
<td>Uncommon</td>
<td>Common and sometimes severe</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Often</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Sneezing</td>
<td>Often</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Often</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Appetite</td>
<td>Normal</td>
<td>Decreased</td>
</tr>
<tr>
<td>Membership Type</td>
<td>Terms &amp; Conditions</td>
<td>Monthly Rate (2 Month Minimum Contract)</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Faculty/Staff/Retiree</td>
<td>All active Mizzou FS/R members</td>
<td>$49/mo</td>
</tr>
<tr>
<td>Tiger Express (F/S/R)</td>
<td>All active Faculty/Staff/Retiree members, Limited access hours</td>
<td>$38/mo</td>
</tr>
<tr>
<td>Visiting Scholar</td>
<td>Membership term cannot exceed length of appointment. Non-taxed rate</td>
<td>$39/mo</td>
</tr>
<tr>
<td>MizzouRec Alumni Membership</td>
<td>For Mizzou Alumni and unaffiliated members</td>
<td>$53/mo</td>
</tr>
<tr>
<td>Tiger Express (Alumni)</td>
<td>Mizzou Alumni and unaffiliated members, Limited access hours</td>
<td>$40/mo</td>
</tr>
<tr>
<td>MizzouRec Recent Alumni Membership</td>
<td>For recent graduates (less than 1 year after month of graduation)</td>
<td>$39/mo</td>
</tr>
<tr>
<td>Household Adult</td>
<td>For spouse, partner or dependent (18 years or older)</td>
<td>$53/mo</td>
</tr>
<tr>
<td>Tiger Express (HHA)</td>
<td>For spouse, partner or dependent (18 years or older)</td>
<td>$40/mo</td>
</tr>
</tbody>
</table>

https://www.mizzourec.com/membership/membership-options/

Gold Cash

- Gold Cash is a decreasing balance dollars account on your Mizzou TigerCard ID.
- Can be used in all Campus Dining Services locations.
- Deposit funds using payroll deduction (one-time or recurring) or credit/debit card.

Save 10% at 21 Campus Dining Locations

Enroll At
dining.missouri.edu/gold-cash
The University of Missouri Police offers several FREE self-defense courses.

Women's Courses: R.A.D. Systems based in Hapkido
- Basic R.A.D.
- Advanced R.A.D. (basic R.A.D. required)
- Combined Aerosol/Keychain (basic R.A.D. required)

Men's Course: based in Krav Maga
- Men's Basic Self-Defense Course

Register for Classes
For more information and to register, please visit:
www.mupolice.missouri.edu/training
You can register for any of the self-defense classes as well as the Citizen's Response to Active Threat class (CRAT).

Groups interested in our CRAT class (minimum 15 participants) can request a course be taught at a campus location of their choice. Interested parties can choose a 1.5-hour or 4-hour format. Due to the high demand for this course, we can only accommodate requests from groups affiliated with the University of Missouri.

Questions?
Contact the Crime Prevention Unit at crimeprevention@missouri.edu.

MUPD Property Registration
1. Go to mupolice.missouri.edu and click on the “Campus Services” tab.
2. Click on “Crime Prevention Services/Programs,” then “Property Registration.”
3. Log in with your MUPawPrint and password. If you cannot log in, please wait one week and try again or email the Crime Prevention Unit at crimeprevention@missouri.edu.
4. Complete the MU Police registration process:
   Electronics: MU Police Registration is complete when the electronic form has been submitted.
   Bicycle: Pick up your sticker at MU Police (Virginia Ave. Garage) and affix sticker to bicycle.

Note: City ordinance requires all bikes to be registered in the Columbia city limits.
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
**TIGER PANTRY**

Tiger Pantry strives to assist, educate and empower individuals experiencing food insecurity within the University of Missouri community*. Tiger Pantry advocates to change the perception of hunger on campus and to offer resources to students, faculty and staff so they may focus on the experiences uniquely available at Mizzou.

*You must be a current University of Missouri or MU Health Care student, faculty or staff member. The student category includes undergraduate, graduate/ professional and international students.

**Located at Hitt Street Parking Structure (enter from Elm Street)**
299 Hitt Street, Columbia, MO 65211

Learn more at tigerpantry.missouri.edu

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**TIGER PANTRY SERVICES**

- **Food Assistance**: Individuals are eligible to receive monthly non-perishable food items, fresh weekly produce and hygienic products.
- **Emergency Food Packs**: Each food pack consists of microwavable meals and snacks and is available at select locations around campus to provide immediate food assistance.
- **Swipes Program**: A partnership with Campus Dining Services to provide meal swipes to students in need of additional resources.

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**TRUMAN’S CLOSET**

Truman's Closet offers Mizzou and MU Health Care students, staff, and faculty the ability to rent professional and business attire appropriate for career fairs, interviews, and the workplace.

Access to business attire is an essential resource that opens the doors for professional opportunities. Shop in-person or online with curbside pickup.

**Located at Hitt Street Parking Structure (enter from Elm Street)**
299 Hitt Street, Columbia, MO 65211

Learn more at trumanscloset.missouri.edu/

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**TRUMAN’S CLOSET OFFERINGS**

- **Business attire rentals**: Truman's Closet has a variety of business casual and professional attire items in an array of sizes and styles available to borrow free of charge.
- **Cap and Gown rentals**: Need a cap and gown to wear to graduation? These items can be rented through Truman's Closet.
- **Educational opportunities**: Truman's Closet also has a variety of resources available to help ensure your interview goes as smoothly as possible.
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
About Mizzou

Founded in 1839 the University of Missouri is the first public university west of the Mississippi

32,777 students choose from over 300 degree choices within 18 schools and colleges

With students from all 50 states, every county in Missouri and more than 100 countries, we have a diverse environment and vibrant campus culture

Internationally respected research institution

Mizzou is one of six U.S. public universities with law, medicine, and veterinary medicine on one campus and over 2000 dedicated faculty and instructors

Students get involved! 30+ musical ensembles, 50+ club and recreational sports, 600+ student clubs and organizations, 50+ fraternities and sororities

An SEC leader in academic progress rate, which measures eligibility, retention and graduation rates

Take a 360° virtual campus tour: Missouri.edu/online-tour

About Columbia

Columbia has a population of 120,612

200+ restaurants

16 festivals

42+ parks and recreation facilities

Vibrant downtown shopping district

Consistently ranked a top U.S college town by Forbes and Outside magazines, The Daily Beast, CBS News and Livability.com

Learn more: Como.gov
# Managing your Environmental Impact

## Reduce

Be cognizant of how much you need. It may require an extra reminder, but reducing your impact can make a difference.

**Paper**
- Consider an email rather than printing
- Print double-sided

**Energy**
- Put your computer to sleep when leaving work
- Turn off your computer monitor
- Turn off the lights when leaving a room
- Unplug unused items such as cell phones and coffee pots

## Reuse

What can you simplify in your life or get more out of if you take a second look? Reusing materials can prevent waste.

**Lunch time**
- Create a sustainable survival kit for meal times
- Bring reusable silverware and a reusable lunchbox
- Use resuable travel mugs and water bottles
- Wash your dishes in the office

**Paper**
- Save single-sided materials to use as scrap paper in the future

## Recycle

Knowing how to correctly sort recyclables at MU is important. This ensures that materials can have future uses.

**Paper**
- Examples include: envelopes, office paper, coffee sleeves and soft bound books

**Cardboard**
- Please break this down at the nearest receptacle outside labeled “cardboard” or “fiber only”

**Plastic, glass & metal**
- Check the label! All plastics (#1-7) are acceptable except styrofoam and plastic film
- Examples include: water bottles, glass jars and aluminum cans

## Beyond the three R’s

### MU Power Plant

It is ranked #4 by EPA's Green Power Partnership. The power plant supplies energy and drinking water to the entire campus. 40 percent of its portfolio is renewable energy, including wind, solar and biomass.

### Electronic Waste Drives

Volunteers from student organization Sustain Mizzou collect and properly dispose of electronics. There are around four drives every year in the spring and fall semesters.

### Farmers’ Markets

The Sustainability Office hosts local vendors on campus in the spring and fall semesters.

### Tiger Treasures

Students, faculty and staff donate unwanted items, diverting over 20 tons of material from the landfill. A large rummage sale is then organized for the community. Proceeds go to local nonprofits.

### Local food

Around 34 percent of Campus Dining Services food and beverage expenditures are local or regional.

### Transportation

Consider carpooling, walking or riding your bike. Using public transport can also reduce emissions.

sustainability.missouri.edu musustainability@missouri.edu facebook.com/MUSustainabilityOffice Twitter: @MUSustainOffice
University of Missouri System & Columbia Campus

REPORT OF INJURY

WORKERS’ COMPENSATION

STEPS TO TAKE

1. **Employee**— report work-related injury immediately to supervisor. Failure to report may jeopardize your ability to receive workers’ compensation benefits.

2. **Supervisor**— direct employee for Authorized Medical Care immediately, if indicated.

3. **Supervisor**— complete Report of Injury and file with the campus contact within 24hrs of employee notice.

WEBSITE

https://www.umsystem.edu/ums/fa/management/risk/insurancecoverages-workerscompensation

CAMPUS CONTACT

Risk and Insurance Management
Email: umrimwcclaims@umsystem.edu
Phone: 573-882-8100 Fax: 573-882-7861

AUTHORIZED MEDICAL CARE

*Work Injury Services*
7:30am – 4pm M-F
University Hospital
One Hospital Dr | Rm MC-11
Phone: 573-884-9924

*Mizzou Urgent Care*
7 days/week 8am – 8pm
Holidays 8am – 4pm
Closed Thanksgiving & Christmas
551 E. Southampton Dr
(Across from State Farm)
Phone: 573-882-1662

*FirstNurse*
Immediate telephonic 24/7 Triage Nurse & after hour care
Phone: 855-653-8225

*Emergency* or After-Hours Care
University Hospital
One Hospital Dr
Phone: 573-882-4141

REPORT OF INJURY

[https://www.umsystem.edu/media/fa/management/records/umwc1.pdf](https://www.umsystem.edu/media/fa/management/records/umwc1.pdf)

Submit Report of Injury
umrimwcclaims@umsystem.edu
Fax: 573-882-7861

Third Party Claims

Administrator
Brentwood Services Administrators, Inc.
P.O. Box 4605
Chesterfield, MO 63005
Phone: 855-228-4935 or 636-812-9930
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 wellbeing.
5. Notify the MU Police Department, (573) 882-7201.
7. Report to your supervisor

TORNADO
If indoors:
1. Move away from windows into the basement or interior hallway on a lower floor.
2. Avoid auditoriums, gymnasiums, or other areas having a wide, free-span roof.
3. Take cover under heavy furniture.
If outdoors:
1. Lie flat in the nearest depression, such as a ditch or ravine.
2. If there is time, move away from the path of the tornado at a right angle.

Please Note: Tornado Sirens are tested in Columbia at noon on the first Wednesday of every month. Outside sirens are not intended to be heard inside a building but are to alert individuals outside who need to seek shelter.

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
Run Hide Fight
If an armed person enters the building or you 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.
6. If you are in an open area, find a room to hide in.
7. If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective