

Academic Personnel Spring Bulletin 2005-06

February 1st, 2006

Academic Personnel Services is the office responsible for faculty personnel matters. Contact us for employment questions, medical leave assistance, salary questions, policy and procedure advice. Our homepage, www.academicpersonnel is your source for forms, announcements and contact information, including:

Grant forms
Medical leave certification forms
Change of address
Policies

Faculty Sick Leave Balances —

Now available online through Banner Web, Employee Services On-Line, for continuing faculty. Before the end of February all full-time faculty can view their sick leave balances through Employee Services On-Line. Part-time faculty may request their sick leave balances by contacting us at 9-6724.

The 2005-2006 Salary Roster is available in University Libraries on all campuses.

A Note for Part-time Faculty

Make sure you get paid! You should receive your contract each semester in the mail, fully signed and stamped "completed". If you have not received your completed contract back in a timely manner, that is your indication to call Academic Personnel. The January payroll is closed, so any missed payments will be made on the February payroll.

GA Appointments for 2006-2007:

Unless a department has received permission to overbook through April 15, resignations after that date may not be filled unless the resignation puts the department under their regular plus temporary allocation.

The deadline for departments to have their GA positions filled and nominations submitted to the Dean's office is June 1. The positions remain in the Dean's office for redistribution to other areas in need until July 1. Any unfilled GA positions not filled by July 1 revert to the control of the Graduate Dean. Remember after July 1, if you have a resignation, you must get permission to appoint a graduate assistant to a position in your department.

Visiting Scholar Housing

Beginning March 1, 2006, the university will be expanding its short-term housing rental program for visiting scholars and faculty. This new short-term housing option for future visiting scholars and faculty will enhance the current academic and scholarly activities on campus.

A scholar visiting campus for 5 months or less can be housed in the Glasgow House, 315 East Church Street. This house can accommodate 3 scholars. Each scholar will have his/her own private bedroom. The scholars will share the public areas of the house, including the living room and kitchen. There are two full bathrooms that will be shared. The house will be fully furnished, including kitchen/dining utensils and bed/bath linens. The scholars living in the house will be responsible for all regular housekeeping activities and their individual meal preparations. To reserve a bedroom, please contact Cheryl Newton, office of the Provost at 529-6721.

STRS— State Teachers Retirement System

Individual Meetings

- An STRS representative will be available to answer any questions you may have and also help with retirement preparation
- Date: February 20-23, 2006 (STRS Winter Conference) or April 27, 2006
- Time: Call for an Appointment
- Where: Human Resources, Room 15 Roudebush
- Contact: Kim Sens 529-4939

Health Care Cost Increase

On January 1, 2004, all benefit-eligible employees began sharing the cost of their health insurance premiums through a payroll deduction. The employee contribution varied from 1% to 11% of the monthly health care cost depending on the salary level of the employee. Because of the premium increase to the University, there will be an increase in your monthly contribution for health care effective January 1, 2006. This payroll deduction is listed as "BluePref" on your check advice. Any questions regarding your health benefits or monthly contribution can be directed to the Benefits Office at 529-3926.

MU Administrator's Resource Corner

Be on the lookout for the new red campus mail envelopes.

These envelopes are to be used to transport all original employment/payroll documents through the approval process. Review, approve, and use the red envelope to move the documents forward in a timely manner.

New Payroll Document

This form must be used for special payments that are non-grant funded and are put on payroll. It is to be used instead of requisition for payroll. Call our office if you have questions.

Records Retention Project-personnel files of former employees

Thanks to all participating departments for your help on this project. We are nearing completion of another stage of the records retention project, merging department and divisional files of resigned and retired employees. We are currently working on years 1984 through 1989. Once the files are merged, they are transported to the University Records Retention facility in Withrow Court. Academic Personnel will retain 10 years of former files in-office, along with all current files.

Emergency Relocation Loan Fund

The purpose of ERLF is to provide short term financial assistance to new full-time faculty or staff who require such assistance due to moving and relocation expenses. Loans may be up to \$1,500. Applications are in our office and will be reviewed by Janet Cox, Assistant Provost for Personnel.

Contacts:

Janet Cox, Assistant Provost for Personnel & Director
9-6724
Celia Ellison, Assistant Director
9-7268
Stephania Morton (Full-time Faculty)
9-6725
Paula Murray (Part-time Faculty)
9-2003
Tami Ballinger (Graduate Assistants)
9-6833
Sandi Ledger (Special Payments)
9-2492
Charlene Kelley (Summer Appointments & Unclassified Staff)
9-7235