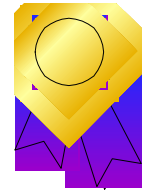


AND THE AWARD GOES TO....



The Office of Employee Relations is proud to announce Period One winners of the Outstanding Awards. And the winners are:

OUTSTANDING CLERICAL/ SUPPORT AWARD

Ladonnal Curry-Office Associate for the Assistant Vice President for Finance received six nominations for this category. Ladonnal has been described as being "tireless at work" while frequently diffusing situations. She has an easy-going demeanor and is always professional.

OUTSTANDING CUSTOMER SERVICE AWARD

James Edwards-General Maintenance Mechanic, Physical Plant is part of the property management rental group. According to Ron Brooks, "Mr. Edwards is the heart of the Rental Property team." James has a wide array of expertise which

is used to deliver prompt, cost-effective service with a smile.

OUTSTANDING EMPLOYEE AWARD

Millard F. Robinson III-Library Help Desk Technician, University of Memphis Libraries was nominated by Dr. John Evans. According to Dr. Evans, "Millard is an outstanding employee and an inspiration to all library employees." His experience and background is second to none. In August of last year, the University was affected by viruses (Blaster and Welchia). Through his hard work and dedication, Millard contributed to the minimal downtime experienced by the library.

OUTSTANDING HEALTH & SAFETY AWARD

Brad Frewin, Industrial Safety Specialist for Physical Plant is

another recipient who works tirelessly each day to protect the health and safety of Physical Plant employees and the greater University community. He regularly intercedes when he spots unsafe or risky work practices on campus construction projects.

Congratulations to all Out-



standing Award Winners!

BENEFIT ALERT



HEALTH INSURANCE PREMIUMS

Employees enrolled in the group health and life plan may notice a slight decrease in their premiums beginning with the March payroll. Due to a new State of Tennessee contract with Fort Dearborn Insurance Company, the group life rates

decreased slightly effective April 1, 2004. The new rates can be found on our web pages at bf.memphis.edu/hr/benefits.

BENEFICIARIES

Please remember to update

your designated beneficiary(ies) as needed. Beneficiaries are required on your retirement, life insurance plans, unpaid compensation, and deferred compensation plans. You may obtain beneficiary change forms from the Benefits Office in 167 Administration Building.

MARCH IS EAP AWARENESS MONTH

The month of March is designated as the Employee Assistance Program Awareness Month. What is EAP? Does the University of Memphis provide an Employee Assistance Program (EAP)? How can EAP help me? These are just a few questions asked by employees.

Your EAP affords you the opportunity to receive, confidential personal support for a wide range of issues. Experienced clinicians are available 24 hours a day, seven days a week, by calling 1-877-237-8574 or log on at www.ubhmemberweb.com. They will be able to assist you with identifying problems and directing you to the right resources to address them. They can assist you with issues such as managing stress, financial planning, legal ques-

tions, and workplace effectiveness to name a few.

This month, in recognition of March EAP Awareness, the University of Memphis will again, host an EAP Supervisory Training Session and seminar.

EAP Supervisory Training

Date: March 22, 2004

Time: 9:00 a.m.— 11:00 a.m.

Place: Human Resources Training Center, 177B Administration Building

Course Description: Supervisors and Managers will learn more about the State Employee Assistance Program.

Seminar: Recognizing the Positives-

Catching Others at their Best!

Date: March 26, 2004

Time: 11:00 a.m.—12 noon

Place: Human Resources Training Center 177B Administration

Course Description: This workshop will help raise your awareness of the positives and give suggestions on employing them in life's circumstances.

Contact Kathy Walker on ext 4096 by March 17 to register or email kwalker1@memphis.edu.

DO YOU HAVE A STORY TO TELL?

This year the Employee Assistance Program is calling for entries in its **Tell Your Story Contest**. Participants are asked to write their favorite account of a positive experience that they were either the giver or recipient of a valuable service at work or in the community. This is an opportunity to share unsung heroes with others. Do not exclude yourself! All stories will become the property of the State Employee Assistance Program. Winning entries will be shared with the Governor's Office to assist their efforts

in recognizing good works of state employees. Prizes will be awarded to winning entries. All entries should be typed consisting of one page (8.5 x 11) single or doubled spaced (maximum length). Entries may be faxed, entered online or mailed to the State EAP Office no later than **March 31, 2004**. Multiple entries are accepted. Please include your name, department and telephone number. A winner will be selected and receive a prize at the EAP Awareness Month Awards Ceremony in April.



Address for entries:
State EAP Office
312 Eighth Avenue North
William R. Snodgrass Building-
TN Tower 13th Floor
Nashville, TN 37243

Online at:
www.state.tn.us/finance/ins/eap

Fax: (615) 741-8196

BEAT STRESS

April is "**Stress Awareness Month**." Professional Development and Training in the Department of Human Resources will host classes on April 1, 15, and 29 from 9:00 a.m.—11:00 a.m. in Room 177B Administration Building. Register online at <http://bf.memphis.edu/hr/profdev/register.php> or contact Keshia Hamlin on ext. 4407.

