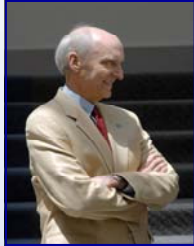




## Department of Human Resources

### Recognition Day 2007



Dean William Porter  
Distinguished Administrator of the Year 2007

Recognition Day was held June 20, 2007, in the Atrium of the Administration Building. Employees were recognized for their hard work and dedication in earning their degrees, licensures and certifications. This year four recipients were awarded the Distinguished Employee of the Year award; Paul Miller, Physical Plant, DebraAnn Brown, Financial Aid, Robbie Thomas, Physical Plant and William "Bill" Porter, Dean of Student Affairs was named Distinguished Administrator of

the Year. Each winner received a check for \$1000 and a crystal award. To review nominations received on recipients, please click on [Recognition Day](#). Also, click on the link below to view more pictures from Recognition Day 2007.



DebraAnn Brown, Paul Miller and Robbie Thomas winners of Distinguished Employees of the Year 2007.

<http://uofmpt.memphis.edu/2007RecognitionDay.pdf>



Mail Services James Jones, Oscar Tunstall, Angela Lockett, Tina Thompson, Scott Hamm, Zena Malone and Theo Clay

### Partners Within The University



Human Resources would like to personally thank Mail Services for their hard work and dedication to the UofM. As one of many partners here at the University, the employees of Mail Services have pledged their dedication to ensuring that all of their customer's needs are met by the timely delivery of inter-office mail as well as offering same day services for all out-going mail. The staff of Mail Services includes Scott Hamm, James Jones, Theo Clay, Oscar Tunstall, Zena Malone, Angela Lockett, and Tina Thompson. They bring us a total of over 79 years of service. We take our hats off to Mail Services for doing such a great job!

## THE UNIVERSITY OF MEMPHIS STATEMENT OF POLICY— DRUG FREE CAMPUS

### Policy

It is the policy of the University of Memphis that students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of controlled substances (illicit) drugs and/or alcohol on the University of Memphis campus or on property owned or controlled by the University of Memphis campus or as a part of any University-sponsored activities.

### Health Risks

Health risks associated with the excessive use of alcohol include damage to the liver and heart; impairment of brain activity, digestion, and blood circulation; impairment of judgment and memory. The abuse of illicit drugs can lead to organic damage, impairment of physiological processes, and impairment of mental functioning.

### Drug Counseling and Rehabilitation Resources

A variety of resources are available to employees and students who wish to obtain assistance or information concerning use or abuse of drugs and/or alcohol.

### For Employees

- Employee Assistance Program, 1-800-308-4934
- Alcoholics Anonymous (901) 454-1414

### For Students

- U of M Counseling Center, 678-4895

### Penalties

All students and employees are subject to applicable laws related to this matter and any violation of this policy will result in disciplinary action up to and including expulsion or termination of employment with the University and referral for prosecution or mandatory satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program. Contact Employee Relations at extension 4096 for questions.

## Benefits Office



### PC-191 registration for the Fall Semester starts July 30th.



The PC-191 fee waiver provides payment of fees for one (1) course per term, this waiver now includes the RODP online program fees. **IMPORTANT: PC 191 registration date is July 30th.** If you have registered before this date, you must drop the course and re-register on another day or you will be financially responsible for that course.



### New Faculty Orientation



August 20th 12:00 p.m.— 5:00 p.m.



August 21st 12:00 p.m.— 5:00 p.m.



August 22nd 8:00 a.m.— 1:00 p.m.

### New Employee Orientation



August 9th (bi-weekly) 8:30 a.m. — 4:30 p.m.



August 15th (monthly) 8:30 a.m. — 4:30 p.m.



September 6th (bi-weekly) 8:30 a.m. — 4:30 p.m.

September 12th (monthly) 8:30 a.m. — 4:30 p.m.

Contact [benefits@memphis.edu](mailto:benefits@memphis.edu) for additional questions, comments or concerns.

# For the Record



Temeka Jones Records Department

WELCOME TEMEKA!!

Temeka S. Jones joins the UofM Human Resources team. Prior to joining the UofM, Temeka was employed for six years as Federal Programs Secretary with the West Tallahatchie School District. She

attended Coahoma Community College where she received her Associate's Degree in Accounting in 2006. Welcome Temeka!

## Employee Safety and Health Administration Bldg Annex 293

Coming Soon in September!

Terrorism.....Nerves on End  
Tornadoes.....Gone With The Wind  
Earthquakes.....Shake, Rattle and Roll  
Floods.....Bring Your Floaties  
Winter Storms.....Where's my Shovel  
Black Outs.....Got A Flash Light

For dates and times please contact Employee Safety and Health at ext 2256, 4671, or 1625.

## Professional Development & Training



Berlinda Williams-Strong Professional Development & Training Department

Human Resources Professional Development and Training would like to welcome Berlinda Williams-Strong as the new Senior Training Specialist. She comes to the UofM from City of Memphis where she was the Quality/Training Manager. Berlinda is a certified Professional trainer and received her BA degree from the UofM in Communications/Broadcasting. Welcome Berlinda!!

### August Training

August 16th Gosh....More Changes 1:30—3:30 p.m.  
August 23rd E-Training 9:00—10:00 a.m.

### September Training

September 11th Student Workers Training 2:00—3:00 p.m.  
September 18th Calling All Teams! 9:00—12:00 p.m.  
September 21st Attitude Change 11:30—1:00 p.m.  
September 27th E-Training 9:00—10:00 a.m.

All Classes will be held in 177-B Administration Building.

## Compensation

On May 25, 2007, President Bush signed legislation increasing the Federal Minimum Wage from \$5.15 to \$5.85 per hour effective July 24, 2007. Additional increases will occur over the next two years as follows:

- \$6.55 per hour effective July 24, 2008
- \$7.25 per hour effective July 24, 2009

Any University of Memphis student employee or temporary who currently earns less than the new minimum wage will be increased to \$5.85 per hour effective with the bi-weekly pay period beginning July 21, 2007. None of the employees in regular, budgeted positions earn less than the new federal minimum wage.

