

Department of Human Resources

2007 Service Awards

The University of Memphis would like to congratulate the 2007 faculty and staff service award recipients. For a complete list of all recipients visit our website at <http://bf.memphis.edu/hr/employeerelations/recipients.php>.

Please join us for a reception in honor of staff service award recipients to be held on Thursday, October 25, 2007, at 10:30 a.m. in the Michael D. Rose Theatre.



Staff of Parking Services: (Seated) Karen Parker-Myers, Courtney Mayes, Tanara Teal-Tate, (Middle Row) Nicole McNeal, Joyce Mitchell, Sanchelle Barrett, Michele Shouse, Ernestine Stearns, (Back Row) Bill Huddleston, Angela Floyd, Trevor Stack, Elaine Calhoun, and Aaron Brock

Period 2 Outstanding Employee Award

Has your colleague done something to deserve recognition?

Is he or she described as:

- **Diligent, Hardworking, Reliable and Dedicated**

Does this person also show:

- **Great Initiative, Extraordinary Teamwork AND Leadership Abilities**

Is he or she known on campus for:

- **Excellent Customer Service, Positive Attitude, and have Outstanding Work Ethics**

Reward this employee by nominating him or her for an Outstanding Employee Award! For more information click on the link below to submit a nomination for Period 2 of the Outstanding Awards (*some restrictions apply*):

<http://bf.memphis.edu/hr/employeerelations/outstanding2.pdf>

Partners Within the University

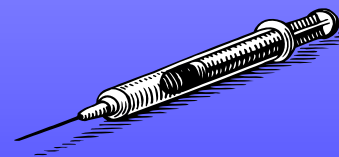


Human Resources would like to personally thank Parking Services on their hard work and dedication to the UofM faculty, staff and students. As one of the many partners here at the University, the employees of Parking Services have pledged their dedication to ensuring that all of their customers' needs are met. They are able to complete these needs in many ways. First, making sure that all departments and students have their decals before the semester begins, opening early to process priority parking decals, and giving general directions/help to visitors on the UofM campus. Parking Services has a total of over 65 years of service. Thank you Parking Services for doing such a great job!

University of Memphis—Student Health Services Schedule for Flu Shots Fall of 2007

Cost:	Flu Shot	\$20.00
	Flu Mist	\$30.00
	Pneumonia	\$35.00

Forms of payment accepted are cash or check, you may also pay online with credit or debit card at <http://www.shotnurse.com>. If you pay online you must bring a copy of your receipt for proof of payment.



October 2nd	12:00 p.m.—2:00 p.m.
October 8th	9:00 a.m.—1:00 p.m.
October 9th	12:00 p.m.—2:00 p.m.
October 22nd	12:00 p.m.—2:00 p.m.
October 23rd	12:00 p.m.—2:00 p.m.
November 13th	10:00 a.m.—12:00 p.m.
December 4th	10:00 a.m.—12:00 p.m.

Fogelman College of Business, 1st Floor Lobby
Student Health Services, Health Center
Ball Education Building, Room 215 B
Communication and Fine Arts Building, Lobby
Administration Building, 1st Floor stairs/elevator
Student Health Services, Health Center
Student Health Services, Health Center

Welcome!

Benefits Office



- Just a reminder: The Annual Enrollment Transfer Period (AETP) and Benefits Fair are just around the corner. Between October 15th and November 15th, employees can make changes to their benefits for the 2008 calendar year. (AETP) newsletters, benefits statements, and reminders will be mailed soon.

- Employee Benefits will host its annual Benefits Fair Tuesday, October 23rd on the 1st floor of the Administration Building from 10:30 a.m.—2:30 p.m. Insurance and retirement representatives along with the Benefits staff will be present to assist you and answer questions. All employees are encouraged to take a few minutes and stop by the Benefits Fair to make sure you know exactly which benefits you have and/or which benefits you need. Our experienced Benefits team is always available to assist you Monday thru Friday from 8:00 a.m.—4:30 p.m.

Contact benefits@memphis.edu for additional questions, comments or concerns.



Meet Kate Sims!

NEW

The Department of Human Resources would like to welcome Kate Sims, Benefit Services Coordinator in Human Resources, Employee Benefits. She comes to the UofM from Ring Container Technologies in Oakland, TN, where she was the Benefits and Project Manager for two years. Kate received her Bachelor of Professional Studies degree from the UofM in Human Resources Development. Welcome Kate!

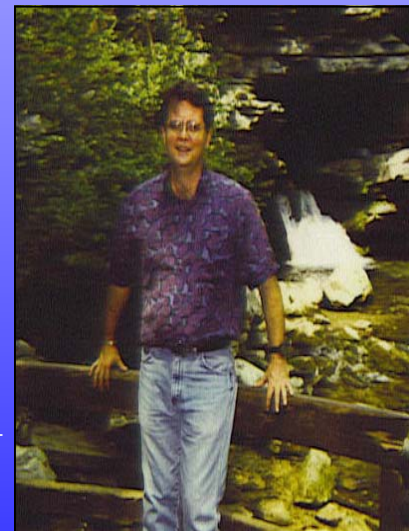
UPDATE!

Gary K. Carman Merit Award

Thank you to all who have given so generously to help create an award in memory of our dear friend and colleague, Gary Carman. Our goal is to collect \$30,000 so that we can endow a fund that will recognize him in perpetuity.

In an effort to help us get closer to the goal, an anonymous donor has offered a matching donation of \$1,000. Please, consider giving a contribution in Gary's memory and help us reach the \$1,000 we need for this matching donation.

To make a contribution, memorial checks should be made payable to the University of Memphis Foundation, with a note on the check that the donation is for the Gary K. Carman Merit Award, fund #806. Checks should be sent to the College of Arts & Sciences, 107 Scates Hall, the University of Memphis, Memphis, TN 38152.



Professional Development & Training



Professional Development & Training Schedule of Classes

October

October 2nd	Calling All Teams	9:00 a.m.— 12:00 p.m.
October 11th	Best Customer Service In Town	9:00 a.m.— 12:00 p.m.
October 18th	Proofreading & Editing	9:00 a.m.— 12:00 p.m.
October 25th	E- Training	9:00 a.m.— 10:00 a.m.
October 30th	Respect and Civility in the Workplace	9:00 a.m.— 12:00 p.m.

November

November 7th	DISC Training	9:00 a.m.— 12:00 p.m.
November 16th	Training Buffet: Stress and the Holidays	11:30 a.m. — 1:00 p.m.
November 29th	E-Training	9:00 a.m. — 10:00 a.m.

All classes will be held in 177-B Administration Building.
<http://bf.memphis.edu/hr/profdev/register.php>

Welcome Back!

The Department of Human Resources would like to welcome back their staff of student assistants: Whitney Horton, Ashley Watts, Emma Campbell, Tara Osbey, Sam Patterson, Matthew Watts, Tawanda Jones, Courtney Starnes and Joe Nicholson



Employee Safety and Health Administration Bldg Annex 293

October 2nd	Safety for Women	10:00 a.m.—11:00 a.m.
October 10th	Blackouts	10:00 a.m.—11:00 a.m.
October 11th	Oh, My Aching Back (Proper Lifting Techniques)	10:00 a.m.—11:00 a.m.
October 16th	Safety for Women	10:00 a.m.—11:00 a.m.
October 17th	Floods	10:00 a.m.—11:00 a.m.
October 18th	Get out Alive! (Emergency Evacuation)	10:00 a.m.—11:00 a.m.
October 23rd	Safety for Women	10:00 a.m.—11:00 a.m.
October 31st	Winter Storms	10:00 a.m.—11:00 a.m.
November 6th	Campus	10:00 a.m.—11:00 a.m.
November 7th	Blackouts	10:00 a.m.—11:00 a.m.
November 8th	Fire Safety	10:00 a.m.—11:00 a.m.
November 13th	Campus Safety	10:00 a.m.—11:00 a.m.
November 14th	Floods	10:00 a.m.—11:00 a.m.
November 15th	Get out Alive! (Emergency Evacuation)	10:00 a.m.—11:00 a.m.
November 28th	Winter Storms	10:00 a.m.—11:00 a.m.



Please contact the Employee Safety & Health office if you have any safety related training needs for which classes are not offered. We may be able to assist you in this matter.

REGISTRATION

To register or receive additional information about these classes, contact Gary Fortner ext 2256, Tony Black ext 4671, or Joe Sorensen ext 1625. You may also register online at <http://bf.memphis.edu/hr/esh/schedule.php>. Classes will be rescheduled if fewer than five employees register for a class.

If special accommodations are needed, call 2256 at least three (3) days prior to the class's starting date.