



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

April 2015

#### Use Flexible Spending Account Funds to Pay for Allergy Medicine

Allergies getting you down? Did you know that over-the-counter allergy medicine is reimbursable from your Health Care FSA? To submit for reimbursement, you MUST get a prescription from your doctor before purchasing the medicine. Then submit that prescription along with your detailed receipt. The prescription is valid for a year for future purchases.

To see other over-the-counter items that may be eligible with a prescription from your doctor, go to [www.wageworks.com](http://www.wageworks.com).

#### University Health Services Available for Minor Ailments for OSU Employees

**HAS THIS EVER HAPPENED TO YOU?** Allergy season hits, you're at work, and you feel a slight tickle in your throat....

University Health Services has board certified medical providers serving faculty & staff for minor ailments right on the Stillwater campus!

Conditions we treat for faculty & staff:

- Cough
- Nausea
- Fever
- Health Screenings
- Colds
- Vomiting
- Headache
- Minor Sprains/Strains
- Sore Throat
- Diarrhea
- Earache
- Sinus Infection
- Flu
- Allergies
- Rash
- Routine Immunizations

**Get all of your scripts filled at the UHS pharmacy**

 University Health Services  
1202 W. Farm Road  
Appointments: 744-7665

UHS does not serve as a primary care provider for faculty & staff. We are happy to treat you for minor ailments and coordinate care with your off campus provider.

#### TIAA-CREF Workshop Halfway There - A Retirement Checkup April 28, 2:00 - 3:00pm or April 29, 9:30 - 10:30am 408 Case Study I

Halfway? Already? Retirement has a way of creeping up on people. Before you know it, you'll be depending on all the money you saved and invested. If you're panicking, don't. There's still time!

Give your retirement savings a checkup. TIAA-CREF's workshop leader will provide information to help you determine where you need to be in your retirement savings, and how to get back on track if you're behind.

- Find out how much you should be saving
- Discover different investment vehicles and how they can work together to help you reach your retirement goals
- Learn what's competing for your retirement savings

Reserve a seat at the workshop today! RSVP by calling 1-800-732-8353 or schedule online at [www.tiaa-cref.org/schedulenow](http://www.tiaa-cref.org/schedulenow). To speed registration, log in to your TIAA-CREF account to pre-populate participant information.

#### Research Tornado Shelters Through ComPsych

According to the National Weather Service, tornadoes kill approximately 70 people and injure 1,500 more every year. Tornado shelters can keep you and your family safe in a storm. ComPsych, OSU's Employee Assistance Program provider, can research local storm shelter companies, and provide written cost estimates.

Login to your ComPsych account at <https://guidanceresources.com>, then under "Ask a Guidance Consultant", click on "Send a Question". Select your subject and follow the prompts to complete your request, for example a storm shelter. Within one business day you will receive a report that lists local storm shelter dealers and their cost.

If you do not have an account, upon going to the website above, click on "I am a first-time user." The company ID to set up your account for OSU is OK-STATEEAP.

#### Women's Contraceptives List Now Available

The list of contraceptives covered by BlueCross BlueShield of Oklahoma without member cost share has been updated for 2015 to include dosage strengths for some drugs.

Review the list online at <http://www.bcbsok.com/pdf/rx/contraceptive-list-ok.pdf>. This list will be reviewed periodically and is subject to change.

#### Get to Know Staff in Human Resources!

**Name:** LaTricia Snider

**Title:** Human Resources Generalist

**Length of Service:** Two years in Human Resources; three years as a Business Manager at OSU Cowboy Dining in the beautiful Boone Pickens Stadium.

**Responsibilities:** HR Partner to managers on employee issues (compensation, benefits and employee relations). Follow trends in salary increases and development. Aid in the recruiting and marketing process of current employment opportunities. Stay current on applicable State and Federal employment regulations. Assist in the disciplinary process of employees as to the proper treatment of employees during disciplinary proceedings.



**Previous Experience:** 14 years at Chickasaw Telephone Company, Sulphur, OK.

**Education:** Bachelor's degree in Business Administration from Southeastern Oklahoma State University. Professional in Human Resources Certification.

**Other Interesting Facts:** Two children, Addison (10) and Graham (6). Between church, gymnastics and t-ball I also teach Sunday School to 3 - 6 year olds and volunteering to support the American Cancer Society and other charitable organizations. I love to cook and bake with my kids and believe myself to be a connoisseur of all things chocolate.

## Spring 2015 Wellness Works Newsletter

BlueCross BlueShield has released the spring 2015 Wellness Works newsletter. Read it online at <http://hr.okstate.edu/benefits>.

### Energy Savings in OSU Buildings

Spring is commonly referred to as a “shoulder season” because April and May tend to have mild daytime highs and cool nights, providing an opportunity for additional energy savings in OSU buildings. Over the next few months, OSU building temperatures will be adjusted from heating season temperatures (68-72 degrees) to cooling season temperatures (74-78 degrees).

At any time, if you have a comfort concern, please submit a work order through the new Facility Management Customer Portal at <https://workorder.okstate.edu/Customer/> and select “TOO HOT/COLD” under Request Information.

**[www.bcbsook.com/osu](http://www.bcbsook.com/osu)  
BlueCross BlueShield of Oklahoma  
Website for OSU Employees**

### Tornado Safety Procedures

Oklahoma State University is subject to danger and damage anytime from severe weather and OSU remains committed to the safety of its students, faculty, staff, and visitors.

It is crucial to know safety precautions to take if severe weather is expected. Weather forecasting is not perfect; severe weather and some tornadoes have occurred without a warning.

It is important to understand the difference between a Tornado ‘WATCH’ and a ‘WARNING’. TORNADO WATCH means conditions are such that storms are capable of producing a tornado. TORNADO WARNING means either a tornado has been sighted or that it is highly probable that one will develop.

In the event of tornadoes, basements generally offer the best protection. If the building you are in does not have a basement, shelter in place by going to the ground floor, enter an interior (windowless) room, hallway, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down, and cover your head with your hands. If possible get under a piece of sturdy furniture, such as a workbench or heavy table or desk.

- Be aware of the hazards that you might face during a weather event.
- Pay attention to all watches, advisories and warnings affecting you.
- Have a plan to stay safe. Know what can happen and what you will do.
- When a tornado warning is issued, you should immediately take cover.

Persons who are mobility impaired should also make plans. If a power outage occurs during severe weather, elevators may not work. Go to a small interior room or closet (or a landing in an interior stairwell). Stay away from windows and exterior walls. Tell someone where you will be going and take a cell phone, if possible.

### Training Opportunities

#### April

- 29 Performance Review Training
- 29 CEAT Building Leaders Initiative Series
- 30 New Employee Orientation
- 30 Leadership Principles for Difficult Conversations
- 30 The 7 Barriers to Creative Work

#### May

- 5 Safety is Everybody's Business
- 12 Title VII & Title IX Training

For a description of classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter and LinkedIn.

### Need Financial Planning and Retirement Advice?

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- April 30
- May 6, 14, 19 and 28

Appointments fill up fast! To make an appointment, schedule online at [www.tiaa-cref.org/schedulenow](http://www.tiaa-cref.org/schedulenow) or call TIAA-CREF at 1-800-732-8353.

Once the warning outdoor sirens have sounded it is too risky to go to another building. If you are outdoors, if possible, take cover in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees, power lines and cars as you can.

Faculty, staff, and/or students should remain at your chosen “Safe Area” location until advised that it is safe to return to your regular work or study area or to leave the building until the tornado or severe weather has passed and you have received an all clear via the local media. **Remember, there is no “all clear” outdoor siren activation.**

Weather, especially a severe storm, is unpredictable or the storm may have several lines of developing storms and as each approaching threat reaches the City, another siren notification may be sounded.

You should give consideration to using a portable battery operated radio tuned to a local broadcast station (KSPI FM-93.7, KSPI AM-780 DAYTIME ONLY, KVRO FM-101.1, KGFY FM-105.5, KOSU FM-91.7) to provide you with local warning information and to let you know when the severe weather has passed.

After regular weekday hours, OSU Police personnel open the following two buildings for OSU Students and Staff in case of storm activity;

- Ag Hall (corner of Farm Road and Monroe): The south entrance at the east end is wheelchair accessible.
- Engineering South (east of the Library): This basement is wheelchair accessible, but only by elevator.

Remember, YOU are responsible for your own safety and to find cover in the event of a tornado. If you are on the main campus during a normal work day, the best places to seek cover are in buildings with basements.

Check with your department head for procedures in your area.