Quarterly
Human Resources Communication Forum

April 7, 2015
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Jamie Payne</td>
<td>5m</td>
</tr>
<tr>
<td>HRS Cleanup</td>
<td>Christa Louthan</td>
<td>10m</td>
</tr>
<tr>
<td>Compensation Update</td>
<td>Christa Louthan</td>
<td>5m</td>
</tr>
<tr>
<td>Benefits Update</td>
<td>Rindy LaRue</td>
<td>15m</td>
</tr>
<tr>
<td>Training Update</td>
<td>Bonnie Hess</td>
<td>5m</td>
</tr>
<tr>
<td>Applicant Tracking System</td>
<td>Jennifer Moody</td>
<td>10m</td>
</tr>
<tr>
<td>FMLA Centralization</td>
<td>LaTricia Snider</td>
<td>10m</td>
</tr>
<tr>
<td>Chronicle Survey</td>
<td>Jamie Payne</td>
<td>5m</td>
</tr>
<tr>
<td>Progress and Emerging Issues</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>
HRS Clean-Up

• Position Setup
  – Supervisory Position Number
  – Career Development Plan Working Title

• Separation Dates
  – Timely Employment Action forms
  – All employee classes – especially students and temporary workers

• FTE
  – Accurate reflection of anticipated hours of work
OSU-STILLWATER STAFF COMPENSATION BENCHMARK

Market Comparison

86.8% Matched
Compensation - Upcoming Actions

• Market Studies
  – Outlying positions
  – Identified need

• Minimum Staff Wage
  – Current: $7.25 per hour
  – Reality: $8.00 per hour as of 3/30/15
Changes to the Workweek

- Effective July 4, 2015
- Change from Saturday to Friday
- Change to Sunday to Saturday
Catapult

Participants

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>2135</td>
<td>769</td>
<td>1366</td>
</tr>
</tbody>
</table>

Average Age

- Catapult BOB: 44.6
- OSU: 43.6
- National Average: 45.1

Tobacco Users

<table>
<thead>
<tr>
<th></th>
<th>Catapult BOB</th>
<th>OSU</th>
<th>National Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>9.6%</td>
<td>4.7%</td>
<td>17.8%</td>
</tr>
</tbody>
</table>
Catapult

Diabetes

Hypertension

Human Resources
Catapult

BMI:
- Underweight: 1.0%, 1.1%
- Normal: 25.8%, 31.7%
- Overweight: 33.3%, 33.3%
- Obese: 31.8%, 32.1%
- Extremely Obese: 7.8%, 8.2%

Metabolic Syndrome:
- Catapult BOB: 31%
- OSU: 28%
ComPsych Participation Utilization

Observations and Comments

- 1,942 total services in 2014 YTD
  - Live access – 280 cases (14%)
  - Online access – 1,648 actionable items (85%)
  - Other EAP services – 7 CISM debriefing participants & 7 training participants (1%)
- Book of Business (BoB) average – 19%
- Industry average (2014) – 19% (excluding Other EAP Services)
Live access to Financial, Legal and FamilySource services all exceed ComPsych’s BoB. This shows that callers are aware that the program offers more than just counseling service.
Long-Term Disability Centralization

- Effective July 1, 2015
- Purpose
  - Consistency
  - Efficiency
Training

• Learning Management System (LMS) Update
• No show = Bursar charges
Administrative Professionals Day
Wednesday, April 22, 2015

Developing Your Etiquette & Professionalism for Success
Rachel Wagner,
Rachel Wagner Etiquette & Protocol

Lunch 12:00-1:00
Sponsored by: Human Resources Training Services
By Invitation Only
Applicant Tracking System (ATS)

- New URL re-direct [https://talent.okstate.edu](https://talent.okstate.edu)
- Went Live in Cornerstone: March 2, 2015 – 120+ Job Openings
- Need to close positions in PeopleAdmin (PA) ASAP
  - Includes completing recruitment and hiring proposals
  - All positions in PA “on hold” April 13
  - All positions in PA “filled” by April 24
Applicant Tracking System (ATS)

If position not filled in PA by April 24

Options:

1. Cancel listing in PA, post in Cornerstone, notify applicants (RECOMMENDED METHOD)

2. Manually track (print or save electronically) applicants from PA, list in Cornerstone, combine reports for EEO

Cornerstone system training and user guides are available
PeopleAdmin Job Openings
(111 open positions system-wide)

• Stillwater Campus
  – 20 open positions
  – 41 on hold positions

• DASNR Extension
  – 4 on hold positions

• Oklahoma City
  – 4 open positions
  – 4 on hold positions

• CHS
  – 6 open positions
  – 7 on hold positions

• Tulsa
  – 4 open positions
  – 4 on hold positions

• Okmulgee
  – 13 open positions
  – 4 on hold positions
FMLA Centralization

Purpose:

– Compliance with federal regulations
– Consistent application
– Expert guidance to employees and supervisors
– Coordination of correspondence and documentation
– Confidentiality
– Reduce complex training; let HR do the heavy lifting

Centralization requested by Staff Advisory Council
Department Responsibilities

- Assist HR in determining if employee meets FMLA eligibility (time worked, previous FMLA time etc.)
- Track the FMLA leave (both intermittent and continuous leave)
- Submit EA’s to document period of FMLA leave (continuous and intermittent)
- Notify HR if end of leave is approaching or if anything has changed such as the employee wanting off for a new FMLA reason or different times off than what was certified.
- Proper filing of any medical information to follow HIPAA guidelines. (no medical info in employee personnel folder, must be a separate file)
**FMLA Triggers**

- Inpatient care (hospitalization)
- 3 -5+ consecutive days of incapacity plus treatment
- Pregnancy/Prenatal care
- Chronic conditions (migraines, asthma, diabetes)
- Permanent & long term conditions (Alzheimer’s, severe stroke)
- Multiple treatments: (chemotherapy, radiation, severe arthritis, physical therapy)
- Adoption or foster care
- Care for a family member
- Military leaves
- Workers compensation leave
Supervisor Responsibilities

• Cannot count FMLA leave against the employee – evaluations
• Cannot interfere with FMLA rights
• Cannot retaliate against the employee
• Cannot contact the medical provider

• Do be supportive for the employee
• Do assist them by sending them to HR
• Do work with the employee to create a plan together for covering their duties
• Relax and call HR
Working Together

- HR’s goal is to be the heavy lifter and to work with the department to properly administer FMLA
- Training is available
- HR will also monitor leave utilization
We need your support

Faculty and Staff Engagement Survey
600 Random Selection
Closes April 13

14% Participation Currently
Emerging Themes & Issues