



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

November 2015

### What's Inside:

- Holiday Pay
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### HOLIDAY PAY

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays. A non-exempt employee who works on December 25 will be paid one and one-half times for the time worked, plus time for the holiday. If a non-exempt employee works on a holiday other than December 25, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate.

Overtime rates may apply in rare instances. Exempt employees receive compensatory time off if required to work during University holidays.

The University Holidays policy can be found on the web, <http://hr.okstate.edu>. If your area/department is modifying the holiday schedule in order to provide essential activities which cannot be discontinued without adverse effects, the exception must be approved by the appropriate vice president and notice of approved substitute holidays filed with the Office of University Human Resources.

Questions? Contact your Human Resources Partner, (405) 744-7401.

[www.bcbsok.com/osu](http://www.bcbsok.com/osu)

**BlueCross BlueShield of Oklahoma  
Website for OSU Employees**

### FUNDING INFORMATION FOR POSITIONS

For new position setup, or for changes to positions, funding information should be included on all job descriptions, request to staff forms or request for position number forms so that positions may be appropriately setup in HRS.

### IRS LIMITS FOR VOLUNTARY RETIREMENT PLANS STAY THE SAME IN 2016

The calendar year 2016 IRS maximum contribution limit for the supplemental 403(b) Tax-Deferred Annuity plan and the supplemental 457(b) will remain the same at \$18,000. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$6,000 provided they have adequate OSU compensation. Minimum contributions are \$15 per month.

For more information, go to <http://hr.okstate.edu/benefits/infosheets.htm> - click on 403(b) and 457(b) Information Sheet with Comparison Chart.

Questions? Contact OSU Benefits, (405) 744-5449.

### NEW STAFF MINIMUM WAGE STILLWATER CAMPUS

In an effort to provide competitive entry-level wages for staff employees in continuous, regular positions, OSU has increased OSU-Stillwater staff minimum wage to \$10.00 per hour. This new wage rate went into effect on November 1 for all new positions or current employees who are not on an initial or other probationary term.

Questions? Call Human Resources Partner Services, (405) 744-7401.

## SUPERVISOR ACADEMY CLASS BEGINS IN JANUARY

Enrollment for the next Supervisor Academy Class is now open. Classes start on Thursday, January 14, and will meet each Thursday afternoon for eight weeks. Whether you are new to supervising, or have been a supervisor for many years, this eight session course is designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role. Topics will include thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class will have out of class assignments required as part of the curriculum. Due to the structure of the class, enrollment is limited to twenty participants. This seminar is limited to current supervisors only.

There is an Information Session for the Supervisor Academy on Thursday, January 7, from 1:30-2:30 p.m. Attendance at the information session is mandatory for enrollment.

To register or for additional information, please e-mail Training Services, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

## MANDATORY LEAVE DAY

When processing payroll, please remember Thursday, December 31, is a mandatory leave day. Employees who have insufficient annual leave to cover this absence will incur leave without pay for this mandatory leave day only. An employee in his/her 90-day orientation period may use accrued annual leave. OSU Policy and Procedure Letter 3-0709, University Holidays, can be found on the Human Resources website, <http://hr.okstate.edu> - click on Policies and Procedures.

## DATES TO REMEMBER

### New Employee Benefits Enrollment Schedule

Thursday, November 19, 2015

Thursday, December 3, 2015

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

Thursday, November 19, 3:00 p.m. - 4:00 p.m.  
106B Whitehurst

Call (405) 744-5449 to schedule a reservation

### Mandatory Leave Day

Thursday, December 31, 2015

### OSU Closed for Winter Break

Thursday, December 24, 2015 through  
Friday, January 1, 2016

## 2015 TRAINING OPPORTUNITIES

### December

- 1 Marathon Madness
- 1 Campout
- 2 School of Architecture (Exclusive to ALP)
- 3 Supervisor Academy
- 3 HR Boot Camp
- 4 Introduction to Drupal
- 4 Self-Service Banner Training
- 8 Interpersonal Skills
- 9 Fraud and Internal Control Issues
- 9 Discover Your Strengths
- 10 Supervisor Academy

Staff and faculty Title IX Training is now available online at <http://hr.okstate.edu/TitleVII-TitleIXTraining>.

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

Please note: confirmed participants who do not attend their scheduled seminar will be charged a \$10.00 fee to their Bursar account, unless a 48-hour cancellation notice is given. In most cases, a substitute may be sent in your place.

If you need to withdraw from a session, log in to the Learning Management System and adjust your enrollment. You can access the site at this link, <http://talent.okstate.edu>. You will need your O-key username and password to log in. For best results, use Firefox or Google Chrome when accessing the site.

**SAVE THE DATE!**  
**STAFF DEVELOPMENT DAY**  
**MARCH 2, 2016**  
**[www.sac.okstate.edu](http://www.sac.okstate.edu)**

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5449**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: <http://hr.okstate.edu>

**OSU Benefits: (405) 744-5449**

E-mail: [osu-benefits@okstate.edu](mailto:osu-benefits@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

**Human Resource Partners: (405) 744-7401**

<http://hr.okstate.edu/hr/hrcontacts>

**Workers' Compensation: (405) 744-5161**

E-mail: [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu)