



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

February 2016

What's Inside:

- Annual Performance Review
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ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, Performance Evaluation Program for Staff, requires that each staff member receive a formal performance review at least once each year. The policy is applicable to all continuous, regular staff, regardless of FTE.

Each staff member is rated by his/her immediate supervisor and all ratings are reviewed and approved by a higher level supervisor than the one who prepared the rating. Approval and review should be completed prior to presentation to the employee. The immediate supervisor performing the rating must be familiar with the performance of the staff member during a major portion of the rating period and have received performance review training in the past three years.

The performance review process includes discussion with the employee and signatures of both supervisors and employee on the document. Each employee is entitled to receive a copy of his/her final evaluation.

The written results of an evaluation, including supervisor and employee signatures and any statements, are retained by the department.

The Policy can be found at <http://hr.okstate.edu> - click on *Policies and Procedures*. Performance Evaluation forms can be found on the Human Resources website, <http://hr.okstate.edu>, click on *Supervisor Toolkit* then select *Guides and Forms*.

Training Services offers Performance Review training for supervisors. Scheduled classes are March 17 and May 12. Please review the Training calendar at http://hr.okstate.edu/training/staff_dvpt for more information.

EMPLOYEE INJURY REPORT FORMS

In the event an employee incurs a workers' compensation illness or injury, please complete in full the *Employee Injury Report form*. Please make sure you use the most current version of the form, available online <http://hr.okstate.edu/benefits/work-comp>. Incomplete or illegible forms can result in extra work for you and/or delay of payment.

When a work-related injury occurs, an OSU employee is required to report the injury to his/her supervisor, and must complete the first section of the *Employee Injury Report* at the time of the injury. The supervisor is required to investigate any work-related injury and complete the second section of the *Employee Injury Report* at that time of the injury. The supervisor must accompany the employee for medical treatment at the designated medical facility (On the Stillwater campus: University Health Services during office hours or AMC Urgent Care after hours).

Environmental Health Services or the branch campus safety office is to be notified of the accident by telephone.

Questions? Contact Christa Louthan, (405) 744-7772.

www.bcbsok.com/osu
BlueCross BlueShield of Oklahoma
Website for OSU Employees

www.tiaa-cref.org/okstate
TIAA-CREF
Website for OSU Employees

GRADUATE TEACHING ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS AND DUAL ASSIGNMENTS

Graduate Teaching Assistants (GTAs) and Graduate Research Assistants (GRAs) - 'O' job codes - cannot also be employed in any other classification. Employment in any appointment which places the employee at greater than 0.5 FTE must have advance approval by the Graduate College.

Questions? Contact your Jodie Kennedy, jodie.kennedy@okstate.edu, (405) 744-4806.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous appointment of at least .75 FTE should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

To schedule a benefits enrollment session, call OSU Benefits, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, March 10, 2016

Thursday, March 24, 2016

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, March 31, 2016, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Mandatory Leave Day

Friday, December 30, 2016

OSU Closed for Winter Break

Friday, December 23, 2016, through

Monday, January 2, 2017

STILLWATER TRAINING OPPORTUNITIES

March

3	Supervisor Academy
3	HR Boot Camp
9&10	Excel 2010 Level II (Day 1&2)
10	Supervisor Academy
16	Best Features of Word 2010
17	Performance Review Training
21	OK Corral Training
22	Written Communications
23	CEAT Building Leaders Initiative Series
23	Lessons Learned Through Leadership
23&24	Excel 2010 Level III (Day 1&2)
29	Owners and Renters
29	White Water Leadership
30	Your New Home Away From Home: Featuring the Atherton Hotel and The Ranchers Club (Exclusive to ALP)

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

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.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

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

OSU Benefits: (405) 744-5449

E-mail: osu-benefits@okstate.edu

Training Services: (405) 744-5374

E-mail: 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