



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

May 2014

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### CHILD LABOR LAWS

The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

**14 and 15 year olds:** Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7:00 a.m. and 9:00 p.m. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

**16 and 17 year olds:** Work must be in any nonhazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended.

Please note rules regarding nepotism apply to all employment types.

For more information, please contact your HR Partner, (405) 744-7401.

### DATES TO REMEMBER

**New Employee Benefits Enrollment Schedule**  
Thursday, June 12, 2014

Call (405) 744-5449 to schedule a session

**How to Retire Sessions**

Thursday, June 26, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

**Mandatory Leave Day**

Wednesday, December 31, 2014

### HR COMMUNICATIONS FORUM

The next Human Resources Communications Forum will be held June 17 at 10:00 a.m., in room 126 Institute of Teaching and Learning Excellence.

Your administrative officer/Human Resources Representative is invited to attend this meeting.

The primary goal of the Human Resources Communications Forum is to facilitate communication and enhance collaboration with regards to human resources across departments and divisions.

The regular agenda includes 30 minutes of information sharing/training. If time permits, the remaining 30+ minutes will entail an open dialog for HR representatives to collaborate with other departments/ divisions, offer suggestions for improvement, and discuss current and emerging human resources issues.

### OSU'S EMPLOYEE ASSISTANCE PROGRAM

If an employee needs help accessing OSU's Employee Assistance Program benefits, provided by ComPsych, there are two ways to access the services:

1. Call 1-855-850-2397. The employee will speak to a counseling professional who will listen to his/her concerns and can guide him/her to the appropriate services required.
2. Visit GuidanceResources online at [www.guidanceresources.com](http://www.guidanceresources.com). Click the link for *I am a first time user*. Enter OKSTATEEAP as the Web ID. The employee will then be able to create a userID and password.

## OSHA GENERAL INDUSTRY TRAINING BEGINS IN JULY

OSU's Environmental, Health and Safety Department is offering the OSHA General Industry Training beginning this July for all employees and faculty on the Stillwater campus.

The OSHA 10-hour General Industry Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon completion of the 10 training modules provided under this program, the attendees will be issued a card provided by Department of Labor. The cards, which are \$100 of value, will be issued within 4-6 weeks at no cost to the employee or the department.

Each session will contain two modules and will be offered twice a month. To enroll, please view the course description online at [http://hr.okstate.edu/training/seminar\\_descriptions#OSHA](http://hr.okstate.edu/training/seminar_descriptions#OSHA). You may enroll via this site or call Training Services at (405) 744-5374. Remem-

## HUMAN RESOURCES NAMED A 2014 CERTIFIED HEALTHY DEPARTMENT

OSU Human Resources has been named a *2014 Certified Healthy Department!* The program promotes wellness and health across campus in a variety of ways. Certification focuses on physical activity, mental health, stress management and nutrition. The program is part of *America's Healthiest Campus Initiative* and is sponsored by the Sere-tean Wellness Center.

Congratulations to all departments that received this honorable designation! Together we strive to be America's Healthiest Campus!

For more information, go to <http://wellness.okstate.edu/healthiest-campus/certified-healthy-departments>.



## 2014 TRAINING OPPORTUNITIES

### June

- 3 Discover Your Strengths (Class full)
- 3 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct PowerPoint 2010 Level I (Day 1&2)
- 4&5 The Power of Perception: Successfully Changing How Others Perceive You
- 10&11 Word 2010 Level II (Day 1&2)
- 12 Information Security Awareness
- 17 Purchasing Card Training
- 17 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
- 18 HR Boot Camp
- 18 A Work of Art: Postal Plaza Gallery Tour (Exclusive to Advanced Leadership Program)
- 19 Working in the 17% Zone
- 19 Leaders in Gear

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.

## SLEEP AND RELAXATION WORKSHOPS

This summer, University Counseling Services is offering two workshops helpful to your health and well-being. The workshops will be held in 320 Student Union. Registration is not required.

### Getting the Most out of Your Sleep

Learn the basics of how sleep works and ways to improve the rest you get for the time you have to sleep as well as strategies for dealing with common sleep problems.

- Monday 6/2 at 4:00 pm
- Thursday 6/19 at 11:45 am
- Monday 6/30 at 4:00 pm
- Thursday 7/24 at 11:45 am

### A Practical Introduction to Relaxation

Learn about ways to moderate the impact stress has on you and strategies for intentionally reducing your stress as well as experience a short relaxation exercise.

- Thursday 6/12 at 11:45 am
- Monday 6/23 at 4:00 pm
- Thursday 7/10 at 11:45 am
- Monday 7/21 at 4:00 pm

## HEALTHCARE FLEXIBLE SPENDING ACCOUNT SURVEY

Employees enrolled in a healthcare Flexible Spending Account (FSA) will receive a survey from Human Resources during the first week of June.

The survey asks for feedback on the recent "Use It or Lose It" rule for Healthcare FSAs which was amended last October. Companies must decide whether to allow employees to carry over up to \$500 of Healthcare FSA balances remaining at the end of a plan year for later use *or* use the grace period which extends use of funds through March 15.