



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

May 2015

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HUMAN RESOURCES NAMED A 2015 CERTIFIED HEALTHY DEPARTMENT

OSU Human Resources has been named a 2015 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 Seretean Wellness Center.



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

For more information, go to <https://healthycampus.okstate.edu/certified-healthy-departments>.

ENSURE CORRECT CONTINUATION OF BENEFITS FOR EMPLOYEES WHO DO NOT WORK DURING THE SUMMER

To ensure correct continuation of benefits for employees who do not work during the summer, employees whose assignments end June 30, 2015, need a zero pay and zero FTE assignment for the summer months, until they return to regular employment in the fall.

Please remember to complete an on-line Employment Action form for employees whose assignment ends June 30, 2015, who are returning in the fall semester.

PROVIDING REFERENCES

In today's litigious environment, the question often arises of how much information should be provided when you are called for a reference on a current or prior employee. The base rule is only provide information that can be supported by actual documented fact and not opinion. And obtain a release from the individual, including student employees. A sample release is on the Human Resources website at <http://hr.okstate.edu/hr/supertools>.

When called for a reference, ask the inquirer to send you a signed release if you do not already have one. Many application procedures automatically secure releases as part of the employment process.

The release provides the opportunity for the employee to authorize OSU to release factual information to any prospective employers about attendance, salary, performance, and/or eligibility for rehire. In the absence of the release, only the employee's dates of employment, title and full- or part-time status may be provided, per the Oklahoma Attorney General's Office.

If you have secured a release, a copy should be kept in the department. The original form should be sent to Human Resources, 106 Whitehurst, to be kept in the employee's personnel file.

One exception to the above procedures of securing a release is for reference information to be provided within OSU or to another Oklahoma state agency. The State of Oklahoma provides special protection that foster sharing of information within the state agency system. Of course, in all cases, the information should be factual.

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

BENEFITS DURING THE SUMMER

Employee benefits may continue during the summer, even if the employee is without a pay-check.

OSU continues to pay employee health and life premiums for faculty during the summer unless separation of employment occurs. OSU pays employee health and life premiums for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU. Employees are responsible for dependent health and other voluntary premiums.

If, however, leave is at the staff member's request or convenience, the staff member will be responsible for paying all premiums. Premiums normally deducted from the employee's paycheck will be billed to his/her Bursar account. Employees enrolled in BlueOptions or family BlueEdge have a deduction so be sure to review premiums ahead of time.

If premiums are not paid by the 15th of the month, finance charges may be added to the employee's Bursar account.

The employee will continue to receive Bursar statements at the beginning of each month via email, as the OSU Bursar no longer mails out paper bills. The employee can log in to check his/her account and/or pay bills online at <https://bursar.okstate.edu/Login.aspx>. OSU Human Resources will also send the employee a reminder letter if s/he still has insurance premiums due on his/her Bursar account after the 15th of each month.

Please make sure the employee has a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, May 28, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, May 28, 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

May

- 19 Cornerstone Applicant Tacking System Training
- 19 Information Security Awareness
- 19 Negaholics Anonymous
- 28 Supervisor Academy Information Session
- 28 OSU Insect Adventure (*ALP participant exclusive*)

June

- 2 360° Leader
- 3 White Water Leadership
- 3 Owners and Renters
- 4 Cornerstone Applicant Tracking System Training
- 4 Supervisor Academy
- 5 Introduction to Drupal
- 9 360° Leader
- 10&11 Excel 2010 Level I (Day 1&2)
- 10 Title VII & Title IX Training
- 10 Violence Prevention in the Workplace
- 11 Supervisor Academy

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.

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.