



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

June 2014

What's Inside:

- Patient Protection and Affordable Care Act
- Dates to Remember
- Concurrent Employment at OSU
- A Few Spaces Left: OSHA Training
- Training Opportunities

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Patient Protection and Affordable Care Act (ACA) is a multi-faceted federal law that governs aspects of health insurance for U.S. citizens. The Employer Mandate of the Act will go into effect on January 1, 2015, and will require OSU to provide access to employer-sponsored group health insurance to any employee (regardless of classification) who works 30 hours or more per week. It is the University's intention to comply with ACA by providing required access to group health insurance while not extending undue financial burden upon the University or requiring unnecessary actions by employees.

Impact of the Employer Mandate on OSU

- **Current Benefits Eligibility:** Continuous, regular employment of 0.75 FTE or greater for a period of no less than 6 months. Excludes temporaries, graduate students and student workers.
- **Health Insurance Eligibility as of January 1, 2015:** Any employment of 0.75 FTE (0.75 FTE = 30 hours or work per week) or greater regardless of classification. Please note that for calendar year 2015, this will not include graduate assistantships or workstudy students.
- **Definition of FTE for Adjunct and Temporary Faculty as of January 1, 2015:**
 - Full-time (1.0 FTE) faculty on the Stillwater, Tulsa, CHS and Okmulgee campuses are typically expected to work the equivalent of teaching a minimum of 12 credit hours per semester or 24 credit hours per academic year. Oklahoma City faculty are expected to work the equivalent of teaching a minimum of 15 credit hours per semester. Lesser FTE amounts should be prorated based upon these equivalencies.

For example, if an adjunct professor at OSU-Stillwater is assigned to teach 6 credit hours, his/her FTE should be listed at 0.50 FTE.

- As of January 1, 2015, employees who are hired with the intent of working less than 30 hours per week will be treated as variable hour employees under the Act. OSU HR and Administrative/Fiscal Officers will provide routine and consistent review using the Act's variable hour safe harbor. Variable hour employees who have worked 30 hours per week on average during the six-month measurement period will be provided six-months of employer group health insurance.

Please note there are no anticipated changes to employees who currently are provided employer-group insurance by the University.

Questions? Please contact Holli Bonee, Director, Employee Services/Benefits, (405) 744-5449.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, July 10, 2014

Thursday, July 24, 2014

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, July 31, 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

CONCURRENT EMPLOYMENT AT OSU

University employees are generally employed by one department in one role; however, students and temporary employees may have multiple university appointments. Concurrent employment results in multiple assignments on the payroll system and has, at times, resulted in dual exemption status.

As a single employer, OSU must make a single determination regarding the Fair Labor Standards Act (FLSA) exemption of an employee. If an employee is determined to be exempt, he/she will be paid a salary for all work performed. If the employee is determined to be nonexempt, all hours of work must be recorded in a timesheet and overtime must be paid for any hours worked over 40 within the standard workweek.

Exemption status is based upon the primary assignment. Primary assignments are determined through the following hierarchy. Please note that if there is no clear distinction, the individual will be nonexempt.

- 1) The highest percentage of full-time equivalent (FTE); or
- 2) The longest assignment period within the fiscal year.

Once an exemption status is determined, methods have been put into place that would assist departments in keeping the appropriate level of staffing needed for operations while complying with the statute. The following provides examples of the most common situations and their resolutions.

- The primary assignment is exempt in nature. The individual will be paid a salary for all work performed. Additional assignments that would normally be paid hourly will be handled through either (1) additional salaried assignments or (2) Exception to Normal Pay (ENP) processes paid on a piece rate or project basis.
- The primary assignment is nonexempt in nature. The individual will be treated as a nonexempt employee for all work performed and all hours will be recorded in a timesheet and paid on an hourly basis.

Please note that current limitations of work still apply. For instance, work-study student employees typically do not have more than one work-study assignment. Also, temporary employees may work no more than (1) full-time for six months or (2) no more than 1,040 hours per fiscal year. Employees on certain visas cannot work more than 0.50 FTE or 20 hours per week when classes are in session.

Questions? Please contact your HR Partner for assistance, (405) 744-7401.

2014 TRAINING OPPORTUNITIES

July

1	PowerPoint 2010 Level II (Day 2 of 2)
1	Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
7&9	Access 2010 Level II (Day 1&2)
9	Practicing Personal Accountability
10	New Employee Orientation
10	Information Security Awareness
11	Functions and Formulas in Excel 2010
14	OK Corral Training (New User)
15&16	Word 2010 Level III (Day 1&2)
15	Effective Meeting Management
16	Purchasing Card Training
17	Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
18	Advanced Adobe InDesign CS6

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.

A FEW SPACES LEFT! 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. You may enroll via this site or call Training Services at (405) 744-5374. Remember to request approval from your supervisor or department head prior to enrollment.