



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

July 2011

What's Inside:

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WORKERS' COMPENSATION CLARIFICATIONS AND UPCOMING CHANGES

Changes to workers' compensation law have clarified time off due to work-related injury and illness. Generally we think of time away in terms of hours missed whereas workers' compensation thinks in terms of full days missed.

Three Day Waiting Period Changing to Seven:

By statute, workers' compensation payments will not begin until after the third full day of work is missed after injury. "Days" are calendar days and include days the employee is not regularly scheduled (Saturday, Sunday). As of August 26, this waiting period will change to seven calendar days. For example, Jim normally works from 8 to 5 daily. He was injured on Monday at 9:30 and missed the remainder of the day. His seven day waiting period would begin Tuesday through the following Monday if he were required to be off work by the treating physician. Absences including hours missed on the date of injury could be paid from Jim's accrued sick leave. Workers' compensation would begin paying for qualified absences after the waiting period has ended. If the employee misses 21 days or more due to the injury/illness, workers' compensation will retroactively pay for the first seven days of absence. We are working on procedures to minimize the amount of overpayments that may result.

Pay Rate: The employee's rate of pay is set on the date of injury. An employee who receives pay increases after the date of injury will not see an increase in the amount paid by workers' compensation. More accrued leave may be needed to ensure full replacement of pay.

Temporary Total Disability (TTD): TTD occurs when the physician requires the employee to be completely absent from work due to a work-related

injury or illness. Temporary total disability is based upon a calculation of 70% of the employee's average weekly wage paid in seven equal daily increments with a maximum of \$716 per week. For example, Regina earns an average weekly wage of \$500. She is placed on disability by her physician on Wednesday and is unable to work the remainder of the week (four calendar days); therefore, her workers' compensation payments would be calculated as the $\$500 \times 70\% \times 0.57 = \199.50 .

Temporary Partial Disability (TPD): TPD occurs when an employee is only able to work a reduced schedule due to restrictions by the physician. Time off will be covered at 70% as long as the employee earns less than 80% of his/her average weekly wage for the week. For example, Carmen's average weekly wage is \$500 per week. She is required to work no more than four hours per day by her physician; therefore, her pay will be \$250 for time worked and \$75 (20 hours \times 30% \times \$12.50 per hour = \$75) for sick leave paid. The total earned for the week from OSU (\$325) is less than 80% of her average weekly wage (\$400); therefore, workers' comp will pay Carmen 70% of the 20 hours that she did not work (70% \times 20 hours = 14 hours). However, if Carmen is limited to 7 hours of work a day, her pay would be \$437.50 which is over 80% of her average weekly wage, and she would not be eligible for workers' compensation payments. As of August 26, temporary partial disability payments will no longer be made for absences necessitated by testing, physical therapy appointments or doctors' appointments.

More related information will be provided in the upcoming weeks. Questions? Contact OSU Human Resources at (405) 744-5373.

TEMPORARY/PERIODIC EMPLOYEES

Departments may hire individuals in a temporary employment status to meet occasional short time departmental needs. Temporary/periodic employees are not eligible for benefits and do not have the policy rights of continuous regular employees.

A temporary/periodic employee classification is suitable in the following instances:

- A full-time person is needed for a job lasting no more than six months; OR
- A person is needed for an on-going assignment that requires less than half-time work, no more than 20 hours a week; OR
- A person who works periodically on an as-needed basis but less than 1,040 hours in any given fiscal year.

Temporary/periodic employees are usually nonexempt with a job code of V. HR reviews job assignments based upon hours worked by temporary/periodic employees to determine continued work eligibility. If a temporary/periodic employee exceeds the allowable number of hours worked, an appropriate course of action may include the creation of a continuous position or immediate termination of the employee's assignment.

Questions? Contact HR Partner Services at (405) 744-7401.

RECRUITMENT ADVERTISEMENTS

When placing advertisements, please ensure that one of the following EEO statements is included.

- *OSU is an AA/EEO/E-Verify employer;* or
- *OSU is an Affirmative Action, Equal Opportunity and E-Verify employer.*

DATES TO REMEMBER

New Employee Orientation

Thursday, July 28, 8:30 a.m. - 11:30 a.m.

e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Wednesday, July 27, 2:00 p.m. - 4:30 p.m.

Thursday, August 4, 2:00 p.m. - 4:30 p.m.

Tuesday, August 9, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, July 28, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

July

28 New Employee Orientation

August

4 FERPA Training

9 Fraud and Internal Control Issues

10 Making Emotional Intelligence Work for You

10 High Performance Teaming

11 Respect for Diversity

11 Creating an Injury-Free Environment

17 Sexual Harassment Policy Training

18 Maximizing Performance Reviews

24 The Indispensable Employee

25 Purchasing Card Training

25 Information Security Awareness

30 Sexual Harassment Policy Training

31 Storytelling to Enhance Organizational Performance

For a description of the 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.

HUMAN RESOURCE REVIEW OF COLLEGE AND DIVISION STAFF HANDBOOKS

Oklahoma State University's colleges and divisions often prepare internal staff handbooks to advise employees of practices and procedures related to the specific area. Such handbooks may include information on employment benefits and other personnel-related matters. In support of these efforts, and in order to ensure that employees are consistently provided with accurate employment-related information, HR Partner Services provides a review of staff handbooks prior to publication to employees. OSU HR also keeps copies of these handbooks on file in order to assist employees with any questions or concerns they may have regarding the contents.

If you have not provided a copy to OSU HR, an electronic copy of your staff handbook may be emailed to brenda.ganders@okstate.edu, or a hard copy may be sent via campus mail to Brenda Ganders, Human Resources, 106 Whitehurst.

Once the handbook is reviewed, a notification will be sent with revisions, if necessary. Future changes to handbooks and/or creation of handbooks should be reviewed by HR prior to distribution and implementation.

Questions? Contact HR Partner Services, (405) 744-5373.