



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

September 2011

### What's Inside:

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### 2012 BLUECROSS BLUESHIELD PREMIUMS

|                    | OSU Paid  | Employee Paid |
|--------------------|-----------|---------------|
| <b>BlueOptions</b> |           |               |
| Employee           | \$466.90  | \$20.00       |
| EE/Spouse          | \$853.46  | \$365.78      |
| EE/Child(ren)      | \$617.78  | \$264.76      |
| Family             | \$1122.82 | \$481.22      |
| <b>BlueChoice</b>  |           |               |
| Employee           | \$466.90  | \$63.44       |
| EE/Spouse          | \$853.46  | \$474.54      |
| EE/Child(ren)      | \$617.78  | \$343.50      |
| Family             | \$1122.82 | \$624.32      |
| <b>BlueEdge</b>    |           |               |
| Employee           | \$466.90  | -\$79.54      |
| EE/Spouse          | \$853.46  | \$116.52      |
| EE/Child(ren)      | \$617.78  | \$84.40       |
| Family             | \$1122.82 | \$153.00      |

### NEW FOR 2012!

#### BLUEOPTIONS VALUE-BASED BENEFITS

Employees enrolled in the BlueOptions plan in 2012 who have been diagnosed with diabetes or congestive heart failure can benefit from enrollment in one of two BlueCross BlueShield Condition Management Programs:

*Diabetic Condition Management Program:* enrolled members will receive a reduction in cost for insulin, test strips, lancets, and oral medication.

*Congestive Heart Failure Condition Management Program:* enrolled members will receive a copayment reduction of 50% on generic and name-brand hypertensive drugs.

Detailed information will be provided to employees in the October issue of *News You Can Use*.

### OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Annual Benefits Enrollment will be the month of October. Employees will use *Web for Employees*, <http://webemp.okstate.edu/>, to review their benefits and employee information, including dependents, if applicable, and make desired changes. Changes will be effective January 1, 2012.

Detailed information about 2012 Annual Benefits Enrollment has been provided to employees in the September 2011 issue of *News You Can Use*, [http://hr.okstate.edu/news\\_use/newsyoucannuse201109.pdf](http://hr.okstate.edu/news_use/newsyoucannuse201109.pdf). Information will also be in the October *News You Can Use* and on the Human Resources website, <http://hr.okstate.edu>, and on Facebook. If you have employees on leave, you will want to be sure they are aware of annual enrollment, and any changes that are happening.

### 2012 Annual Benefits Employee Meetings

Presentations will be held in room 106B Whitehurst. Reservations are not required.

**Tuesday, October 4, 1:30 p.m. - 2:30 p.m.**

**Wednesday, October 12, 8:30 a.m. - 9:30 a.m.**

**Thursday, October 20, 4:00 p.m. - 5:00 p.m.**

### NEW FOR 2012! SPECIAL BEGINNINGS PROGRAM DEDUCTIBLE CREDIT

Employees enrolled in the BlueOptions plan in 2012 who enroll in the BlueCross BlueShield *Special Beginnings Program* during the first trimester of pregnancy will receive a \$250 deductible credit. This is in addition to the \$250 deductible credit for completing the Health Risk Assessment. Detailed information will be provided to employees in the October issue of *News You Can Use*.



## TIAA-CREF RETIREMENT SEMINARS ON THE STILLWATER CAMPUS

TIAA-CREF representatives will be on the Stillwater campus to present retirement seminars for OSU employees enrolled in TIAA-CREF. Reservations are not required.

**Staying on Track in a Volatile Market**  
**Monday, October 17, 1:30 p.m. - 2:30 p.m.**  
**207 Noble Research Center**

or

**Tuesday, October 18, 9:00 a.m. - 10:00 a.m.**

**102 Advanced Technology Research Center**

Knowing that volatility in the stock markets is inevitable, we will discuss market volatility in general, examples of notable market downturns in the past, and then identify some options for managing your account in the midst of changes in market conditions. Topics will include:

- Understanding stock market volatility
- Identifying potentially positive opportunities when markets do move downward
- Balancing potential risk through diversification
- When to consider rebalancing or reallocating your portfolio
- What about trying to completely avoid loss?

**Retirement by the Numbers**

**Monday, October 17, 3:30 p.m. - 4:30 p.m.**  
**207 Noble Research Center**

or

**Tuesday, October 18, 11:00 a.m. - Noon**

**102 Advanced Technology Research Center**

Oklahoma State University employees have many options when it comes to saving for retirement. But what are all of these numbers and what should you do. This seminar will help you understand your options and what is right for you. Topics include:

- What is my 401a plan?
- What is a 403b plan?
- What is a Roth 403b plan?
- Can I have a 457b plan?
- How do IRAs fit into this mix?
- Features and benefits of each of these plans
- Which is the right plan(s) for me?

### DATES TO REMEMBER

#### New Employee Orientation

**Thursday, October 6** 8:30 a.m. - 11:30 a.m., 102 ATRC  
e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

#### New Employee Benefits Enrollment Schedule

**Thursday, September 20**, 9:00 - 11:30 a.m.

**Wednesday, September 28**, 2:00 p.m. - 4:30 p.m.

**Thursday, October 6**, 9:00 a.m. - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

**Thursday, September 29**, 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.

### September

- 21 Information Security Awareness
- 21 Purchasing Card Training
- 22 Faculty Focus: OSU Research Enterprise
- 22 Veterinary Teaching Hospital Showcase (Exclusive to Advanced Leadership Program)
- 28 Sexual Harassment Policy Training
- 29 Financial Reporting System (FRS) Training
- 29 HR and the Law: The Employment Relationship
- 30 HR and the Law: Federal Laws and Supervisory Responsibilities

### October

- 4 Purchasing Policies and Procedures
- 4 Quality Customer Service
- 5 Dealing with Difficult People
- 5 Telephone Techniques
- 5 Polishing Your Professionalism
- 6 New Employee Orientation
- 6 Travel Policies and Procedures
- 11 The University Culture
- 12 Sexual Harassment Policy Training

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.

## FALL EXECUTIVE BRIEFING

At the Fall Executive Briefing, *Empowering Employees*, facilitator Dr. Keith Mathis, author, speaker and specialist in organizational behavior and development with The Mathis Group, Inc., will present the following:

- How to gain an understanding and insight into why management might block empowerment and what to do about it.
- Evaluating how far supervisors and managers should go in empowering employees.
- How to identify ways to create trust between employees and management.
- Evaluating seven steps of effective empowerment.
- Selecting plans for training employees for greater empowerment effectiveness.
- Utilizing coaching skills to reinforce empowerment.

Participants can choose from three sessions:

- Tuesday, September 27, 9:00 a.m. - 11:30 a.m.
- Tuesday, September 27, 2:00 p.m. - 4:30 p.m.\*
- Wednesday, September 28, 9:30 a.m. - 12:00 p.m.

\* This session will be videoconferenced to the branch campuses.

Advanced registration is necessary. Enroll by sending an e-mail to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services at (405) 744-5374.

*This program counts toward 2.5 hours of Leadership Development Program or Advanced Leadership Development Program elective hours.*