



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

January 2013

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STAFF DEVELOPMENT DAY! EXCITING FREE EVENT! FRIDAY, FEBRUARY 22, 2013

OSU staff won't want to miss renown graffiti artist, author and entrepreneur Erik Wahl, guest speaker at the first OSU Staff Development Day, Friday, February 22, 2013. Erik Wahl's on-stage painting seamlessly becomes a visual metaphor to the core of his message.

Staff can choose from one of two 90-minute sessions, either 10am or 1:30pm, at the Wes Watkins Center, on the corner of Hall of Fame and Washington, Stillwater. A box lunch is provided.

Registration for this exciting event for OSU staff is online at http://hr.okstate.edu/hr/training/seminar_descriptions.php#SDD.

In addition, Erik Wahl will perform an Art Drop, where he hides a piece of his prized artwork somewhere on campus. Follow him on Twitter, <http://twitter.com/erikwahl> and Facebook <http://facebook.com/iamerikwahl>, for clues to its location. Whoever finds the artwork first and unlocks the combination will own it. His valuable artwork is not available for purchase! Previous art created by Erik Wahl has sold from between \$7,000 and \$20,000. More information on the art drop will be made available at his presentations. Read more about Erik Wahl online at www.theartofvision.com.

The afternoon session will be open to the general public at a cost of \$25 and includes a box lunch.



DOES YOUR DEPARTMENT HAVE A TEMPORARY VACANCY?

Express Employment Professionals and *Labor Finders* have recently been selected as approved agencies to provide employment services for temporary staffing needs at OSU.

Human Resources can help your department fill a position on a temporary basis when you have an employee who is out on maternity leave, a leave of absence or even vacation.

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

HUMAN RESOURCES BOOTCAMP KICKS OFF FEBRUARY 26

Human Resources has developed a new three-hour seminar to help employees, supervisors and managers be more effective on the job. Curriculum includes human resources issues in the areas of the OSU pay plan, performance reviews, corrective action and OSU policies and procedures.

To register, go to http://hr.okstate.edu/hr/training/seminar_descriptions.php#BOOTCAMP.

COMPUTER CLASSES EXPANDED!

Human Resources/Training Services has updated the 2013 Training Calendar to include several new computer courses, including Adobe, InDesign, Photoshop CS6, Drupal, FOCUS, Microsoft classes and more!

Check the schedule and register online at http://hr.okstate.edu/hr/training/staff_dvpt_comp.php. All classes are free!

APPLICANT REFERENCE CHECKING

Checking the references of potential applicants is a valuable tool for hiring managers. If you are hiring for a position at Oklahoma State University, you are responsible for hiring an applicant based on their merit and qualifications for that position.

OSU Human Resources strongly encourages departments to check the experience, credentials, abilities, and attributes of job applicants to ensure the selected candidate is the most qualified individual for the position. We encourage reference checking of applicant hires who are outside of OSU or those who may be transferring from another OSU department.

Checking references also minimizes the liability to the University from negligent hiring practices. In addition, checking references also can increase the safety and welfare of employees, students, and visitors; reduce financial costs of misconduct resulting from poor hiring decisions; and maintains a positive public image of accountability to citizens of the State of Oklahoma and other constituents.

Remember, if you are obtaining a reference on an existing or previous OSU employee, the University understands we are one employer which may allow for more sharing of information. OSU affirms respect for the privacy of individuals by conducting checks that are relative to job duties and maintaining confidentiality of such information. OSU avoids unreasonable intrusion into areas where individuals have a legitimate expectation of privacy.

If the applicant does not want you to contact the current employer, do so only if the applicant is a finalist and with approval of the applicant. If the applicant refuses at that stage of the process, you may reasonably question why and use that refusal in your decision not to hire.

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

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Tuesday, January 29, 2:00 - 4:30 p.m.

Tuesday, February 5, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, January 31, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

January

25 Hello, Drupal Event for Faculty and Staff

29 Getting to Know Windows 7

29 Travel Policies and Procedures

30 Communication Fundamentals

February

5&6 Word 2010 Level 1

5 Change Management

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.

INCLEMENT WEATHER INFORMATION FOR STAFF

Staff are encouraged to use extreme caution during inclement weather. If the employee feels unsafe commuting to work, no matter how close or how far, the employee is encouraged to use his/her best judgment. This decision does not exempt the employee from proper notification of an absence to the supervisor or unit administrator.

In certain instances, the administration of the University may make the decision to close all offices except those recognized as necessary to maintain essential services. In the event of the University closing, information will be posted to the OSU website and a campus-wide message will be distributed.

In addition, any decision will be communicated to University offices and radio and television stations, including KOSU, KSPI, channel 31 in Stillwater; KTOK, KFOR (channel 4), KOCO (channel 5), KOKH (channel 25/FOX 25), KSBI (channel 52), KWTW (channel 9), and OETA-PBS (channel 13) in Oklahoma City; and KRMG, KJRH (channel 2), KOKI (channel 23/FOX 23), KOTV (channel 6), KTUL (channel 8), and KOED-PBS (channel 11) in Tulsa.

Inclement Weather and No University Closing: Employees will use annual leave or compensatory leave to cover the absence. If annual leave or compensatory leave is not available, the leave will be without pay.

Inclement Weather With University Closing: If the University closes, administrative leave will be recorded for those who were scheduled to work during the time of closing. If an employee is scheduled in advance for annual leave or sick leave, the individual will be charged annual leave or sick leave.

For more information, refer to Policy 3-0713 Attendance and Leave for Staff, or call Human Resources, (405) 744-5449.