



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

November 2009

#### Surviving the Holidays--No Stress is Best!

The Seretean Wellness Center is offering *Surviving the Holidays--No Stress is Best!* Wellness Wednesday on Wednesday, November 18, from noon to 12:45 p.m.

The holidays are quickly approaching and with it come a variety of emotions. While some people worry about the weight gain caused by too many holiday parties and tempting treats, others are struggling with the burden of other stresses the holiday season brings. This time of the year can be conflicting for some people and it is sometimes difficult to manage the stress involved in family gatherings and other obligations that occur. The joy and peace of the holiday season, as well as the reflection of the past year of our lives, often creates distressing emotions that can diminish even the richest of experiences. Join Dr. Bill Gentry as he presents practical tips to help you manage holiday stress.

The program is free and includes a heart healthy lunch, but you must pre-register. To register, email [wellness@okstate.edu](mailto:wellness@okstate.edu) or call (405) 744-WELL (9355) by Friday, November 13, at 5:00 p.m.

Stress is a response brought about by change and it may include physical and mental tension. Many daily life occurrences can cause tension, including work pressure, financial worries and relationship problems. Muscle tension, headaches and illness can often be attributed to stress.

There are many ways to cope with, manage, minimize and even prevent stress:

- Recognizing that you are not responsible for everything.
- Balancing personal and professional issues.
- Eating nutritionally balanced meals.
- Limiting the amount of life changes at one time.
- Pursuing a hobby.
- Using daily relaxation techniques (deep/rhythmic breathing, stretching or meditation).
- Becoming involved in a social or activity group that meets regularly.

OSU....*Striving to be America's HEALTHIEST Campus!*

#### Reminder! OSU is a Tobacco-Free Campus

Just a friendly reminder. OSU Policy #1-0530, *Tobacco Use in University Buildings and Grounds*, prohibits the use of tobacco on all non-leased buildings and grounds owned or under the control of Oklahoma State University on the Stillwater campus. This includes sections of roads and streets that run through campus grounds such as Monroe, Tyler and Farm.

If you have any questions regarding the policy, please view the FAQs located at <http://tobaccostopshere.okstate.edu/> or contact your HR Partner at (405) 744-7401.

#### Online Blogs and Social Networking Sites

OSU employees need to remember that the same basic policies apply about blogs and social networking sites as in other areas of their lives. These guidelines explain how OSU policies apply to these newer technologies for communication, so you can participate with confidence in social media platforms.

1. Follow all applicable OSU policies. For example, you must not share confidential or proprietary information about OSU and you must maintain employee privacy.
2. If your blog, posting or other online activities are inconsistent with, or would negatively impact OSU's reputation or brand, you should not refer to OSU, or identify your connection to OSU.
3. Write in the first person. Where your connection to OSU is apparent, make it clear that you are speaking for yourself and not on behalf of OSU. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of my employer." Consider adding this language in an "About me" section of your blog or social networking profile.
4. If you communicate in the public internet about OSU or OSU-related matters, disclose your connection with OSU and your role at OSU. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on OSU, and may result in liability for you or OSU.
5. Use a personal email address (not your okstate.edu address) as your primary means of identification. Just as you would not use OSU stationery for a letter to the editor with your personal views, do not use your OSU e-mail address for personal views.
6. Be respectful and professional to fellow employees, business partners, competitors and employees. Avoid using unprofessional online personas.
7. Ensure that your blogging and social networking activity does not interfere with your work commitments.

#### Advanced Leadership Program Reminder

If you participated in the *Advanced Leadership Program* (ALP) this year and have accomplished all the criteria, please remember to complete an online ALP Completion Form, [http://fp.okstate.edu/hrosu/alp\\_completion.htm](http://fp.okstate.edu/hrosu/alp_completion.htm).

The final Special Opportunity, *Division of Agricultural Sciences and Natural Resources Showcase*, will be held Thursday, December 10, 3:30-5:00 p.m. in 211 Student Union. To enroll or if you have questions, visit <http://hr.okstate.edu> or send an email to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

#### Important Contacts

**OSU Human Resources: (405) 744-5373**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: <http://hr.okstate.edu>

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

## Keep Your MBI Debit Card!

If you plan to enroll in the Flexible Spending Account in 2010, don't throw away your MBI debit card! Effective January 1, 2010, your card may be reloaded with your new 2010 goal amount. If your card is due to expire at the end of the year, you will receive a new card in the mail. Remember that a debit card transaction cannot exceed the balance available. If you try to use your card for an amount that exceeds the balance, the entire transaction will be denied. If this happens, you can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim for reimbursement.

## Workplace Etiquette Seminar

Showing courtesy, respect and sensitivity to co-workers, guests and clients is crucial for a positive and productive workplace environment.

*Workplace Etiquette* is offered on Thursday, November 12, from 9:00 a.m. to 12:00 pm. for ONLY \$49. Register online at <http://hr.okstate.edu> or e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

The seminar is presented by Rachel Wagner, founder and director of Rachel Wagner Etiquette and Protocol.

## OSU Orange Bike Program

The Orange Bike program has been picked up from the streets of other cities, like Portland and Toronto, and brought to Stillwater and translated into a format that fits the OSU campus. On a daily basis students hitch rides from friends across or around our campus. Orange Bikes will provide students an opportunity to hop on a bike for a casual ride without the anxiety of having to lock up your valuable bike for fear of theft. Sharing bikes can be effective transportation for students and faculty with daily campus commutes or even for the occasional jaunt across campus. To help contribute a solution to these concerns Outdoor Adventure is going to be providing Orange Bikes free of charge for use on the OSU campus.

Orange Bikes will be maintained in safe riding condition. Drive trains will be fully functional; every bike will be equipped with a working brake and reflectors to increase visibility on all sides. Bikes will be painted entirely orange and parked at campus bike racks. OSU students, faculty and staff are encouraged to pick up a bike to ride on campus, and just return it to a campus bike rack when they are finished.

### Orange Bike Program Details:

- Do feel free to ride entirely orange bikes.
- Do ride at your own risk.
- Do follow local bike laws.
- Do wear a helmet.
- Do return it to a campus bike rack.
- Call 744-5581 to report broken/damaged bikes.

### Don't Forget:

- Do not ride a broken bike.
- Do not keep Orange Bikes.
- Do not ride beyond your ability level.
- Do not ride at night.
- Do not lock up Orange Bikes for private use.

## Training Opportunities

If you plan to attend training seminars, please pre-register.

### November

4	The Role of the OSU Foundation and CIED
4	Supervisory Sexual Harassment Awareness
5	New Employee Orientation
6	Introduction to Computing at OSU
10&11	Publisher 2007 (Day 1&2)
11	Maximizing Performance: Corrective Action
11	OSU Staff Pay Plan
12	Workplace Etiquette
12	Bridging from Office 2003 to 2007
12&13	Excel 2003 Level 1 (Day 1&2)
16&17	Access 2007 Level 3 (Day 1&2)
17	FERPA Training
18	Purchasing Card Training
18	Airfare and Lodging Training
18	Sexual Harassment/Gender Discrimination Policy Training
18	Information Security Awareness
19	Online CVI Training
19&20	PowerPoint 2007 Level 1 (Day 1&2)
23&24	PowerPoint 2003 Level 1 (Day 1&2)
24&25	Word 2003 Level 1 (Day 1&2)

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374.

## Share Your Commitment to Good Health

Have you committed to taking some steps toward a healthier lifestyle? Check out the eCards for Health website, [www.ecardsforhealth.com](http://www.ecardsforhealth.com). ECards for Health cover a variety of healthy changes such as cutting down on sweets, walking more, reducing stress, or scheduling an annual physical exam. Select an eCard that reflects your desired healthy change then e-mail it to a friend or loved one as a healthy gift to them and as a commitment to yourself.

## TIAA-CREF Online Financial Seminars

TIAA-CREF offers self-paced, online seminars at [www.tiaa-cref.org/support/learningcenter/financial-education/index.html](http://www.tiaa-cref.org/support/learningcenter/financial-education/index.html)

- **Just Starting Out:** Designed for employees new to TIAA-CREF or new to investing.
- **A Tax-Smart Way to Save for Retirement:** Explains what a supplemental retirement plan is, how you can benefit from a supplemental retirement plan, how to choose investment allocations, and more.
- **Investment Check-Up:** Explains how to make informed investment decisions, evaluate your portfolio and help understand the basic steps in investing.
- **Ready, Set, Retire! Five to 10 Years Away from Retirement.** Helps employees 5-10 years from retirement to identify retirement savings gaps and determine how much income they'll need for a comfortable retirement. (Approximately 20 minutes)
- **Retirement Countdown: One Year Until Retirement.** Reviews all of the income options that are available from TIAA-CREF and helps employees close to retirement understand which options may best meet their needs. (Approximately 17 minutes)

Check [www.tiaa-cref.org/support/learningcenter/financial-education/index.html](http://www.tiaa-cref.org/support/learningcenter/financial-education/index.html) for current seminar information, .