



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

November 2011

OSU Holiday Schedule

Plan Ahead for Mandatory Leave Day

Oklahoma State University will be closed for the holidays from Friday, December 23, through Monday, January 2, 2012. Friday, December 30, is a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

OSU employees receive 12 paid holidays per year. OSU Policy and Procedure Letter 3-0709, *University Holidays*, is on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

Health Risk Assessments and Screenings

Employees and spouses enrolled in the BlueOptions Health Plan in 2012 who complete the online BlueCross BlueShield Health Risk Assessment (HRA) will receive an annual deductible credit of \$250. The \$250 credit will reduce your annual deductible from \$750 to \$500.

The online HRA, found at www.bcbsok.com/osu in *Blue Access for Members*, may be completed any time after October 1, 2011, for 2012 credit. An HRA provides you with information on your overall health status and specific health aspects such as sleep and nutrition, as well as helpful tips. When health risks are identified, you also receive recommendations for making healthy changes. It can discover risks that you may not even realize you have. It also reinforces the healthy choices you are already making.

In order to complete the online HRA, you need to have had a recent blood lipid panel as you need to be able to report your blood pressure, cholesterol and blood glucose levels, etc. University Health Services is offering screenings in the following convenient locations. For optimal results, do not eat or drink anything after midnight the night before.

Call Tabi Deal at (405) 744-2354 to schedule an appointment at any location. Drop-ins will be accepted as space/time allows.

DATE	TIME	LOCATION
Tuesday, Nov 8	7:30-9:30am	Student Union French Lounge (270)
Wednesday, Nov 9	8:00-10:00am	Library - Greenwood Room
Thursday, Nov 10	8:00-10:00am	Ag Hall 106
Tuesday, Nov 15	8:00-10:00am	Whitehurst 106B
Wednesday, Nov 16	7:30-9:30am	SSB 201
Thursday, Nov 17	8:00-10:00am	GIA East Course
Tuesday, Nov 29	8:00-10:00am	Vet Med 152 McElroy Hall
Wednesday, Nov 30	7:30-9:30am	Physical Plant Administration
Thursday, Dec 1	8:00-10:00am	Human Sciences 307

New! Healthy Interactions

Participate for the Opportunity to Win an iTunes Gift Card, a Kindle or an iPod Nano!

OSU and BlueCross BlueShield are teaming up to offer *Healthy Interactions* to make you aware of the many free wellness programs and services available. The one-hour sessions, done in a fun, game-like setting, will help you get the most from your health plan. You will learn more about your plan and more about your health.

Sessions are being held on the Stillwater campus, and on the branch campuses. Every session of no more than 15 participants has an iTunes gift card winner and all participants are entered for the grand prize of a Kindle or iPod Nano!

Go here www.knowmyhealth.com/osuam or call 1-855-225-2838 and register for a session now!

Certificate of Medical Necessity Form

Over-the-counter drugs, “ingestibles,” are ineligible for reimbursement from the Flexible Spending Account unless you have a doctor’s prescription or *Certificate of Medical Necessity* form.

If you have a prescription or *Certificate of Medical Necessity* form for over-the-counter drugs, you will need to submit a paper claim for reimbursement. You will not be able to use your flexible spending account debit card.

The *Certificate of Medical Necessity* form is completed by both the employee and the licensed physician and is available on the WageWorks website, www.wageworks.com.

Keep Your WageWorks Debit Card!

If you enrolled in the Flexible Spending Account in 2012, don’t throw away your WageWorks debit card!

Effective January 1, 2012, your card may be reloaded with your new 2012 goal amount. 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 to WageWorks for reimbursement.

TIAA-CREF Visits

TIAA-CREF representatives will be on the Stillwater campus on the following dates to meet one-on-one with employees:

November 15, 16, 17.
December 13, 14, 15.

To make an appointment, call TIAA-CREF at 1-800-732-8353.

Learn About Your Pharmacy Costs Using BlueCross BlueShield PRIME Therapeutics

Employees can use online *Prime Therapeutics* to learn more about prescription drug benefits:

- **Search the Formulary** - View the prescription drug formulary list.
- **Pricing Calculator** - Look up the cost of your medication.
- **Prescription History** - View your 2011 medication history.
- **Online Registration** - Fill out your patient profile.
- **Online Refills** - Order refills online.
- **Find a Pharmacy** - Locate a network pharmacy near you.

Prime Therapeutics can be accessed through the BlueCross BlueShield website:

1. Log in to Blue Access for Members at www.bcbsok.com/osu.
2. Choose "Learn more about your pharmacy benefits" under Quick Links.
3. Look for "Visit Prime Therapeutics to learn more about your prescription drug benefits" at the top of the first column. Click on the highlighted words "Prime Therapeutics".
4. You will be transferred to "MyPrime".

Air Ambulance Service

Employees are experiencing balance billing costs associated with air transport. EagleMed, the most frequent service from Stillwater, is no longer an in-network provider with BlueCross. In the state of Oklahoma, only one service, OU Medi Flight, has an in-network agreement. This means that if you or a family member are transported by a service other than Medi Flight, BlueCross will pay 100% of the allowable charge and you can be billed for the excess. The cost can be thousands of dollars.

If you are transported by Medi Flight, there is no billing for the excess. OSU is working with Stillwater Medical Center Emergency Room to use Medi Flight, when medically feasible, for OSU employees and dependents.

EagleMed and Air Evac are part of the AirMed-Care Network which offers a subscription service. In return for an annual membership fee, the amount paid by another provider, such as BlueCross, will be considered full payment.

OSU – ABLE Tech/Fire Protection Publications Partners to Provide Specialized Smoke Alarms

Did you know Oklahoma has more home fire deaths than most other states? Working smoke alarms are the best way to prevent home fire deaths. Oklahoma ABLE Tech in partnership with OSU Fire Protection Publications distributes and installs free specialized smoke alarms to eligible OSU faculty, staff, students and their family members, who are hearing impaired, visually impaired or mobility impaired through the Fire Safety Solutions for Individuals with Disabilities program. Specialized smoke alarms are available to create a safe environment for individuals or their family members.

Applications are available at ABLE Tech in the Seretean Wellness Center. Call for more information at (405) 744-9748.

Training Opportunities

November

9	Creating an Injury Free Environment
9	Living with a Disability
10	Sustainability in the Workplace
10	Sexual Harassment Policy Training
10	The Cowboy Battalion (exclusive to ALP)
15	Building Interpersonal Skills
15	The Power of Nonverbal Communication
16	Information Security Awareness
16	Purchasing Card Training
17	Take a Deep Breath
21	JOOMLA Computer Training
21	Sexual Harassment Policy Training
29	Safety is Everybody's Business

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.

403(b) and 457(b) Contributions for Calendar Year 2012

The calendar year 2012 maximum contribution limit for the supplemental 403(b) TDA plan and the supplemental 457(b) plan is \$17,000. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$5,500 provided they have adequate OSU compensation. Minimum contributions are \$15 per month.

For more information, including a current listing of available vendors for each plan, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

Questions? Contact Employee Services, (405) 744-5449.

Required Compliance Training

If you conduct research with vertebrate animals, human subjects, radioactive materials, or Class 3b or Class 4 lasers, you are required to complete specified training. Training requirements differ depending on the compliance area.

Faculty, staff, and students who conduct research or teaching activities involving live, vertebrate animals must complete training prescribed by the Institutional Animal Care and Use Committee (IACUC) and enroll in the university's Occupational Health and Safety Program. Investigators (e.g., faculty, staff, and students) proposing to conduct research involving human subjects must complete C.I.T.I. online training in human research protection prior to their application being reviewed by the Institutional Review Board (IRB).

Faculty members desiring to conduct research with radioactive materials or radiation producing machines (primarily X-ray) must submit the appropriate Authorized User Application/SOP Information Form to the Radiation Safety Committee (RSC) and pass the appropriate exam(s). When these actions have been satisfactorily completed, the RSC will review the application materials for approval of the project. Researchers should complete their training and submit their application/SOP well in advance of the anticipated start date of the proposed research.

Laser safety training is required of all individuals who plan to work with Class 3b or Class 4 lasers. Specific training requirements are available via the Office of University Research Compliance website.

Questions? Visit the Office of University Research Compliance website at <http://compliance.vpr.okstate.edu/> or call (405) 744-1676.