Use Flexible Spending Account Funds to Pay for Allergy Medicine

Allergies getting you down? Did you know that over-the-counter allergy medicine is reimbursable from your Health Care FSA? To submit for reimbursement, you MUST get a prescription from your doctor before purchasing the medicine. Then submit that prescription along with your detailed receipt. The prescription is valid for a year for future purchases.

To see other over-the-counter items that may be eligible with a prescription from your doctor, go to www.wageworks.com.

Research Tornado Shelters Through ComPsych

According to the National Weather Service, tornadoes kill approximately 70 people and injure 1,500 more every year. Tornado shelters can keep you and your family safe in a storm. ComPsych, OSU’s Employee Assistance Program provider, can research local storm shelter companies, and provide written cost estimates. Login to your ComPsych account at https://guidanceresources.com, then under “Ask a GuidanceConsultant”, click on “Send a Question”. Select your subject and follow the prompts to complete your request, for example a storm shelter. Within one business day you will receive a report that lists local storm shelter dealers and their cost.

If you do not have an account, upon going to the website above, click on “I am a first-time user.” The company ID to set up your account for OSU is OKSTATEEAP.

Women’s Contraceptives List Now Available

The list of contraceptives covered by BlueCross BlueShield of Oklahoma without member cost share has been updated for 2015 to include dosage strengths for some drugs. Review the list online at http://www.bcbsok.com/pdf/rx/contraceptive-list-ok.pdf. This list will be reviewed periodically and is subject to change.

Get to Know Staff in Human Resources!

Name: LaTricia Snider
Title: Human Resources Generalist
Length of Service: Three years as a Business Manager at OSU Cowboy Dining in the beautiful Boone Pickens Stadium.
Responsibilities: HR Partner to managers on employee issues (compensation, benefits and employee relations). Follow trends in salary increases and development. Aid in the recruiting and marketing process of current employment opportunities. Stay current on applicable State and Federal employment regulations. Assist in the disciplinary process of employees as to the proper treatment of employees during disciplinary proceedings.

Previous Experience: 14 years at Chickasaw Telephone Company, Sulphur, OK.
Education: Bachelor’s degree in Business Administration from Southeastern Oklahoma State University. Professional in Human Resources Certification.
Other Interesting Facts: Two children, Addison (10) and Graham (6). Between church, gymnastics and t-ball I also teach Sunday School to 3 – 6 year olds and volunteering to support the American Cancer Society and other charitable organizations. I love to cook and bake with my kids and believe myself to be a connoisseur of all things chocolate.
Spring 2015 Wellness Works Newsletter
BlueCross BlueShield has released the spring 2015 Wellness Works newsletter. Read it online at http://hr.okstate.edu/benefits.

Energy Savings in OSU Buildings
Spring is commonly referred to as a "shoulder season" because April and May tend to have mild daytime highs and cool nights, providing an opportunity for additional energy savings in OSU buildings. Over the next few months, OSU building temperatures will be adjusted from heating season temperatures (68-72 degrees) to cooling season temperatures (74-78 degrees).

At any time, if you have a comfort concern, please submit a work order through the new Facility Management Customer Portal at https://workorder.okstate.edu/Customter and select "TOO HOT/COLD" under Request Information.

www.bcbsok.com/osu
BlueCross BlueShield of Oklahoma Website for OSU Employees

Tornado Safety Procedures

Once the warning outdoor sirens have sounded it is too risky to go to another building. If you are outdoors, if possible, take cover in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees, power lines and cars as you can.

Faculty, staff, and/or students should remain at your chosen “Safe Area” location until advised that it is safe to return to your regular work or study area or to leave the building until the tornado or severe weather has passed and you have received an all clear via the local media. Remember, there is no “all clear” outdoor siren activation.

Weather, especially a severe storm, is unpredictable or the storm may have several lines of developing storms and as each approaching threat reaches the City, another siren notification may be sounded.

You should give consideration to using a portable battery operated radio tuned to a local broadcast station (KSPI FM-93.7, KSPI AM-780 DAYTIME ONLY, KVRO FM-101.1, KGFY FM-105.5, KOSU FM-91.7) to provide you with local warning information and to let you know when the severe weather has passed.

After regular weekday hours, OSU Police personnel open the following two buildings for OSU Students and Staff in case of storm activity:

- Ag Hall (corner of Farm Road and Monroe): The south entrance at the east end is wheelchair accessible.
- Engineering South (east of the Library): This basement is wheelchair accessible, but only by elevator.

Remember, YOU are responsible for your own safety and to find cover in the event of a tornado. If you are on the main campus during a normal work day, the best places to seek cover are in buildings with basements.

Check with your department head for procedures in your area.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

Training Opportunities

April
29 Performance Review Training
29 CEAT Building Leaders Initiative Series
30 New Employee Orientation
30 Leadership Principles for Difficult Conversations
30 The 7 Barriers to Creative Work

May
5 Safety is Everybody’s Business
12 Title VII & Title IX Training

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.

Need Financial Planning and Retirement Advice?
TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- April 30
- May 6, 14, 19 and 28

Appointments fill up fast! To make an appointment, schedule online at www.tiaa-cref.org/schedulenow or call TIAA-CREF at 1-800-732-8353.