

***Quarterly  
Human Resources  
Communication Forum***

**April 7, 2015**



***Human Resources***

# Agenda

Topic	Presenter	
Welcome	Jamie Payne	5m
HRS Cleanup	Christa Louthan	10m
Compensation Update	Christa Louthan	5m
Benefits Update	Rindy LaRue	15m
Training Update	Bonnie Hess	5m
Applicant Tracking System	Jennifer Moody	10m
FMLA Centralization	LaTricia Snider	10m
Chronicle Survey	Jamie Payne	5m
Progress and Emerging Issues	All	



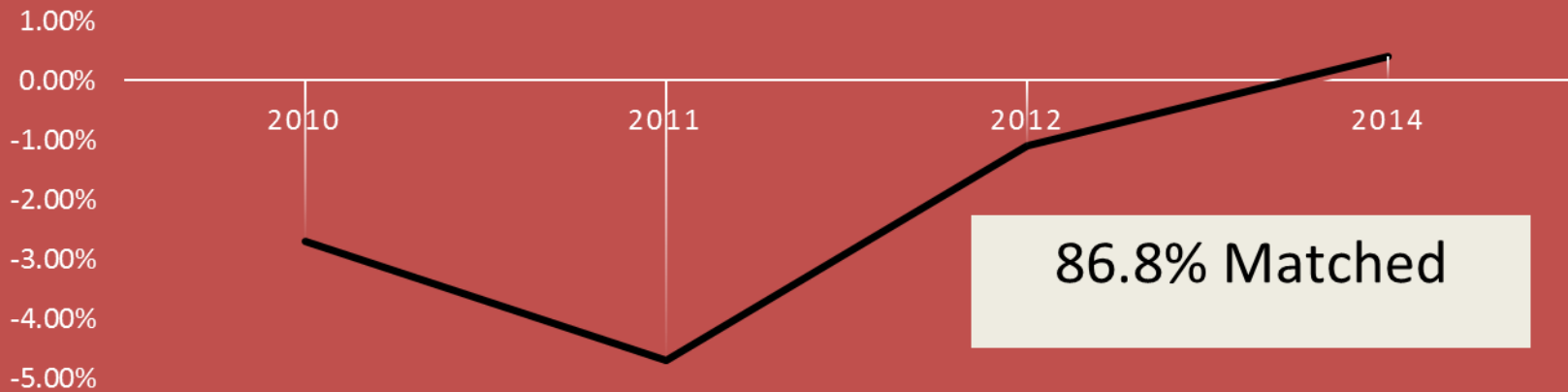
# ***HRS Clean-Up***

- Position Setup
  - Supervisory Position Number
  - Career Development Plan Working Title
- Separation Dates
  - Timely Employment Action forms
  - All employee classes – *especially students and temporary workers*
- FTE
  - Accurate reflection of anticipated hours of work



# OSU-STILLWATER STAFF COMPENSATION BENCHMARK

— Market Comparison



**Human Resources**

# ***Compensation - Upcoming Actions***

- Market Studies
  - Outlying positions
  - Identified need
- Minimum Staff Wage
  - Current: \$7.25 per hour
  - Reality: \$8.00 per hour as of 3/30/15



# Changes to the Workweek

- Effective July 4, 2015
- Change from Saturday to Friday
- Change to Sunday to Saturday



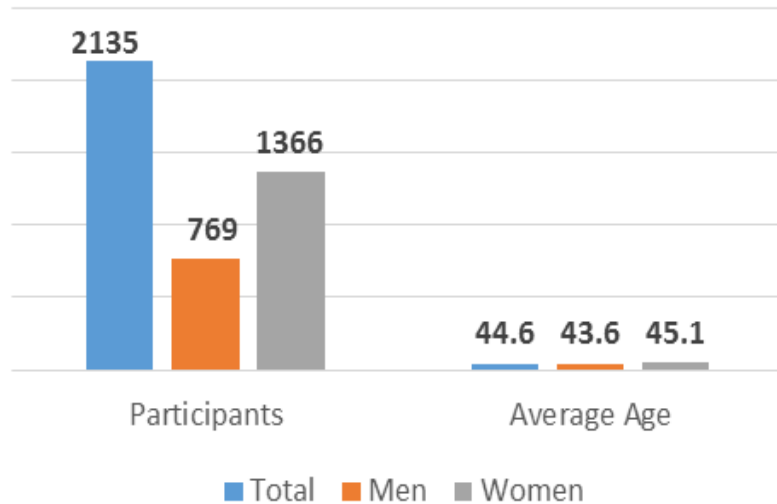
## JULY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11

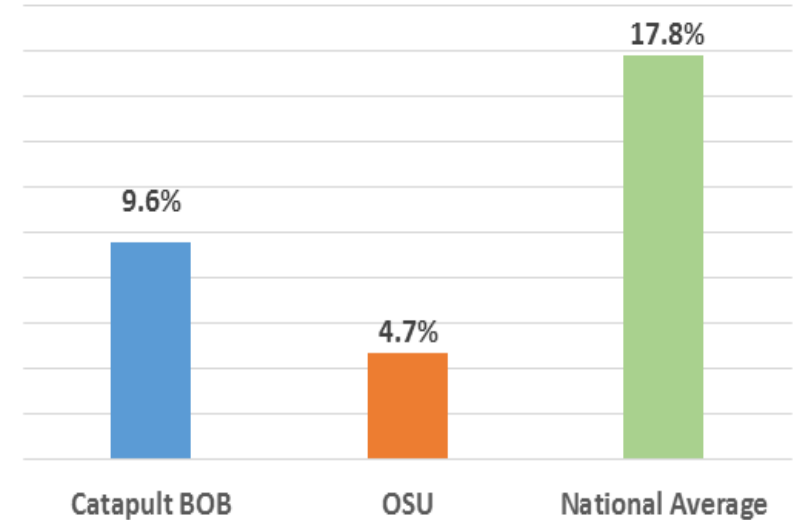


# Catapult

## Participants

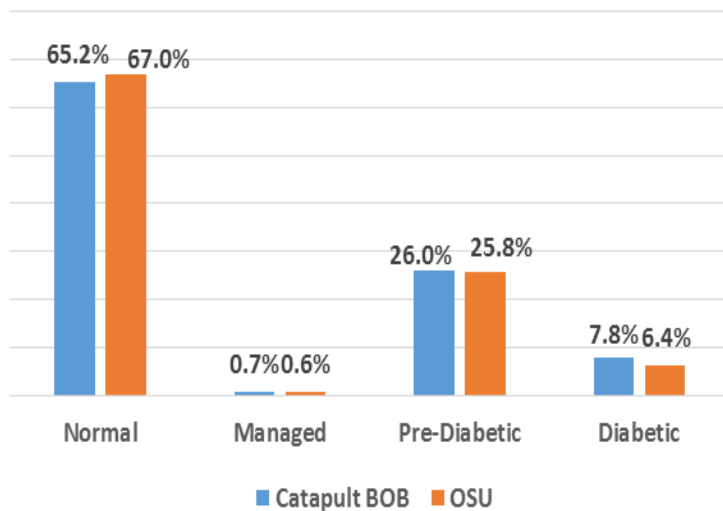


## Tobacco Users

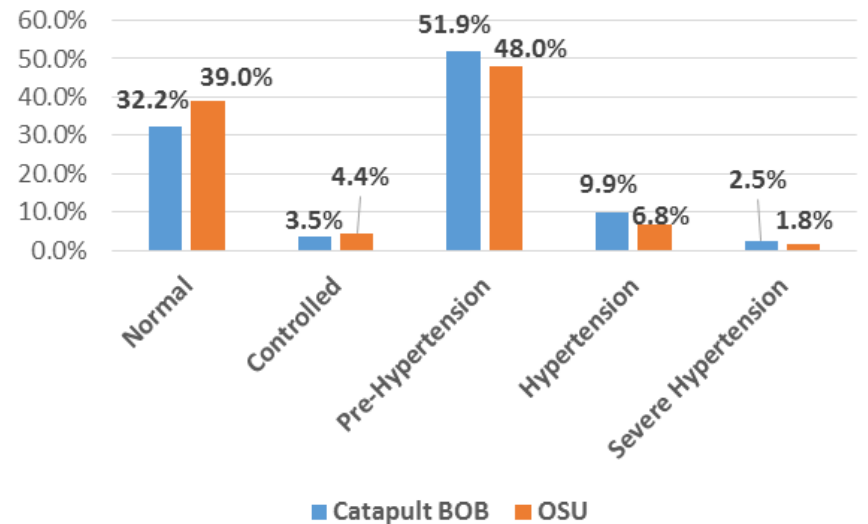


# Catapult

## Diabetes

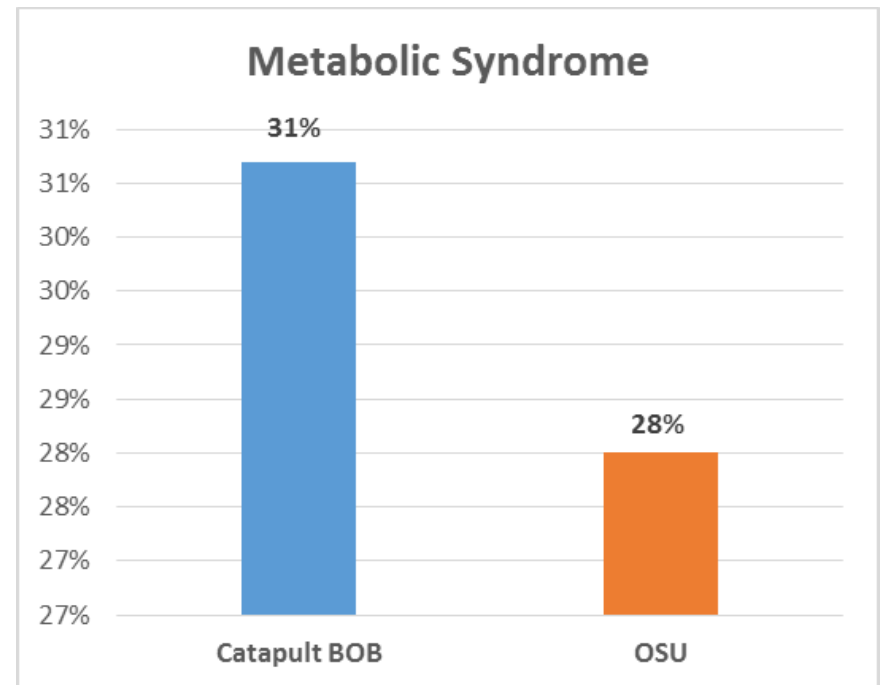
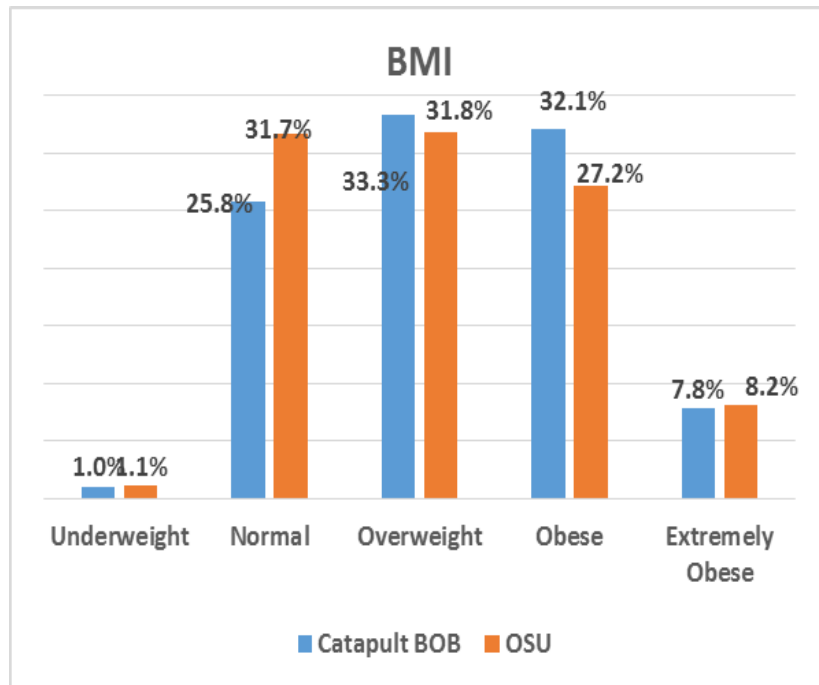


## Hypertension



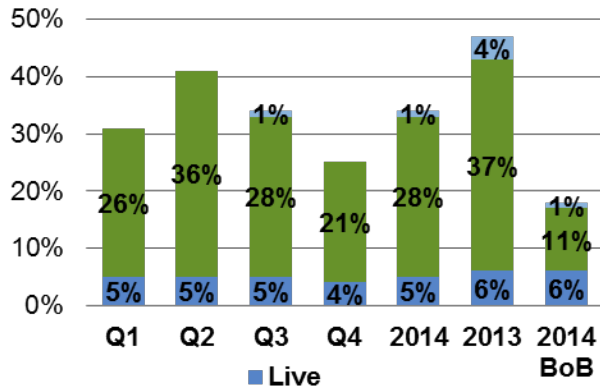
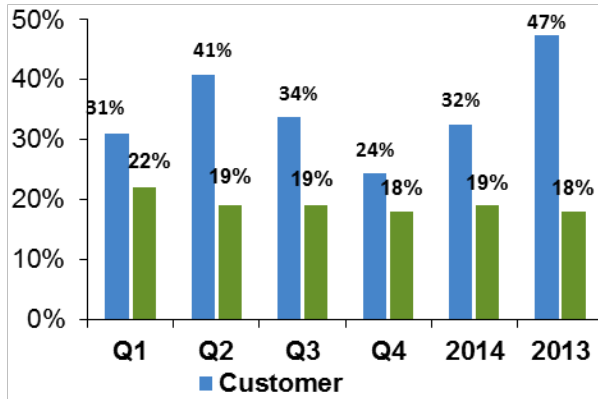


# Catapult



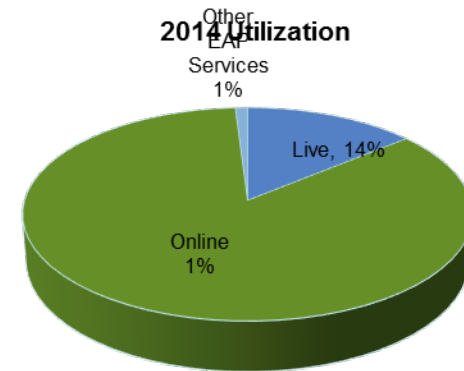
# ComPsych

## Participation Utilization



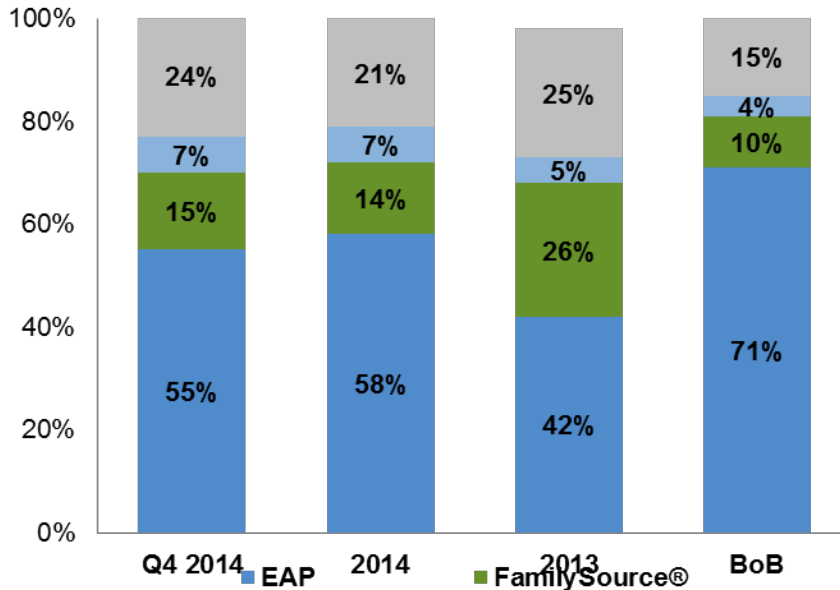
## Observations and Comments

- 1,942 total services in 2014 YTD
  - Live access – 280 cases (14%)
  - Online access – 1,648 actionable items (85%)
  - Other EAP services – 7 CISM debriefing participants & 7 training participants (1%)
- Book of Business (BoB) average – 19%
- Industry average (2014) – 19% (excluding Other EAP Services)



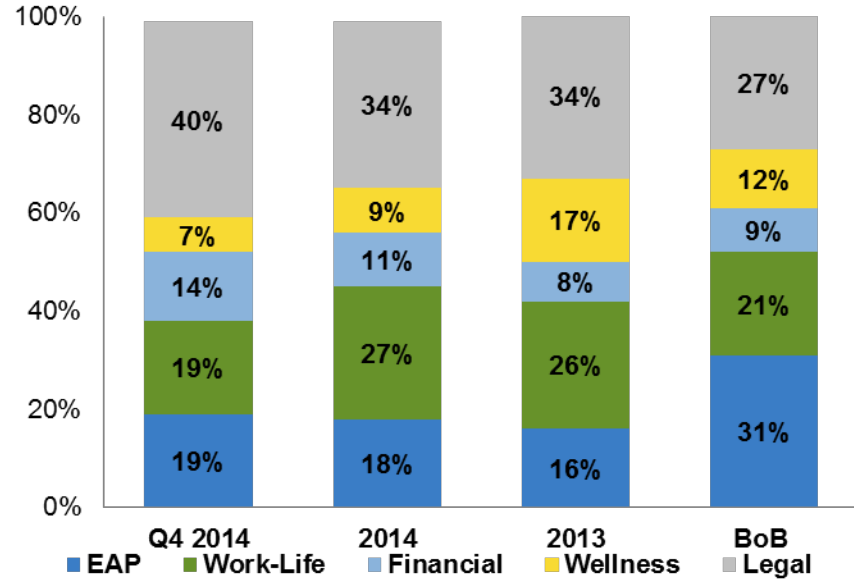
# ComPsych

## Service Access Points – Live Access



Live access to Financial, Legal and FamilySource services all exceed ComPsych's BoB. This shows that callers are aware that the program offers more than just counseling service.

## Service Access Points – Online Access



There is a solid distribution among the various online access points with Legal continuing to be the most popular topic.



# ***Long-Term Disability Centralization***

- Effective July 1, 2015
- Purpose
  - Consistency
  - Efficiency



# *Training*

- Learning Management System (LMS) Update
- No show = Bursar charges

**Cornerstone**  
ON DEMAND *Empowering People*



# **Administrative Professionals Day**

**Wednesday, April 22, 2015**

## **Developing Your Etiquette & Professionalism for Success**

***Rachel Wagner,  
Rachel Wagner Etiquette & Protocol***

**Lunch 12:00-1:00**

**Sponsored by: Human Resources  
Training Services**

***By Invitation Only***



***Human Resources***

# ***Applicant Tracking System (ATS)***

- New URL re-direct <https://talent.okstate.edu>
- Went Live in Cornerstone: March 2, 2015 – 120+ Job Openings
- Need to close positions in PeopleAdmin (PA) ASAP
  - Includes completing recruitment and hiring proposals
  - All positions in PA “on hold” April 13
  - All positions in PA “filled” by April 24

**Cornerstone**  
ON DEMAND Empowering People



***Human Resources***

# ***Applicant Tracking System (ATS)***

If position not filled in PA by April 24

Options:

1. Cancel listing in PA, post in Cornerstone, notify applicants (**RECOMMENDED METHOD**)
2. Manually track (print or save electronically) applicants from PA, list in Cornerstone, combine reports for EEO

*Cornerstone system training and user guides are available*

**Cornerstone**  
ON DEMAND Empowering People



**Human Resources**



# ***PeopleAdmin Job Openings (111 open positions system-wide)***

- Stillwater Campus
  - 20 open positions
  - 41 on hold positions
- DASNR Extension
  - 4 on hold positions
- Oklahoma City
  - 4 open positions
  - 4 on hold positions
- CHS
  - 6 open positions
  - 7 on hold positions
- Tulsa
  - 4 open positions
  - 4 on hold positions
- Okmulgee
  - 13 open positions
  - 4 on hold positions



# ***FMLA Centralization***

## Purpose:

- Compliance with federal regulations
- Consistent application
- Expert guidance to employees and supervisors
- Coordination of correspondence and documentation
- Confidentiality
- Reduce complex training; let HR do the heavy lifting



*Centralization requested by Staff Advisory Council*



# ***Department Responsibilities***

- Assist HR in determining if employee meets FMLA eligibility (time worked, previous FMLA time etc.)
- Track the FMLA leave (both intermittent and continuous leave)
- Submit EA's to document period of FMLA leave (continuous and intermittent)
- Notify HR if end of leave is approaching or if anything has changed such as the employee wanting off for a new FMLA reason or different times off than what was certified.
- Proper filing of any medical information to follow HIPAA guidelines. (no medical info in employee personnel folder, must be a separate file)



# ***FMLA Triggers***

- Inpatient care (hospitalization)
- 3 -5+ consecutive days of incapacity plus treatment
- Pregnancy/Prenatal care
- Chronic conditions (migraines, asthma, diabetes)
- Permanent & long term conditions (Alzheimer's, severe stroke)
- Multiple treatments: (chemotherapy, radiation, severe arthritis, physical therapy)
- Adoption or foster care
- Care for a family member
- Military leaves
- Workers compensation leave



# ***Supervisor Responsibilities***

- Cannot count FMLA leave against the employee – evaluations
- Cannot interfere with FMLA rights
- Cannot retaliate against the employee
- Cannot contact the medical provider
- Do be supportive for the employee
- Do assist them by sending them to HR
- Do work with the employee to create a plan together for covering their duties
- Relax and call HR

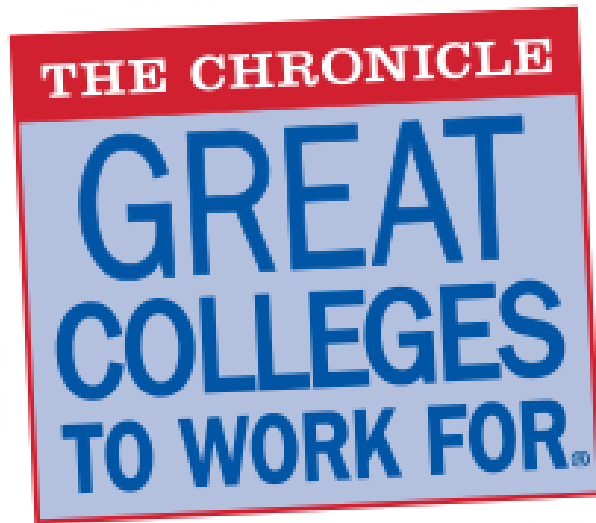


# ***Working Together***

- HR's goal is to be the heavy lifter and to work with the department to properly administer FMLA
- Training is available
- HR will also monitor leave utilization



# *We need your support*



14% Participation  
Currently

Faculty and Staff  
Engagement  
Survey  
600 Random  
Selection

Closes April 13



