CHILD LABOR LAWS
The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

14 and 15 year olds: Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7:00 a.m. and 9:00 p.m. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

16 and 17 year olds: Work must be in any nonhazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended.

Please note rules regarding nepotism apply to all employment types.

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

HR COMMUNICATIONS FORUM
The next Human Resources Communications Forum will be held June 17 at 10:00 a.m., in room 126 Institute of Teaching and Learning Excellence.

Your administrative officer/Human Resources Representative is invited to attend this meeting.

The primary goal of the Human Resources Communications Forum is to facilitate communication and enhance collaboration with regards to human resources across departments and divisions.

The regular agenda includes 30 minutes of information sharing/training. If time permits, the remaining 30+ minutes will entail an open dialog for HR representatives to collaborate with other departments/divisions, offer suggestions for improvement, and discuss current and emerging human resources issues.

OSU’S EMPLOYEE ASSISTANCE PROGRAM
If an employee needs help accessing OSU’s Employee Assistance Program benefits, provided by ComPsych, there are two ways to access the services:

1. Call 1-855-850-2397. The employee will speak to a counseling professional who will listen to his/her concerns and can guide him/her to the appropriate services required.

2. Visit GuidanceResources online at www.guidanceresources.com. Click the link for I am a first time user. Enter OKSTATEEAP as theWeb ID. The employee will then be able to create a userID and password.

DATES TO REMEMBER
New Employee Benefits Enrollment Schedule
Thursday, June 12, 2014
Call (405) 744-5449 to schedule a session
How to Retire Sessions
Thursday, June 26, 3:00 p.m. - 4:00 p.m.
106B Whitehurst
Call (405) 744-5449 to schedule a reservation
Mandatory Leave Day
Wednesday, December 31, 2014
OSHA GENERAL INDUSTRY TRAINING BEGINS IN JULY

OSU’s Environmental, Health and Safety Department is offering the OSHA General Industry Training beginning this July for all employees and faculty on the Stillwater campus.

The OSHA 10-hour General Industry Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon completion of the 10 training modules provided under this program, the attendees will be issued a card provided by Department of Labor. The cards, which are $100 of value, will be issued within 4-6 weeks at no cost to the employee or the department.

Each session will contain two modules and will be offered twice a month. To enroll, please view the course description online at http://hr.okstate.edu/training/seminar_descriptions#OSHA. You may enroll via this site or call Training Services at (405) 744-5374. Remem-

HUMAN RESOURCES NAMED A 2014 CERTIFIED HEALTHY DEPARTMENT

OSU Human Resources has been named a 2014 Certified Healthy Department! The program promotes wellness and health across campus in a variety of ways. Certification focuses on physical activity, mental health, stress management and nutrition. The program is part of America’s Healthiest Campus Initiative and is sponsored by the Seretean Wellness Center.

Congratulations to all departments that received this honorable designation! Together we strive to be America’s Healthiest Campus!

For more information, go to http://wellness.okstate.edu/healthiest-campus/certified-healthy-departments.

2014 TRAINING OPPORTUNITIES

June
3 Discover Your Strengths (Class full)
3 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
4&5 PowerPoint 2010 Level I (Day 1&2)
5 The Power of Perception: Successfully Changing How Others Perceive You
10&11 Word 2010 Level II (Day 1&2)
12 Information Security Awareness
17 Purchasing Card Training
17 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
18 HR Boot Camp
18 A Work of Art: Postal Plaza Gallery Tour (Exclusive to Advanced Leadership Program)
19 Working in the 17% Zone
19 Leaders in Gear

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.

SLEEP AND RELAXATION WORKSHOPS

This summer, University Counseling Services is offering two workshops helpful to your health and well-being. The workshops will be held in 320 Student Union. Registration is not required.

Getting the Most out of Your Sleep

Learn the basics of how sleep works and ways to improve the rest you get for the time you have to sleep as well as strategies for dealing with common sleep problems.

Monday 6/2 at 4:00 pm
Thursday 6/19 at 11:45 am
Monday 6/30 at 4:00 pm
Thursday 7/24 at 11:45 am

A Practical Introduction to Relaxation

Learn about ways to moderate the impact stress has on you and strategies for intentionally reducing your stress as well as experience a short relaxation exercise.

Monday 6/23 at 4:00 pm
Thursday 7/10 at 11:45 am
Monday 7/21 at 4:00 pm

HEALTHCARE FLEXIBLE SPENDING ACCOUNT SURVEY

Employees enrolled in a healthcare Flexible Spending Account (FSA) will receive a survey from Human Resources during the first week of June.

The survey asks for feedback on the recent “Use It or Lose It” rule for Healthcare FSAs which was amended last October. Companies must decide whether to allow employees to carry over up to $500 of Healthcare FSA balances remaining at the end of a plan year for later use or use the grace period which extends use of funds through March 15.