



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

January 2006

www.okstate.edu/osu_per/

FAMILY AND MEDICAL LEAVE ACT INFORMATION

The Family and Medical Leave Act of 1993 (FMLA) is a federal law which gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or to care for family members. Basically, it requires an employee receive up to 12 weeks of unpaid (or paid) leave each year for serious personal or family health conditions.

While FMLA sounds simple, administration of this leave requires careful attention to ensure provisions of the law and OSU policy are handled correctly. In accordance with possibilities in the law, OSU requires that all applicable paid leave be taken concurrently with an absence that qualifies for family medical leave. Family medical leave is concurrent with other paid leave; family medical leave does not occur after all other appropriate leave has been taken. Family medical leave must be taken if the qualifying conditions exists. An employee may not choose whether or not to take family medical leave. To avoid misunderstandings and possible problems in the future, it is essential that the employee be notified that the event qualifies for family medical leave even while s/he is still receiving pay (annual leave, sick leave, or comp leave). The notifica-

tion letter also informs the employee of other important information regarding his/her position and benefits. The letter also requests continuing medical certification every thirty days.

The most common forgotten aspect of family medical leave is that an absence resulting from an on-the-job accident or injury (workers' compensation) will probably be a qualifying event. In addition to filing notice of the claim with Broadspire (workers' compensation administrator), remember to consider family medical leave notification.

A sample form letter (*Employer Response to Employee Request for Family or Medical Leave*, provided by the federal government) is attached to Policy 3-0708, *Family and Medical Leave Act*, at www.okstate.edu/osu_per/policy_proced.htm.

Since OSU FMLA policy requires that sick and annual leave be taken concurrently, a notification of the family medical leave should be made when an employee is off work for more than five days due to an illness of their own or their immediate family member.

Contact HR Partner Services for assistance at (405) 744-7401.

FIRE! AND OTHER CATASTROPHES

OSU's policy on *Attendance and Leave for Staff* (3-0713) provides up to three days administrative leave for staff who suffer "...individual, personal misfortune as a result of an event such as fire, explosion, flood, or violent weather."

In light of the fire attacks in Oklahoma, we also ask that special consideration be given to employees whose homes are threatened by fire, through the use of annual leave, comp leave, or leave without pay, as necessary.

What's Inside:

- FMLA Information
- Fire! and Other Catastrophes
- Student Employee of the Year
- Advertisements for Vacant Positions
- Flexible Spending Online Accounts
- New Employee Orientation
- Administrative Seminars
- New or Updated Information on the Web

STUDENT EMPLOYEE OF THE YEAR

Do you have an outstanding student employee? It is time again to recognize the contributions our students make to the University!

Each spring, as part of National Student Employment Week, OSU chooses a *Student Employee of the Year*. This student is selected as someone who best embodies the contributions and achievements of students who work while attending college.

The contest is sponsored by the Office of Scholarships and Financial Aid and OSU Career Services in conjunction with the National Student Employment Association's (NSEA) National Student Employee of the Year contest. The OSU Student Employee of the Year will compete at the regional level and if successful will eventually compete nationally. The winner of the national contest will receive a \$500 dollar cash award presented by a NSEA representative at the students home campus.

Nomination materials and guidelines are available at www.okstate.edu/finaid/seoty. The nomination deadline is Monday, February 6, 2006.

Questions? Contact Chad Blew, (405) 744-7056, chad.blew@okstate.edu.

ADVERTISEMENTS FOR VACANT POSITIONS

Recently we have noticed several differences in the format of newspaper advertisements for vacant positions. Newspaper ads should state that applicants can apply for vacant OSU jobs online. The ad should also state that if applicants need assistance, they can go to Human Resources, 106 Whitehurst.

Suggested wording for an advertisement is as follows: *Apply online at jobs.okstate.edu, or for assistance go to Oklahoma State University Human Resources, 106 Whitehurst, Stillwater.* Please check for proper wording of the website address: jobs.okstate.edu. The proposed ad should be attached to the position when it is opened for recruitment.

If you open a position and do not place an ad, but at a later date decide to do so, please submit the ad to your HR Partner for review. They will then attach the ad to your listing as part of the permanent record.

FLEXIBLE SPENDING ON-LINE ACCOUNTS

It may have been brought to your attention that employees are experiencing difficulty creating an online flexible spending account with the new vendor, *Planned Benefit Systems* (PBS). This account allows the user to check the balance of their flexible spending account online at any time.

If an employee has enrolled in a flexible spending account for 2006, s/he should receive the MBI debit card in the mail with the employee's debit card number. The employee may want to access an online flexible spending account by going to www.mbicard.com and entering his/her new debit card number and social security number.

If the employee does not receive an MBI debit card, s/he should call MBI at 1-800-800-0133 to request a new card.

NEW EMPLOYEE ORIENTATION

The next *New Employee Orientation* is scheduled for Thursday, February 2. Please call Training Services, (405) 744-5374, to make a reservation for any new employees who have recently been hired. It is important for new employees to attend within the first month of their employment.

ADMINISTRATIVE SEMINARS

January 17	Purchasing Card Training
January 17	Sexual Harassment/Gender Discrimination Policy Training (Full)
January 26	Sexual Harassment/Gender Discrimination Policy Training (Full)
February 2	New Employee Orientation
February 2	Sexual Harassment/Gender Discrimination Policy Training (Full)
February 9	Financial Reporting System (FRS) and Purchasing

For more information, or to register, refer to your 2006 *Faculty and Staff Development Opportunities* brochure, or go to www.okstate.edu/osu_per/hr/staff_dvpt06.htm, or call Training Services, (405) 744-5374.

NEW OR UPDATED INFORMATION ON THE WEB

- **Holiday Schedule - schedule for fiscal year 2008-2009 has been added**
www.okstate.edu/osu_per/holidaysch.htm
- **2006 Retirement Information Meetings**
www.okstate.edu/osu_per/benefits/tiaamtgs2006.htm