



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2006

www.okstate.edu/osu_per/

CHILD LABOR LAWS

Some departments may wish to employ students during the summer who are under the age of eighteen (18). The Oklahoma Department of Labor has specific child labor laws that apply. Below is a brief overview.

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

Between June 1 and Labor Day, a student employee may work up to eight hours a day, 40 hours in

any one week, and only between the hours of 7am and 9pm. For every consecutive eight hours of work, the student employee must be given a one-hour rest period. For every five consecutive hours of work, the student employee must be given a one-half hour rest period.

16 and 17 year olds: Although not required, keeping a copy of a work permit (*Certificate of Age and Schooling*) on file is strongly recommended for documentation purposes. The 16 and 17-year age group may work at any time for unlimited hours in any non-hazardous position.

ATTACHMENTS TO ONLINE JOB ANNOUNCEMENTS

Some departments are encountering difficulty in requesting certain documents be attached to the job application. Specifically, some applicants are unable to attach transcripts which may require the ability to scan information. Therefore, in order not to disadvantage applicants who may not be proficient in this process, we suggest you modify the instructions on the job listing as follows:

If you require academic transcripts, indicate this requirement in the "Special Instructions" box and ask the applicant to attach or send by mail. Be sure to give mailing instructions. Then, indicate the transcript as "Optional" instead of "Required Applicant Documents".

Remember, if you have indicated the transcript is required (in the "Special Instructions" box), you must have a copy of the transcript before actively considering the applicant for the position.

HIRING OFFICIALS GUIDE

If you are having trouble using PeopleAdmin, there is a *Hiring Managers User's Guide* available on the PeopleAdmin site.

When you log in to PeopleAdmin, there is a link to the *Hiring Managers User's Guide* at the top of the screen.

This guide will give you step-by-step information on how to create position descriptions and job listings. It also guides you through the hiring process of how to view applications, change status of applicants and how to close the position.

What's Inside:

- *Child Labor Laws*
- *Attachments to Online Job Announcements*
- *Hiring Officials Guide*
- *OSU Retirement Criteria*
- *Newspaper and Online Job Announcements*
- *Administrative Seminars*
- *Annual Performance Evaluations*

OSU RETIREMENT CRITERIA

When completing Employment Actions forms for an employee who indicates s/he is “retiring,” please mark the action box for retirement only when the employee will be an “official” OSU Retiree. To be an OSU Retiree, you must meet the criteria below as of the last day of your continuous regular employment with OSU:

1. You are at least age 62 and have at least ten continuous regular years of service at OSU, or;
2. You worked at OSU for at least 25 years in a continuous regular appointment, no matter what your age, or;
3. You meet the OTRS guidelines for the “Rule of 80” or “Rule of 90” (age plus years of OTRS membership). “Rule of 80” applies to employees joining OTRS prior to July 1, 1992. For those joining OTRS after June 30, 1992, the “Rule of 90” applies.

If the employee does not meet the criteria above, please mark the action box for separation.

NEWSPAPER AND ONLINE JOB ANNOUNCEMENTS

Applicants can view OSU job announcements in several ways, including newspapers and online at jobs.okstate.edu. It is important that both newspaper announcements and online job announcements contain the same information about job duties and how to apply for the job.

Sometimes the newspaper advertisement provides more detail about the job duties than the online version. With this more detailed information, applicants are able to target cover letters and resumes differently than those without the more detailed information. In fairness to applicants, please make sure that the newspapers and other advertisements contain no more information about job duties and how to apply for the job than the OSU online listing. Advertisements should request that applicants apply online at jobs.okstate.edu.

An easy way to ensure that the job advertisement is not more informative than the online listing is to include the job advertisement information under the “Job Summary.”

Questions? Call Human Resources, (405) 744-5373.

ADMINISTRATIVE SEMINARS

April 21	HRS, Time Input and Confirmation
April 28	EA Forms and Payroll Sign-Up
May 2	Purchasing Card Training
May 4	New Employee Orientation
May 4	OSU Staff Pay Plan
May 5	Payroll Processing
May 12	EA Forms and Payroll Sign-Up
May 12	Payroll Accounting

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.

ANNUAL PERFORMANCE EVALUATIONS

Policy and Procedures 3-0741, *Performance Evaluation Program for Staff*, requires that each staff member receive a formal performance rating at least once each year.

A merit raise program for faculty and staff continues to be a high priority for President Schmidly should adequate funds become available during the FY2007 budget allocation cycle. If the decision is made to implement a program, the anticipated effective date will be July 1. As such, it is imperative that every effort be made to complete appraisals no later than Monday, May 15, so that current performance indicators are available if a merit raise program is implemented.

The performance evaluation process includes discussion with the employee and signatures of both supervisor and employee on the rating document. Each employee is entitled to receive a copy of his/her final evaluation. The Policy can be found at www.okstate.edu/osu_per/policy_proced.htm.

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NEW OR UPDATED INFORMATION ON THE WEB

- **Administrative Procedures**
Workers' Compensation Claim and Payment Procedures for Departments
www.okstate.edu/osu_per/benefits/infosheets.html