



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

June 2007

MINIMUM WAGE BILL PASSED

The Fair Minimum Wage Act of 2007 amending the Fair Labor Standards Act will progressively increase the federal minimum wage. The wage increase was added to the Iraq war funding bill.

As a result, effective July 24, 2007, the federal minimum wage will increase from \$5.15 per hour to \$5.85 per hour. Since all continuous regular employees currently earn at least \$6.25, the increase to \$5.85 will only affect students and temporary employees. More information regarding implementation of the increase for students and temporary employees will be sent to unit administrators shortly.

The second phase of the increase will be effective July 24, 2008, when the federal minimum wage will increase to \$6.55 per hour. The final phase will be effective July 24, 2009, when the federal minimum wage increases to \$7.25 per hour.

HEALTHCARE AND WELLNESS TASKFORCE

The HealthCare and Wellness Taskforce appointed by President David Schmidly last fall has continued to review and evaluate possibilities. A Request for Proposal for a healthcare insurance provider was issued and two viable responses were received.

The Taskforce continues to review the responses. While both represent some savings in premiums, there are always differences involved with making a change. For example, differences may exist in structure of premium categories, network providers, and prescription formularies.

Any changes to healthcare insurance would not be effective until January 1, 2008. More information will be communicated as it becomes available.

LETTERS OF OFFER

Human Resources has developed *Supervisor Notes Letters of Job Offer* - a reference sheet to assist hiring officials as they prepare letters confirming an offer of employment. This reference sheet can be found on the web at www.okstate.edu/osu_per/docfiles/admin-supervisor.htm.

The following information may help hiring officials better understand Retirement Plan Choices. The wording could also be added to all letters of offer.

Eligible OSU employees have 90 days from their hire date to make a one-time lifetime irrevocable election to join Oklahoma Teachers' Retirement System (OTRS) or join the OSU Alternate Retirement Plan. If no election is made, the new employee will be enrolled in OTRS.

If an employee elects to join the OSU Alternate Retirement Plan, OSU will contribute 11.5% of pay to TIAA-CREF. The Alternate Plan has a two year vesting requirement; if an employee leaves before the end of two years, all retirement contributions made by OSU will be returned to OSU.

Information is provided during benefits enrollment meetings to assist with the decision concerning which retirement plan would be of most value, or is best suited to an individual based on individual circumstances.

What's Inside:

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ZERO PAY ASSIGNMENTS

Please remember to enter zero pay assignments for continuous, regular employees who will not be working during the summer but will return to work in the fall. The zero pay assignment should be used to “fill the gap” between a spring and fall assignment. If the leave is at the request of OSU or a natural part of the work assignment, OSU will continue to pay benefits.

Please put a note in the *Remarks* section of the Employment Action (EA) form to that effect and highlight it so that processors can easily identify that OSU is to continue benefits. Benefits may be interrupted if an employee has a gap in service.

If the employee is separating, an online Separation EA is needed so that COBRA can be offered as an opportunity to continue certain benefit programs.

BENEFITS ELIGIBILITY REMINDERS

During the summer months, Employee Services receives calls about which faculty titles are eligible for benefits.

The following faculty titles are eligible for all benefits if hired in a continuous regular position of .75 FTE or greater: Professor, Associate Professor, Assistant Professor, and Instructor and the corresponding Clinical, Research, or Regents/Regents Service faculty; Lecturer, Endowed Chair; Scholar-Artist-Professional in Residence; Teaching Associate/Research Associate. These titles must carry appointments for at least six months and are Job Code A.

The titles of Intern, Post Doc Fellow, Resident, Visiting faculty, and Adjunct faculty are eligible for insurance and flexible benefits, but are not eligible for OSU paid retirement. They may participate in OTRS if employed in another school system and an OTRS member through that system. However, the individual must pay the member contribution. If a staff member has adjunct as a secondary title, s/he remains eligible for OSU paid retirement.

Questions? Call Employee Services, (405) 744-5449.

ADMINISTRATIVE/ COMPUTER SEMINARS

If you plan to attend any training seminars, please pre-register to ensure we have adequate space and materials.

Seminars

June 15	Payroll Accounting (Full)
June 21	Business Grammar and Proofreading
June 26	Purchasing Card Training
June 25	Airfare Training
July 10	Records Retention (Video conferenced to branch campuses)

Computer Training

June 12	HTML Introduction
June 12&13	Excel Level I
June 12&13	Word Level II
June 14	Outlook
June 14&15	Access Level II (Cancelled)
June 19&20	FOCUS
June 20&21	PowerPoint Level II
June 21	Introduction to Flash (Cancelled)
June 25&26	Access Level II (Full)
June 27&28	Excel Level II (Full)

For a description of the classes, go to www.okstate.edu/osu_per/hr/training.html

For more information, or to register, go to www.okstate.edu/osu_per/hr/staff_dvpt07.htm, or call Training Services, (405) 744-5374.

CORRECTIVE ACTION REQUIRED

Employees with performance reviews that are not satisfactory (less than a 3.0 on a scale of 1-5) are not eligible for an annual merit increase July 1. The unit is to establish formal corrective action (usually a performance improvement plan) for remedy of the deficiencies. The time frame for achieving satisfactory performance is usually no more than 90 days.

When the employee has corrected the performance deficiencies and is consistently performing satisfactorily, an increase may be given at that time.

HR partners are available to assist with the corrective action process. Contact your partner or call (405) 744-5373.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is Thursday, August 2, 8:30am to 11:30am. Send an e-mail to Training Services, osu-trng@okstate.edu or call (405) 744-5374.

It is important for new employees to attend within the first month of employment.