



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

February 2008

NEW FACES AND PLACES

Several new employees have recently started working in Human Resources:

Administration - May Huang - May pays bills, balances accounts, prepares requisitions, etc.

HR Partners - Tonishia Van Pelt - Tonishia recently transferred from Employee Services to become one of the Human Resource Partners.

Employee Services - Clifford Carlson - Clifford helps employees with benefit questions.

Training Services - Jenny Akin - Jenny recently transferred from Staffing Services to Training Services. She enrolls employees in training seminars and helps set up rooms for speakers, etc.

Benefits Technical - Becky Parker - Becky codes benefits for active employees.

Benefits Technical - Beth Frazier - Beth handles coding of retiree benefits and COBRA billing.

Benefits Technical - Scott Hedrick - Scott codes benefits, handles coding of tax-deferred annuities and runs special reports.

Stop by 106 Whitehurst and say hello!

DATES TO REMEMBER

New Employee Orientation

Thursday, March 6

8:30am - 11:30am, 412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions

3:00pm - 4:00pm, 106B Whitehurst

Thursday, February 28

Thursday, March 27

Thursday, April 24

No reservation is necessary

Employee Benefits Enrollment Schedule

106B Whitehurst

Tuesday, February 19, 2:00pm - 4:30pm

Wednesday, February 27, 9:00am - 11:30am

Tuesday, March 4, 2:00pm - 4:30pm

Call (405) 744-5449 to schedule a session

ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, *Performance Evaluation Program for Staff*, requires that each staff member receive a formal performance review at least once each year. The policy is applicable to all continuous, regular employed staff, regardless of FTE.

Each staff member is rated by his/her immediate supervisor and all ratings are reviewed and approved by a higher level supervisor than the one who prepared the rating. The immediate supervisor performing the rating must be familiar with the performance of the staff member during a major portion of the rating period.

The performance review process includes discussion with the employee and signatures of both supervisors and employee on the document. Each employee is entitled to receive a copy of his/her final evaluation.

The written results of an evaluation, including supervisor and employee signatures and any statements, are retained by the department.

The Policy can be found at <http://hr.okstate.edu> - click on *Policies and Procedures*.

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

What's Inside:

- New Faces and Places
- Dates to Remember
- Annual Performance Review
- FMLA Changes
- Sick Leave Reinstatement
- Admin/Computer Seminars
- Minimum Wage Increases July 24, 2008

FAMILY MEDICAL LEAVE ACT CHANGES

President Bush recently signed into law an expansion of the *Family and Medical Leave Act* (FMLA). Under the new law, FMLA-eligible employees will be entitled to the following:

- Up to 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any “qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

This portion of the law is pending additional clarification from the Department of Labor.

- Up to 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active duty that may render the person unable to perform the duties of the member’s office, grade, rank or rating. This portion of the law is effective as of January 28, 2008.

The FMLA Policy and Procedure is on the web, <http://hr.okstate.edu> - click on *Policies and Procedures*.

SICK LEAVE REINSTATEMENT

If your department hires an employee who separated from the University less than six months ago, the department head may authorize reinstatement of prior sick leave accrual up to a maximum of 80 hours.

If the employee is rehired within one month, the continuous employment date should not show a break in service and the entire sick leave accrual would be reinstated.

Check the balance on HRS screen 46 to be sure it reflects the correct amount upon hiring an employee who is on HRS. Submit a Leave Correction if necessary. Leave accrual is not removed during the separation process.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

Seminars

February 20	Purchasing Card Training
February 20	Airfare and Lodging Training
February 20	Travel Vouchers
February 22	EA Forms and Payroll Signup
February 26	Grants.gov and eRA
February 26	Fixed Assets
February 27	Disbursements
February 28	Understanding OMB Circular A-21
February 28	Information Security Awareness

Computer Training

February 19	Outlook Training
February 20&21	Access Level 1 (Day 1 and 2)
February 26&27	Word Level 3 (Day 1 and 2)
February 27&28	Excel Level 1 (Day 1 and 2)
March 3	Publisher Training
March 4&5	PowerPoint Level 1 (Day 1 and 2)
March 6	Introduction to Computing at OSU
March 6&7	Access Level 2 (Day 1 and 2)

For a description of the classes, go to <http://hr.okstate.edu>. For more information, or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374 for reservations.

MINIMUM WAGE INCREASES JULY 24, 2008

Federal minimum wage will increase to \$6.55 per hour effective July 24, 2008. This is the second increase as a result of the Fair Minimum Wage Act of 2007 to progressively increase the federal minimum wage.

Since all continuous, regular employees currently earn at least \$6.75, the increase to \$6.55 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 prior to 2009 budget preparation.

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