



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

February 2009

Human Resources

<http://hr.okstate.edu>

PERFORMANCE EVALUATION PROGRAM FOR STAFF

As employees, we all want to know what we are supposed to be doing and how well we are doing it. While consistent communications with employees regarding performance is preferred, OSU does require that each staff member have a formal performance review at least once a year.

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.

MINIMUM WAGE INCREASES JULY 24, 2008

Federal minimum wage will increase to \$7.25 per hour effective July 24, 2009. This is the third and final increase as a result of the Fair Minimum Wage Act of 2007.

Since most continuous, regular employees currently earn at least \$7.25, the increase to \$7.25 will only mainly affect students and temporary employees. More information regarding implementation of the increase will be sent to unit administrators prior to 2010 budget preparation.

SICK LEAVE REINSTATEMENT

If your department hires an employee who separated from OSU 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 hired 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.

What's Inside:

- Performance Evaluation Program for Staff
- Minimum Wage Increases July 24
- Sick Leave Reinstatement
- Employee Benefit Enrollment Now Online
- New Employee Orientation
- Dates to Remember
- Admin/Computer Seminars
- Employee Benefits Enrollment Schedule

NEW EMPLOYEE BENEFIT ENROLLMENT NOW AVAILABLE ONLINE

New hires now have the opportunity to view the enrollment presentation online rather than come to a new hire session. The Human Resources web page has a new link "Benefit Information" that takes you to a page of buttons regarding each benefit program. The first button is "New Employees" which offers "New Employee Benefit Enrollment Presentation" which consists of two videos that cover everything offered in the enrollment session. Within "New Employees" there is the list of necessary forms that can be downloaded.

Employees will still need to complete the forms and submit them to Employee Services prior to the end of their first 30 days of employment. The Employee Services representatives will be glad to answer any questions the employee may have after watching the videos and starting to fill out their forms.

This is an excellent alternative for people who were unable to attend an enrollment session in Human Resources or for those who may want a quick reference to review the plans prior to making a decision.

NEW EMPLOYEE ORIENTATION

The next session of New Employee Orientation is Thursday, March 5, 1:30pm - 4:30pm, 416 Student Union. 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.

DATES TO REMEMBER

New Employee Orientation

Thursday, March 5, 1:30-4:30pm

416 Student Union

e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions

Thursday, March 26, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule

February 26, 9:00-11:30am

March 4, 2:00-4:30pm

March 12, 9:00-11:30am

106B Whitehurst

Call (405) 744-5449 to schedule a session

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register to ensure we have adequate space and materials.

February Administrative Seminars

- 26 Outlook 2007 Level 2
- 25 Fundamentals of Supervision
- 26 Purchasing Card Training
- 26 Airfare and Lodging Training
- 26 Information Security Awareness

March Administrative Seminars

- 3 How to Hire International Employees
- 3 Monthly Accounting Reports - FBM
- 3 Online Requisition Training
- 4 OSU Staff Pay Plan
- 4 Hiring Without a Hitch
- 5 New Employee Orientation
- 6 Payroll Processing
- 10 Fraud and Internal Control Issues
- 11 General University Budget Information
- 12 Grant Budgeting Basics
- 12 Sexual Harassment/Gender Discrimination Policy Training
- 13 HRS, Time Input and Confirmation

February Computer

- 23 Outlook 2007 Level 2
- 24 PowerPoint 2007 Level 2
- 25 Access 2007 Level 3

March Computer

- 3 Word 2007 Formatting
- 3 HTML Introduction
- 3&4 PowerPoint 2003 Level 2 (Day 1&2)
- 6 Introduction to Computing at OSU
- 9 Publisher 2007
- 10 Access 2007 New Features
- 11 Excel 2007 Level 1
- 12 Basic Personal Computer Introduction

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.

EMPLOYEE BENEFITS ENROLLMENT SCHEDULE

Call Employee Services to schedule a benefits enrollment session, (405) 744-5449.

To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

Enrollment sessions are held in 106B Whitehurst and are scheduled as follows:

February 26, 9:00-11:30am

March 4, 2:00-4:30pm

March 12, 9:00-11:30am