



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November/December 2010

What's Inside:

- Workers' Compensation Policy #3-0770
- Online W-2
- Lactation Room in Whitehurst
- Holiday Pay
- Background Check Changes
- Use Web for Employees to Verify 2011 Benefits
- 403(b) and 457(b) Contributions for 2011
- Thanks for Your Support
- Training Opportunities

WORKERS' COMPENSATION POLICY #3-0770

The Workers' Compensation policy (#3-0770) has been revised to more closely align with Oklahoma law regarding benefits provided through the Workers' Compensation Court system. Effective for all workers' compensation claims filed on or after January 1, 2011, the following policy changes will impact administration of employee leave use and payment as well as medical treatment provided.

- Treatment for all work-related injuries and/or illnesses will be provided at designated medical providers. For the OSU-Stillwater campus and surrounding area, University Health Services (UHS) will provide initial treatment for non-emergency job-related illness or injury. For areas outside of the Stillwater area, campuses may designate a medical provider for treatment.
- The first three days of absence due to a work-related injury or illness will be paid through use of the employee's accrued leave bank. In cases where no leave is available, the employee will be provided an approved leave of absence without pay. The appropriate online EA should be processed.
- Payment through Broadspire (our third party administrator) for intermittent absences de-

finied as temporary partial disability (TPD) will be capped at 80% of the employee's average weekly wage. Accrued leave may be used.

Example: An OSU employee is injured at work. His average weekly wage is calculated by Broadspire as \$500 per week. He is able to return to work but must attend sporadic doctors' appointments. During one week, he works Monday through Thursday and takes off on Friday for multiple workers' compensation-related doctors' appointments. He has earned \$400 for the week from OSU which equals 80% of his average weekly wage; therefore, no payment will be provided by Broadspire. The employee may use 8 hours of accrued leave to receive payment for Friday or take 8 hours of approved leave without pay.

Claims filed prior to January 1, 2011, will not be impacted by the above policy changes. To assist units in tracking hours worked and leave taken during the workers' compensation process, forms are available at <http://hr.okstate.edu/benefits/workcomp.php>. Additional training will be available in the Spring. Questions? E-mail workerscomp@okstate.edu or contact Christa Louthan at (405) 744-7420.

ONLINE W-2

As we approach the end of the calendar year, employees may wish to consider electing the online method to receive Form W-2. Employees can review the online W-2 document at www.vpaf.okstate.edu/PayrollServices/Documents/FY11/Online_Form_W-2_Notification_3.doc.

LACTATION ROOM IN WHITEHURST

A lounge for nursing mothers has been completed on the third floor of Whitehurst, room 300A. OSU is looking for an additional four to five rooms on campus that can be used for the same purpose. If you have suggestions, please contact Jimmie Feher, jimmie.feher@okstate.edu, (405) 744-7420.

HOLIDAY PAY

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays. A non-exempt employee who works on December 25 must be paid one and one-half times for the time worked, plus time for the holiday. If a non-exempt employee works on a holiday other than December 25, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate.

Exempt employees receive comparable time off if required to work during University holidays. The University Holidays policy can be found on the web, <http://hr.okstate.edu>.

If your area/department is modifying the holiday schedule in order to provide essential activities which cannot be discontinued without adverse effects, the exception must be approved by the appropriate vice president and notice of approved substitute holidays filed with the Office of University Human Resources.

BACKGROUND CHECK CHANGES

As discussed in the last Administrative Officer's meeting, beginning January 1, 2011, Human Resources will conduct background checks on all final candidates for open positions. Advantages for conducting checks in this manner include a more standardized, streamlined process on hiring decisions; reduced liability; and substantial cost savings.

There will be no delay in the hiring process as an offer of employment can be made "contingent upon successful completion of a background check".

Additional information will be provided at the January Administrative Officers Meeting.

THANKS FOR YOUR SUPPORT !

As 2010 comes to an end, Human Resources would like to thank all of you. We are fortunate to interact with many professional, knowledgeable and helpful staff and faculty who help keep things running smoothly at OSU. You make our jobs much easier and we appreciate all that you do.

We wish everyone a happy and safe holiday season!

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

December

2	New Employee Orientation
2	Supervisory Sexual Harassment Awareness
7	Information Security Awareness
9	OSU Policies: Attendance and Leave
9	Managing for Success
9	Purchasing Card Training
15	Intellectual Property Basics
15	Purchasing Card Training
21	Purchasing Card Training

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter, and LinkedIn.

USE WEB FOR EMPLOYEES TO VERIFY 2011 BENEFITS

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify 2011 benefits coverage online at their convenience.

After an employee logs in to *Web for Employees*, click on the *Confirmation of Benefits* tab then select *Annual Election Benefits Report*.

If an employee finds an error, s/he should contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

Paper *Confirmation of Benefits Statements* will not be mailed this year. Please encourage employees to use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online at their convenience.

403(B) AND 457(B) CONTRIBUTIONS FOR CALENDAR YEAR 2011

The calendar year 2011 maximum contribution limits for the supplemental 403(b) TDA plan and the supplemental 457(b) plan are the same as 2010, being \$16,500. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$5,500 (\$22,000 total) provided they have adequate OSU compensation. Minimum contributions are \$15 per month.

For more information, including a current listing of available vendors for each plan, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

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