



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

May 2011

### What's Inside:

- Confidentiality Care
- Staff Appreciation Day Picnic
- Benefits During the Summer
- Handling Employee Time Off
- Dates to Remember
- Training Opportunities

### CONFIDENTIALITY CARE

We all are entitled to privacy and courtesy, but many times they are difficult to achieve. Information is often entrusted to us or we entrust information to others and then find what was intended for a special audience is now being openly repeated. Such lapses are often not intentional, but can serve as a reminder that we all need to protect information and not take privacy for granted. This is extremely important when we are dealing with employee records and employee information.

Leave is one area that is sensitive to many people. Whether it is annual leave, sick leave, or family medical leave, the specifics should not be public information. Some individuals are very sensitive about medical or family conditions – specifics should never be shared unless there is a bonafide business need to know. And that restriction just eliminated about everyone. It is sufficient to say the individual is on leave – no reason is warranted or necessary.

If you have an individual who does not want medical information shared with the department, the information can be sent to University Human Resources. As a safeguard, only specific, pertinent information will be shared with the department. The documentation will not become a part of the department's files.

Being overly cautious is the safest way to protect privacy.

### BENEFITS DURING THE SUMMER

Employee benefits may continue during the summer, even if the employee is without a paycheck. Premiums normally deducted from the employee's paycheck will be billed to his/her Bursar account. Employees enrolled in BlueChoice, BlueOptions, or family BlueEdge have a deduction so be sure to review premiums ahead of time.

OSU Human Resources has made some procedural changes to better ensure premiums are paid appropriately. Beginning 2011, full payment is due for all insurance premiums by the end of the month as billed by the Bursar. As in the past, if premiums are not paid by the 15th of the month, finance charges may be added to the employee's Bursar account. If premiums are not paid by the end of the month, all insurance coverage will be cancelled.

The employee will continue to receive Bursar statements at the beginning of each month via email, as the OSU Bursar no longer mails out paper bills. The employee can log in to check his/her account and/or pay bills online at <https://bursar.okstate.edu/Login.aspx>. OSU Human Resources will also send the employee a reminder letter if s/he still has insurance premiums due on his/her Bursar account after the 15th of each month.

Please make sure the employee has a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

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

### Staff Appreciation Picnic

Thursday, May 19, 11:30 a.m. - 1:30 p.m.  
Boone Pickens Stadium, SW Corner, Gates 2 & 7

## HANDLING EMPLOYEE TIME OFF

OSU provides employees with a generous amount of leave, including annual and sick leave. Leave provided is designed to allow ample opportunity for rest and relaxation and to handle other personal matters. The following information is being provided to assist in handling employee time off.

Sick leave is not intended for, or to be used as, “vacation time” or other absence from work. It is to be used for the purpose of an absence from assigned duty with pay and as a pay protection plan to assist an employee when illness or injury occur for a qualifying family member or for the employee. The unit administrator may require the staff member to furnish certification of illness or disabling injury.

The federal Family and Medical Leave Act (FMLA) provides certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members. FMLA leave is to be used concurrently with any available paid leave and should be implemented at the time the employee goes off work for a qualifying event. A qualifying event includes birth and care of a child or placement of a child for adoption for foster care; to care for a family member with a serious health condition; or, an employee’s own serious health condition, which includes a work related injury. FMLA may be used for exigent circumstances related to military leave or serious health conditions as a result of service to the military. Medical documentation must be provided by the employee to confirm the justification for the leave.

If an employee utilizes all available paid leave, s/he must request personal leave without pay. This request must be made in writing and given to the supervisor. The request will be considered on an individual basis and generally will not exceed six months. Authorization shall be based on department and employee needs, on the employee’s plan to return to the job, and on availability of funds to return. All accrued leave accumulation must be exhausted before personal leave without pay begins.

Regular attendance is a normal expectation of every position at the University. All employees are expected to be in compliance with leave policies. All supervisors are expected to apply the appropriate policies applicable to the specific situation.

Questions? Contact HR Partner Services, (405) 744-5373.

## TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

### May

19 Ways to Wow ‘Em: Presentation Skills  
19 Safety is Everybody’s Business  
19 Building Interpersonal Skills  
24 Avoiding Payroll Overpayments  
24 Excel 2007 Level 2 (Day 1)  
24 Gender Discrimination Policy Training  
24 PowerPoint 2007 Level 2 (Day 1)  
24 Coaching for Improved Performance  
25 Information Security Awareness  
25 AIRS Overview  
25 Purchasing Card Training  
26 Excel 2007 Level 2 (Day 2)  
26 Leaders in Gear **NEW!**  
26 PowerPoint 2007 Level 2 (Day 2)  
26 Get Your Teams in Gear **NEW!**

### June

1 Word 2007 Level 2 (Day 1)  
1 Basic Personal Computer Introduction  
1 Introduction to Computing at OSU  
2 New Employee Orientation  
3 Word 2007 Level 2 (Day 2)  
3 Bridging from Office 2003 to 2007  
7 Access 2007 Level 1 (Day 1)  
7 Outlook 2007 Level 1 (Day 2)  
8 It’s the Objective that Counts **NEW!**  
8 Fundamentals of OSU Jobs  
9 Access 2007 Level 1 (Day 2)  
9 Outlook 2007 Level 1 (Day 2)  
14 Becoming Socially Orange: Taking the Plunge  
15 PowerPoint 2007 Level 1 (Day 1)  
15 E-mail Etiquette  
15 Excel 2007 Level 1 (Day 1)  
15 Grammar and Proofreading for Business Communication

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.

## DATES TO REMEMBER

### New Employee Orientation

**Thursday, June 2**, 8:30 a.m. - 11:30 a.m.  
102 Advanced Technology Research Center  
e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

### New Employee Benefits Enrollment Schedule

**Thursday, May 26** 9:00 a.m. - 11:30 a.m.  
**Tuesday, June 7**, 9:00 a.m. - 11:30 a.m.  
106B Whitehurst  
Call (405) 744-5449 to schedule a session

### How to Retire Sessions

**Thursday, May 25**, 3:00 p.m. - 4:00 p.m.  
106B Whitehurst  
Call (405) 744-5449 to schedule a reservation