



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

## Human Resources

<http://hr.okstate.edu>

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June 2011

### CHILD LABOR LAWS

The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

**14 and 15 year olds:** Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7:00 a.m. and 9:00 p.m. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

**16 and 17 year olds:** Work must be in any non-hazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended. Please note rules regarding nepotism apply to all employment types.

For more information, please contact your HR Partner, (405) 744-5373.

### USE APPROPRIATE SEPARATION CODES

It is important to use the correct separation code when separating faculty and staff (continuous, regular employees) from OSU. The correct separation code properly terminates pay and benefits and provides employees with notices required by federal regulations, such as COBRA.

Separation codes are listed in the Employment Action (EA) Form Guide, available for download at <http://vpaf.okstate.edu/PayrollServices/Download-GuidesAndForms.htm>.

Code	Reason
<b>Voluntary Separation Codes</b>	
110	Accepted other employment
111	Job dissatisfaction
112	Domestic duties or pregnancy
113	Attend school full time
114	Failure to report for work
115	Personal reasons
116	Poor health
117	Resignation while on layoff
118	Mutually satisfactory release
119	Moving to a new location
<b>Involuntary Separation Codes</b>	
230	Abandoned position
231	Inaptitude for job
232	Chronic absenteeism or tardiness
233	Expired layoff rights
234	Unsatisfactory performance
235	Physical or mental impairment
236	Involuntary - other
237	Dismissed for cause
238	Dismissed without prejudice
239	Dismissed due to reduction in staff
240	Layoff
241	Expiration of funding
<b>Other Codes</b>	
351	End of appointment
460	Regular retirement
461	OTRS/other retirement (not used by OSU)
510	Death

### DATES TO REMEMBER

#### New Employee Orientation

Thursday, July 28, 8:30 a.m. - 11:30 a.m.

e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

#### New Employee Benefits Enrollment Schedule

Tuesday, June 28, 9:00 a.m. - 11:30 a.m.

Thursday, July 7, 2:00 p.m. - 4:30 p.m.

Wednesday, July 13, 2:00 p.m. - 4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, June 30, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

## REVISED LONG-TERM DISABILITY POLICY AND PROCEDURE

Policy and Procedure 3-0750, *Long-Term Disability*, was recently updated and can be found online at [http://hr.okstate.edu/policy\\_proced.php](http://hr.okstate.edu/policy_proced.php).

The policy was revised to include plan changes for claims filed as of January 1, 2011:

- 7% of pay will be contributed to a TIAA-CREF retirement fund, with no payment made during the first year of disability.
- Mental or nervous diagnosis will be limited to two years of benefit payments unless otherwise qualified through physical disabilities.
- New employees will be offered the 50% and 60% coverage options.
- During the six-month elimination period, employees will continue to use accrued sick, compensatory time and annual leave and then, if leave accumulation is exhausted, receive pay at the same level as their LTD insurance election, 50%, 60%, or 70%.
- The OSU job guarantee will be limited to the elimination period of six months.

## DEPARTMENT OF EDUCATION INCENTIVE COMPENSATION REGULATIONS

The Department of Education's (DOE) Incentive Compensation Regulations go into effect on July 1, 2011. The intent of these new rules is to curb abusive conduct by post-secondary schools which reward recruiters, and those engaged in recruitment activities, for enrolling students and obtaining financial aid for them. Some institutions are viewed to have done so without regard to the likelihood of student success or enrollment in appropriate programs, with financial advantage to the institution being the only concern. While these abuses are mostly noted at for-profit schools, the regulations apply equally to both for-profit and nonprofit institutions.

Essentially, the regulations prohibit incentive compensation based directly or indirectly on success in securing enrollments or in the awarding of financial aid, and apply to any university employee or third-party engaged in admission or financial aid activities, as well as high-level employees with responsibility over these areas. Based upon the wording and intent of this regulation, it is possible that areas beyond admissions and financial aid will be impacted, it has been noted that some universities are reviewing areas such as athletic, executive, and faculty incentives and performance metrics to ensure compliance with the DOE regulation.

OSU Human Resources, 106 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-5373

## TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

### June

- 23 Access 2007 Level 2 (Day 2)
- 23 Problem Solving and Strategic Thinking - NEW
- 23 Outlook 2007 Level 2 (Day 2)
- 23 Thinking Outside the Boundaries - NEW
- 29 PowerPoint 2007 Level 2 (Day 1)
- 29 Excel 2007 Level 2 (Day 1)

### July

- 1 PowerPoint 2007 Level 2 (Day 2)
- 1 Excel 2007 Level 2 (Day 2)
- 7 Disability Etiquette
- 7 Records Retention: You Can't Throw that Away, Can You?
- 13 Avoiding Litigation Landmines
- 14 Violence Prevention in the Workplace

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.

## INFORMATION FOR NEW HIRE/PAYROLL DOCUMENTS

With the summer here and fall semester fast approaching, please remember to send all New Hire packets directly to Human Resources, 106 Whitehurst, as soon as possible. Please make sure that all forms are complete as incomplete forms may be returned to the department, thus causing a possible delay in access to the OSU system or delay in pay.

There have been some changes to the E-Verify system involving documents used for verification. E-Verify will now collect driver's license information for employees who present a state-issued driver's license as a "List B" document. Departments that select driver's license will also be asked to select State that issued the driver's license.

Since forms are now being scanned into the employees' official file, there is no need to retain any copies of documents in the department. Please note that documents with Social Security Numbers are never to be kept in departments due to liability issues. If you have any questions regarding storage of any documents in your area, please call Human Resources at (405) 744-5373.

**[www.bcbsok.com/osu](http://www.bcbsok.com/osu)**  
**BlueCross BlueShield of Oklahoma**  
**Website for OSU Employees**