



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

December 2011

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2012 TRAINING OPPORTUNITIES

Are you new to OSU? Or have you been here more years than you can remember?! Either way, Human Resources/Training Services offers Training Certificate Programs to suit your needs!

Ambassador Program

Designed to meet the development needs of front-line employees who serve as Ambassadors for Oklahoma State University.

Certificate of Continued Development

Developed to recognize those Ambassador graduates who take the initiative to continue learning through additional training.

Leadership Development Program

An innovative program designed to enhance the supervisory skills of managers, supervisors, administrative personnel, and those who aspire to be supervisors at OSU.

Advanced Leadership Program

Available to graduates of the LDP who wish to refresh, enhance, and deepen their leadership skills.

HR Star Program

Four comprehensive courses designed to help navigate through the Human Resource System (HRS).

General Workout for Fiscally Fit Program

Provides new and prospective administrative support staff with information to manage fiscal functions in the office environment.

Strength Training for Fiscally Fit Program:

A continuing program available only to graduates of the General Workout for Fiscally Fit Program. The program was designed to keep fiscal officers current on specific fiscal responsibilities.

For more information, including a listing of available classes for each program, go to <http://hr.okstate.edu/hr/training/certificate.php>. Questions? Call Training Services, (405) 744-5374.

OSU PHASED RETIREMENT PROGRAM

The OSU/A&M Board of Regents approved the request to continue the OSU Phased Retirement Program. The program allows tenured faculty who meet the age requirement for full social security benefits within one year of retirement, and who meet OSU's retirement criteria, to work half-time for as many as two years after they retire. About 110 faculty members are eligible for this program.

Letters are being mailed to home addresses of employees who meet the requirements of the program, with a copy to the respective deans and department heads.

The formal documents are online at <http://hr.okstate.edu/benefits/retire.php>.

CHRONICLE OF HIGHER EDUCATION SURVEY RESULTS

Oklahoma State University strives to be an *Employer of Choice* in higher education. For the past two years, a random sampling of OSU employees have been asked to participate in a *Chronicle of Higher Education Great Colleges to Work For* survey. Areas of focus include job satisfaction/support, teaching environment, compensation, benefits, work/life balance, communication, collaboration, respect and appreciation, and more.

In early 2012, Human Resources will put together some focus groups to review a summary of the results of the last survey. More information about the focus groups will be made available in January 2012.

If you would like to be considered for participation in one of the focus groups, please send an e-mail to Christa Louthan, christa.louthan@okstate.edu, (405) 744-7420.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous, regular appointment of at least six months (at least .75 FTE) should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

New employees may need to elect COBRA from previous health insurance until OSU insurance starts.

To schedule a benefits enrollment session, (see schedule below), call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

MANDATORY LEAVE DAY

When processing payroll, please remember Friday, December 30 is a mandatory leave day. Employees who have insufficient annual leave to cover this absence will incur leave without pay for this mandatory leave day only. An employee in his/her 90-day orientation period may use accrued annual leave.

OSU Policy and Procedure Letter 3-0709, University Holidays, can be found on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

DATES TO REMEMBER

New Employee Orientation

Thursday, February 2, 8:30 a.m. - 11:30 a.m.
e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Thursday, January 5, 2:00 p.m. - 4:30 p.m.

Tuesday, January 10, 9:00 - 11:30 a.m.

Thursday, January 19, 2:00 p.m. - 4:30 p.m.
106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, January 26, 3:00 p.m. - 4:00 p.m.
106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

December

- 20 Purchasing Card Training
- 20 Information Security Awareness
- 20 Sexual Harassment Policy Training

January

- 11 Information Security Awareness
- 18 Sexual Harassment Policy Training
- 18 Purchasing Card Training
- 19 Information Security Awareness
- 25 HR and the Law: Federal Laws and Supervisory Responsibilities
- 25 HR and the Law: The Employment Relationship
- 26 The University Culture
- 26 The Student Perspective: Why We Are Here

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.

HOLIDAY PAY

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

Non-exempt employees who work on Christmas Day will be paid one and one half times for the time worked, plus time for the holiday. For work on a holiday other than December 25, employees will be paid at the straight time rate for each hour worked in addition to holiday pay.

Exempt employees will receive comparable time off if required to work during University holidays.

The University Holidays policy can be found on the web at <http://hr.okstate.edu>.

THANKS FOR YOUR SUPPORT!

As 2011 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!