



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

May 2012

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NEW ADDRESS FOR BROADSPIRE

Broadspire, OSU's third-party workers' compensation administrator, has a new mailing address. The new address is: Broadspire, Overland Park Service Center, P.O. Box 14342, Lexington, KY 40512-4342. Broadspire processes most workers' compensation claims for OSU.

The Employee Injury Report form and also the Workers's Compensation Contact List have been updated with the new address. Both documents can be found on the Human Resources website, <http://hr.okstate.edu/benefits/workcomp.php>.

HUMAN RESOURCES COMMUNICATIONS FORUM

The next Human Resources Communications Forum will be held June 13th at 10:00 a.m., in room 126 Institute of Teaching and Learning Excellence. Your administrative officer/Human Representative will be invited to attend this meeting.

The primary goal of the Human Resources Communications Forum is to facilitate communication and enhance collaboration with regards to human resources across departments and divisions.

The regular agenda includes 30 minutes of information sharing/training. The remaining 30 minutes will entail an open dialog for HR representatives to collaborate with other departments/divisions, offer suggestions for improvement, and discuss current and emerging human resources issues.

BENEFITS DURING THE SUMMER

Employee benefits may continue during the summer, even if the employee is without a paycheck. OSU continues to pay employee health and life premiums for faculty during the summer unless separation of employment occurs. OSU pays employee health and life premiums for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU. Employees are responsible for dependent health and other voluntary premiums.

If, however, leave is at the staff member's request or convenience, the staff member will be responsible for paying all premiums. 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.

If premiums are not paid by the 15th of the month, finance charges may be added to the employee's Bursar account.

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.

RETIREMENT INVESTMENTS COMMITTEE

OSU has formed a Retirement Investments Committee. The Committee is charged with (including but not limited to) overseeing the administration and management of the Plans, making Plan recommendations, developing investment objectives, policies, and procedures for the Plans, and selecting and monitoring the Plans' investment options on a regular basis.

OSU has prepared a *Request for Proposals* for a Benefits Consultant to advise the Retirement Investments Committee and to fulfill certain duties related to the operations and oversight of OSU's retirement plans.

ANNUAL PERFORMANCE REVIEW

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 staff, regardless of FTE.

Each staff member is rated by his/her immediate supervisor. All ratings may include a self-evaluation before being rated by a higher level supervisor than the one who prepared the rating. Approval and review should be completed prior to presentation to the employee. 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*. Performance Evaluation forms can be found on the Human Resources website, <http://hr.okstate.edu>, click on *Supervisor Toolkit* then select *Guides and Forms*.

Questions? Call Human Resources, (405) 744-5373.

TRAINING OPPORTUNITIES

May

- 23 Gender Discrimination Policy Training
- 23 Purchasing Card Training
- 24 Keeping your Time Management Machine Well-Oiled
- 24 Building Interpersonal Skills
- 30 Information Security Awareness
- 30 Workers' Compensation Administration Training
- 31 Socially Orange: An Introduction into the World of Social Media
- 31 Sustainable Leadership

June

- 5 Becoming Socially Orange: Taking the Plunge
- 6 Supervisory Sexual Harassment Awareness
- 7 New Employee Orientation
- 13 e-Commerce
- 13 Payment Card Industry 101
- 19 Making it Right - Reconciling and Restoring Trust in Relationships
- 19 Emotional Intelligence - The Learned Behavior of Success

For a description of 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.

HANDGUNS AND OTHER WEAPONS PROHIBITED ON CAMPUS

Earlier this week, Governor Mary Fallin signed into law SB1733 which will allow licensed Oklahomans to carry unconcealed handguns. The law goes into effect November 1, 2012.

Oklahoma businesses still have the right to prohibit any and all weapons in their buildings. Oklahoma State University prohibits the presence or use of weapons, firearms, ammunition, fireworks, explosives, and dangerous chemicals on campus.

Refer to Policy and Procedure 1-1301, *Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals*, http://hr.okstate.edu/policy_proced.php.

DATES TO REMEMBER

New Employee Orientation

Thursday, June 7, 8:30 a.m. - 11:30 a.m.

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

New Employee Benefits Enrollment Schedule

Tuesday, May 24, 9:00 - 11:30 a.m.

Tuesday, June 5, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, May 24, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation