OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.
Employee Health Clinic
BlueChoice and BlueEdge Provider

All OSU employees 75% FTE and above should have received a postcard regarding the Employee Health Clinic (EHC) at the Seretean Wellness Center and the services provided. The postcard incorrectly states that the EHC is a BlueLincs provider. The EHC is a BlueChoice and BlueEdge Provider ONLY. We regret the error and are sorry for the inconvenience.

For information about the services provided by the Employee Health Clinic, please call (405) 744-7556, or go online at www.wellness.okstate.edu.

BlueCross BlueShield Drug Plan

If you are enrolled in the BlueChoice PPO plan, keep track of your drug costs between January and the end of March and contact BCBS when you reach your individual out-of-pocket maximum. BCBS will then research your account and reimburse you for any amount over the maximum. The current BlueCross BlueShield drug plan does not automatically calculate the BlueChoice PPO out-of-pocket maximum of $2,500 for generic and preferred drugs.

In April, the drug plan will be administered by Prime Therapeutics. The new system will calculate the out-of-pocket maximum and you will no longer need to keep track of your drug costs. If you are enrolled in the BlueChoice PPO or BlueEdge HSA plans, the change is noted on current identification cards. If you are enrolled in the BlueLincs HMO plan, new cards will be issued in March.

Family Medical Leave Act Changes

President Bush recently signed into law an expansion of the Family and Medical Leave Act (FMLA). Under the new law, FMLA-eligible employees will be entitled to the following:

- Up to 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any “qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

This portion of the law is pending additional clarification from the Department of Labor.

- Up to 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active duty that may render the person unable to perform the duties of the member’s office, grade, rank or rating. This portion of the law is effective as of January 28, 2008.


Staff Appreciation Picnic April 3

The annual Staff Appreciation Day Picnic is scheduled for Thursday, April 3, 2008, on Willard Lawn, north of Theta Pond. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic. Staff Advisory Council looks forward to seeing you there!

Flexible Spending Account - 2007 and 2008 Expenses

You have until March 31, 2008, to file a claim for funds you contributed in 2007; however, the expenses must be incurred no later than March 15, 2008. If you use your MBI debit card, the card will deplete 2007 contributions before using your 2008 contributions. Check the status of your MBI accounts online at www.mbicard.com.

If you have charged expenses incurred in 2008 by use of your MBI card (and they were charged to your 2007 balance) then have other expenses from 2007 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claims to be filed. By using claims incurred in the calendar year 2007 to satisfy your 2007 balance, you can maximize the amount available for 2008.

Viewing your account online keeps you informed. If you have questions, please contact Planned Benefit Systems, 1-800-800-0133.

Seminar Cancellation Reminder

Just a reminder... if you are unable to attend a seminar in which you have enrolled, you can send a substitute and avoid a cancellation fee. Or you may call Training Services on the day of training to enroll in another similar seminar at no additional charge.

Confirmed participants who do not attend their scheduled seminar will be charged the entire seminar fee unless a 48-hour cancellation notice is given to Training Services. For a free seminar, a $10.00 processing fee will be applied for participants who do not cancel appropriately.

Questions? Call Training Services, (405) 744-5374.

Administrative Professional’s Day
Wednesday, April 23, 2008

The Administrative Advantage will be presented by Pamela Jett Aal, Professional Consultant, Training Evolution Inc., on Wednesday, April 23, from 8:30am to 3:30pm, in room 412 Student Union, for only $99. Lunch is included!

Participants will spend a day gaining practical information to use in the workplace from a highly motivated speaker:

- Discover powerful stress busters to stay focused and effective;
- Enhance the communication skills essential for every team player;
- Develop powerful ways to take initiative and solve problems;
- Learn proven time management tips;
- Master the “Swiss Miss” factor - a powerful (and simple) way to stretch resources and budgets;
- Discover how to manage conflict and difficult people while still being a team player.

Enroll today as seating will be limited: http://hr.okstate.edu - click on Training Opportunities; or send an e-mail to osu-trng@okstate.edu; or call (405) 744-5374. This class counts towards electives for the Ambassador Program.

Dial 1-877-BLU-OSU1 (1-877-258-6781)

If you have questions about BlueCross BlueShield (BCBS), you can call toll-free, 1-877-BLU-OSU1 (1-877-258-6781) and speak to a BCBS representative. The BCBS representatives are familiar with the OSU health care plans and can answer your questions.

Use this number instead of the general 1-800 number to call BlueCross BlueShield. You may also want to make a note of who you spoke to and the date, for future reference.