An assumption in the work environment is that the employee is to be at work every day on time for the duration of the designated work period. Assumptions, however, frequently result in misunderstanding and confusion. Therefore, a review of OSU policies is helpful.

While good attendance is the norm and not the exception at OSU, OSU has two policies which deal with attendance: Policy 3-0713, Attendance and Leave, and Policy 3-0742, Timekeeping and Overtime. Both are on the OSU website, and can be found by following links on the Human Resources webpage at hr.okstate.edu.

Failure to comply with policies can lead to corrective action as outlined in Policy 3-0720, Corrective Actions and Dismissals for Staff. Two examples of misconduct specifically mentioned are found in section 5.10:

1. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work; and

2. Giving false information or falsification of University documents including timesheets, personnel records and application for employment.

The unit administrator is responsible for scheduling work hours to ensure that the operating needs of the unit are addressed. Employees are required to be at work on time unless the unit administrator has approved the request for an absence. Such requests are made for approval in advance of the absence unless the need is unforeseen. Individual departments, colleges, and divisions have procedures regarding how notification of unforeseen absences should be handled. It is the responsibility of the employee to follow such procedures and barring extremely unusual circumstances such responsibility cannot be delegated to another person, such as a friend or family member.

The federal Fair Labor Standards Act requires timekeeping and pay for hours worked for employees who are not exempt from such rules. At OSU these employees are classified as ‘nonexempt’, a more appropriate term than the term ‘classified’ used previously.

Accurate records of time worked shall be made and recorded to ensure that the employee’s hours are reported is correct. Both the employee and the supervisor have responsibility to ensure that time records are accurate. When the unit administrator approves time input or salary confirmation, s/he is verifying that the information is accurate.

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

### Termination Date Effect on Insurance

If an employee’s last day of work is any date within a month, the employee’s insurance is continued for the month. The employee is responsible for employee-paid premiums, such as dependent coverage, dental or vision. If the employee has insufficient earnings for the premium (which may occur if the employee’s last day of work is early in the month), the employee will be billed by the Bursar’s Office.

An employee terminating at the first of the month may wish to request a change in the last day of work to avoid this expense (and the coverage). Employees should consider benefit premiums on the impact of their final check as they select a date to leave.

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

Employee benefits may continue during the summer, even if you are without a paycheck. OSU continues to pay employee health and life premiums for faculty during the summer unless separation of employment occurs. Employees are responsible for dependent health and life premiums and other voluntary plan premiums.

OSU-paid employee health and life premiums may also continue 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.

If, however, leave is at the staff member’s request or convenience, then the staff member will be responsible for paying all premiums. Please remember the Office of the Bursar no longer sends out paper bills. Log in to your electronic bill and mail your payment.

Please check with your department to be sure that you have continuous assignments for next year with your leave during the summer reflected with zero pay.

BlueCross BlueShield Tobacco Cessation and Weight Management Programs

BlueCross BlueShield of Oklahoma offers Tobacco Cessation and Weight Management programs to employees free of charge.

Both programs are staffed by Blue Care Advisors, certified professionals who provide personalized coaching through a series of periodic phone calls. Coaches work with members to set goals, discuss strategies and access progress. Members who enroll in the programs will receive motivational toolkit kits.

If you would like more information or are interested in participating in either the Tobacco Cessation or Weight Management program, call BlueCross BlueShield of Oklahoma at 1-866-412-8795. Select ‘1’ on your keypad for the Lifestyle Management Program, then press ‘1’ to enroll in the program, or, if you are already enrolled, press ‘2’ to speak to a lifestyle coach.

Training Opportunities

If you plan to attend training seminars, please preregister to ensure we have adequate space.

May
7 New Employee Orientation
7 Enhancing Motivation Through Coaching
8 HRS, Time Input and Confirmation
8 Introduction to Computing at OSU
11&12 Word 2003 Level 1 (Day 1&2)
12 Avoiding Payroll Overpayments
12 Payment to Students
12 Sales Tax and Unrelated Business Income Tax
12 Basic Personal Computer Introduction
13 Online Requisition Training
13 PowerPoint 2007 New Features
14 Transition to Supervisor
14 True Colors
14 Word 2007 Level 2
15 Payroll Processing
18&19 Sharepoint End User (Day 1&2)
19 Building Interpersonal Skills
20 Sexual Harassment/Gender Discrimination Policy Training
20 Information Security Awareness
20 Purchasing Card Training
20 Airfare and Lodging Training
22 Publisher 2007
22 Word 2007 Mail Merge
26 Excel 2007 Level 3
27 Outlook 2007 New Features
28 Access 2007 Level 3
29 Payroll Accounting

For a description of the classes, go to http://hr.okstate.edu or call Training Services, (405) 744-5374.

Children Life Insurance

Eligible children can be covered on life insurance regardless of school enrollment until they are age 21, or beyond age 21 if they are full-time students. A physically or mentally handicapped dependent child may also be covered beyond age 21.

If you have a covered child who is soon to become ineligible for life insurance, please contact Human Resources/Employee Services, (405) 744-5449. More detailed information about life insurance can be found on the Human Resources web site http://hr.okstate.edu/benefits/life.htm, or call Employee Services, (405) 744-5449.

Updated List of 403(b) Tax-Deferred Annuity Providers for 2009

403(b) plans, tax-deferred annuities, offer OSU employees an opportunity to set aside additional retirement savings on a voluntary basis. Contributions are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). All employees paid through the OSU payroll system are eligible to participate.

The following are approved providers for 2009:

- AIG-VALIC
- Life of the Southwest
- American Century
- Met Life
- American Fidelity
- Modern Woodmen
- Ameriprise
- Security Benefit Life
- Aetna
- TIAA-CREF
- AXA Equitable
- Waddell & Reed

If you are interested in opening an account, there is provider contact information available on the 403(b) Supplemental Tax-Deferred Annuities information sheet on the Human Resources website, http://hr.okstate.edu/benefits/infosheets.htm.