



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

September 2009

Flu Season Has Arrived Earlier Than Usual

For more information on the flu, check OSU's Campus Safety Site at <http://safety.okstate.edu>

Questions from employees:

- **What should I do if I am exhibiting symptoms?**
If you are exhibiting flu-like symptoms, stay home from work and seek medical care. You should use available leave balances to provide pay during your absence from work (See OSU Policy #2-0113, *Faculty Sick Leave* and #3-0716, *Sick Leave for Staff*, http://hr.okstate.edu/policy_proced.htm). You should maintain contact with your supervisor/department head to ensure that he/she is aware of your need to remain at home and your anticipated date of return to work. If your illness requires continued absence, you should contact your healthcare provider for treatment. Provide documentation from this visit to your supervisor upon your return to work. Do not return to work until you have been free from fever, or signs of a fever, without the use of fever-reducing medicines for at least 24 hours.
- **What should I do if one of my staff is exhibiting symptoms?**
Staff members exhibiting flu-like symptoms will be required to leave work and be placed on appropriate leave for this purpose (See OSU Policy #2-0113, *Faculty Sick Leave* and #3-0716, *Sick Leave for Staff*). Employees without accrued leave will be granted time off without pay until they are medically able to return to work. Employees will stay home from work until they have been free from fever, or signs of a fever, without the use of fever-reducing medicines for at least 24 hours. Employees should maintain contact with you, as their supervisor/department head, to ensure that you are aware of their ability to return to work or need to remain at home. If an illness requires an absence of more than one

work day, the employee is advised to contact his/her healthcare provider for treatment and supply the documentation from this visit to the supervisor or department head for appropriate recording of leave.

- **A member of my family is ill with flu-like symptoms, what should I do?**
Employees who are well but who have an ill family member at home with flu-like symptoms may go to work as usual. These employees should monitor their health daily and take regular precautions such as washing their hands or using alcohol-based sanitizers. If the employee becomes ill, s/he should notify the supervisor and go home. Employees may use appropriate leave balances to provide payment during times that they stay home and provide care to an ill family member as defined within OSU Policy #2-0113, *Faculty Sick Leave* and #3-0716, *Sick Leave for Staff*.
- **What about Family Medical Leave?**
Family medical leave requires a "serious health condition" which normally does not include short term illnesses such as flu. Employees and/or employees caring for covered family members with flu will not routinely be placed on family medical leave. In rare cases involving complications from the H1N1 flu virus, family medical leave may be appropriate. If you have questions regarding whether or not family medical leave is appropriate, please contact University Human Resources, (405) 744-5373.

Remember:

1. Wash hands often.
2. Cough into your arm or use a tissue and throw it away.
3. Keep sick at home.

Use Flexible Spending Plan Account for Weight Loss

Weight loss programs can be a valid reimbursement expense from your flexible benefits card when weight loss is certified as medically necessary by your physician. The reimbursement cannot include purchase of any food products.

In order to request reimbursement, download the *Certificate of Medical Necessity* form from the Planned Benefit Systems website at www.cci-pbs.com/form1.php, have it completed by your physician and send with your itemized receipt documentation.

The certification must reflect a specific medical condition or risk of developing a specific medical condition directly due to obesity and the prescribed or recommended treatment.

Remember, foods of any kind are NOT eligible – even if they have been prescribed. Only fees incurred in relation to joining the plan and ongoing plan maintenance fees can be reimbursed.

H1N1: Fact and Fiction Wellness Wednesday September 16, Noon - 12:45 pm OSU Seretean Wellness Center

Join Steve Rogers, Director, University Health Services, as he discusses the most current information as it relates to the H1N1 Virus.

Covered in this presentation will be:

- an overview of the virus;
- how it is spread;
- the latest information regarding vaccinations;
- what precautions OSU is taking;
- what you can do to help prevent contracting the virus; and
- what happens if you are diagnosed.

The presentation will be held Wednesday, September 16, from noon - 12:45 pm in the Seretean Wellness Center Lecture Hall as part of the *Wellness Wednesday* series. The presentation is free but you must pre-register by Friday, September 11. To register, e-mail wellness@okstate.edu or contact 744.WELL (9355). A free, heart healthy lunch will also be served. Lunch will consist of tomato soup and half a veggie sandwich.

Flexible Benefits Forfeited Funds

Several employees have asked what happens to funds in the Flexible Benefits Reimbursement Accounts and Dependent Care Accounts which are forfeited by employees who fail to file claims for the full amount contributed to their reimbursement accounts. These forfeited funds are used to cover the cost of administration of the plan and as a refund to participants if there are remaining funds.

In order to potentially receive forfeited funds, you must have participated in the Flexible Spending Account in 2008 and again this year. Forfeited funds will be reimbursed on an equal basis within the next few weeks. If you currently have a health care reimbursement account and had a health care reimbursement account last year, \$69.65 will be added to your current account as an OSU-paid benefit contribution. If you currently have a dependent care reimbursement account and also had a dependent care reimbursement account last year, \$35.75 will be added to your current account as an OSU-paid benefit contribution.

You will have this additional amount available for 2009 claims. OSU will notify PBS of the increase to your 2009 goal amount and of the additional \$69.65 and/or \$35.75 that is being forwarded to your account, in addition to your regular monthly contribution. You will be able to see the additional amount in the Benefit section of your October payroll advice for the paycheck you receive October 30, 2009. If you have had both the Flexible Spending Account and Dependent Care Account in 2008 and 2009, you will get the extra amounts to both of your accounts.

If your 2009 goal amount is the \$5,000 maximum, or within \$69.65 or \$35.75 of \$5,000, your regular contribution from October pay will be reduced to prevent you from going over the \$5,000 maximum and the OSU-paid benefit increased by the same dollar amount. If you fall into this category, you will be contacted by OSU Human Resources.

Last Free Fish! Seminar for Ambassador Program Participants

As an incentive for participation in the *Ambassador Program*, Training Services has offered the *FISH! Philosophy: How to Catch a World Famous Attitude* at no cost to those who enrolled in the *Ambassador Program*. The last free FISH! Program will be January 28, 2010. We expect the class to be full so don't delay. If you are a member of the *Ambassador Program* and you have not taken the FISH! Seminar, be sure and sign up today in order to participate at no charge.

If you are contemplating signing up for the *Ambassador Program*, you may want to do so before January so that you can participate in this last free offering.

www.bcbsok.com/osu
BlueCross BlueShield of Oklahoma
Website for OSU Employees

Training Opportunities

If you plan to attend training seminars, please pre-register.

September

3	OSU's Research Enterprise and Grant Basics (<i>Faculty Session</i>)
3	New Employee Orientation
4	Introduction to Computing at OSU
8&9	Word 2003 Level 1 (Day 1&2)
8	Online Travel Vouchers
9	Online Requisition Training
10	Space and Facility Inventory
10	Imprest Cash Fund Basics
10	Basic Personal Computer Introduction
15	Online CVI Training
15	Supervisory Sexual Harassment Awareness
16	HR and the Law: Federal Laws and Supervisory Responsibilities
16	HR and the Law: The Employment Relationship
16	Word 2007 Formatting
16	Online Travel Vouchers
17	Sponsored Research Contracting basics
17	The Student Perspective
17	Building Interpersonal Skills
17	Special Opportunity: An Afternoon with OSU President Hargis (<i>Exclusive to ALP</i>)
17	Bridging from Office 2003 to 2007
18	Excel 2007 New Features
22	Online Travel Vouchers
22	FRS and Purchasing
23	Sexual Harassment/Gender Discrimination Policy Training
23	Information Security Awareness
23	Purchasing Card Training
23	Airfare and Lodging Training
24	Grammar and Proofreading for Business (<i>Exclusive to Administration and Finance</i>)
24	Grammar and Proofreading for Business
28&29	PowerPoint 2007 Level 1 (Day 1&2)
29	Executive Briefing
30	Executive Briefing
30	Building a Wellness Culture
30	Outlook 2007 New Features
30	Online Travel Vouchers

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

TIAA-CREF Financial Education Seminars

TIAA-CREF offers self-paced, online seminars at www.tiaa-cref.org/support/learningcenter/financial-education/index.html

- **Just Starting Out:** Designed for employees new to TIAA-CREF or new to investing.
- **A Tax-Smart Way to Save for Retirement:** Explains what a supplemental retirement plan is, how you can benefit from a supplemental retirement plan, how to choose investment allocations, and more.
- **Investment Check-Up:** Explains how to make informed investment decisions, evaluate your portfolio and help you understand the basic steps in investing.
- **Ready, Set, Retire! Five to 10 Years Away from Retirement.** Helps employees 5-10 years from retirement to identify retirement savings gaps and determine how much income they'll need for a comfortable retirement. (Approximately 20 minutes)
- **Retirement Countdown: One Year Until Retirement.** Reviews all of the income options that are available from TIAA-CREF and helps employees close to retirement understand which options may best meet their needs. (Approximately 17 minutes)

Check the website for the most current seminar information.