



# INSIDE HUMAN RESOURCES

**Timely Information  
For Managers, Supervisors,  
Directors and Support Staff**

**March 2005**

[www.okstate.edu/osu\\_per/](http://www.okstate.edu/osu_per/)

## **SCHEDULE BENEFITS ENROLLMENTS FOR NEW HIRES TIMELY**

Please remind hiring officials in your college/division to schedule a two-hour benefits enrollment session for new hires with OSU Human Resources, (405) 744-5449, within the first week of hire.

Employees with a continuous regular appointment of at least six months who work at least 30 hours per week (.75 FTE) are eligible for insurance benefits and must enroll within 30 days of hire.

In addition, employees with a continuous regular appointment of at least six months who work at least 20 hours per week (.50 FTE) must make an irrevocable decision about retirement within the first 90 days of hire. State law requires that OSU enroll employees working .50 FTE or greater in the Oklahoma Teachers' Retirement System if an election for the Alternate Retirement Plan is not made timely. Employees working .50 to .74 FTE will be required to pay the contribution. OSU pays the contribution on employees working .75 FTE or greater. Employees will never be allowed to participate in the Alternate Retirement Plan (TIAA-CREF) if they fail to make a timely election.

Employees who fail to enroll within 30 days of hire lose the opportunity to enroll in the health care plan of choice until the annual option enrollment period. They also lose the opportunity to participate in the optional dental, vision and flexible benefits plans until the next option enrollment period. In addition, they will not be able to cover family members in the health care plan until the next option enrollment period. Late enrollment can also have serious consequences, such as coverage limitations (dental) or proof of insurability requirements (life, long-term disability, long-term care).

## **EXTENDED SICK LEAVE**

Amounts of sick leave that accrue each pay period in excess of the 1600 hour maximum are in an Extended Sick Leave Account. Employees can view these amounts by using *Web for Employees*.

Last year when HRS began tracking forfeited amounts, an estimate of forfeited sick leave was made during the past ten years.

Employees who think they have extended sick leave hours in error should contact their departmental representative who may call Employee Services, (405) 744-5449, if a leave correction is necessary.

## **PARKING AND TRANSPORTATION FOR SEMINARS AND TRAINING**

An employee may avoid parking problems during participation at a seminar or training class by riding *The Bus*.

The OSU/Stillwater Community Transit System, known as *The Bus*, is free for OSU faculty and staff. *The Bus* operates seven routes from 6:30am to 7:00pm, Monday through Friday. These routes include two on-campus routes. For more information, go to [www.transit.okstate.edu](http://www.transit.okstate.edu), or call (405) 744-2832.

The Student Union Business Office, 313 Student Union, has vouchers available that may be purchased by a department for individuals to park on an hourly or daily basis.

### **What's Inside:**

- Schedule Benefits Enrollments Timely
- Extended Sick Leave
- Parking and Transportation for Seminars
- Important Layoff Procedures
- Payments to Military Reserve Employees
- Separation EAs for Continuous, Regular Employees

## IMPORTANT LAYOFF PROCEDURES

A reduction in force is sometimes necessary due to lack of funds, program discontinuation, technological replacements, or other conditions of serious financial distress. Reductions in force can result in dissatisfaction among employees, to those affected and those who remain employed, as well as the community. Proper communication of benefits continuation is a major source of dissatisfaction. Employees who do not cancel insurance are required to make payment for coverage through the Bursar's Office.

Human Resources is available to provide assistance to unit administrators in considering alternatives, implementing positive placement efforts, and developing effective layoff plans. Written requests for layoff with documentation must be presented to Human Resources for review and forwarded to Affirmative Action. Proper documentation must be given to employees who are being laid off so that they are well-informed and understand what is happening to them. In particular, employees need to know their benefit status and continuation options during layoff. An employee information handout, *Layoff or Resignation*, is available at [www.okstate.edu/osu\\_per/benefits/infosheets.html](http://www.okstate.edu/osu_per/benefits/infosheets.html).

Procedures are available to assist departments and affected employees with the layoff process. A *Layoff Guide* describes the layoff process and what should be included in a layoff plan. Go to [www.okstate.edu/osu\\_per/docfiles/admin-supervisor.htm#super](http://www.okstate.edu/osu_per/docfiles/admin-supervisor.htm#super) or stop by Employee Services, 106 Whitehurst, to pick up a copy.

## SEPARATION EAs REQUIRED FOR CONTINUOUS, REGULAR EMPLOYEES

Please remember that separation Employment Action (EA) forms are required for continuous, regular employees who are leaving the university. This includes resignations and terminations.

A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA.

Separation EAs are required for student and temporary positions when an employee leaves before the end of his/her current assignment.

## PAYMENTS TO MILITARY RESERVE EMPLOYEES CALLED TO ACTIVE DUTY

OSU employees who serve in the Military Reserves and are called to active duty during the time that Operation Enduring Freedom is in effect, receive the difference between their military components pay and regular OSU pay. Reservists covered include the National Guard, Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves.

Supervisors who have employees who are serving in the military reserves and are called to active duty should secure a copy of their employee's military orders indicating the dates of active duty. Additionally, the supervisor will need to obtain copies of the employee's Defense Finance and Accounting Service Military Leave and Earnings Statement each time the reservist is paid so that the department can calculate the payment, if any.

The department is responsible for calculation of any pay due the employee. This calculation should be performed semi-monthly after the employee furnishes the department with the most current Military Leave and Earnings Statement.

Human Resources has developed an *Administrative Procedures* publication, *Payments to Military Reserve Employees Called to Active Duty*, to assist departments with employees who are called to active duty. Go to [www.okstate.edu/osu\\_per/docfiles/militaryleave.htm](http://www.okstate.edu/osu_per/docfiles/militaryleave.htm) or stop by 106 Whitehurst and pick up a copy.

A *Benefits and You* publication, *Military Leave*, explains employee benefits while on Military Leave. Go to [www.okstate.edu/osu\\_per/benefits/militarylv.htm](http://www.okstate.edu/osu_per/benefits/militarylv.htm) or stop by 106 Whitehurst and pick up a copy.

## IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: [www.okstate.edu/osu\\_per/](http://www.okstate.edu/osu_per/)

Employee Services: (405) 744-5449

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

Training Services: (405) 744-5374

E-Mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)