



# INSIDE HUMAN RESOURCES

## Human Resources

<http://hr.okstate.edu>

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### MARK YOUR CALENDAR! ADMINISTRATIVE PROFESSIONALS DAY WEDNESDAY, APRIL 25, 2012

#### Precision Thinking and Problem Solving Skills 9:00 a.m. - Noon

Learn how to be more creative, more innovative and more effective! Learn how to replace the "reactive process" with "proactive thinking"; the seven critical steps to take to solve virtually any problem; how to recognize the value to data collection and analysis when it comes to problem solving; and how to use tools such as brainstorming and mind mapping to come up with the best possible solutions. \$59

#### Conflict Resolution and Confrontation Management Skills

1:30 p.m. - 4:30 p.m.

Unmanaged conflict in the workplace can lead to reduced levels of teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. It also increases stress, causes higher turnover and lowers morale. But it doesn't have to be that way! Successfully managed conflict can have a healthy, positive effect on your organization. Managed conflict is an effective way to bring important issues to light and to open and strengthen the lines of communication with your co-workers, boss, vendors...even customers. In this unique course, you will learn proven strategies that will help you deal with a variety of workplace conflict. \$59

**Enroll in both seminars and pay only \$99!** More information/register at <http://hr.okstate.edu>.

### LIVE WEBCAST OF RETIREMENT PLANNING SEMINAR

Sponsored by Oklahoma Teachers' Retirement System

Saturday, January 28, 2012  
8 a.m. to 12 p.m.

Meridian Technology Center, Stillwater

Register online at [www.ok.gov/trs](http://www.ok.gov/trs)

Attendees are eligible to win Amazon Kindle Fire and various other gifts!

### WORKERS' COMPENSATION TRAINING

Please join us on February 9th for a discussion of workers' compensation processing. This training was specifically prepared with payroll processors in mind and will help with departmental processes. It will assist you in ensuring payroll is processed correctly for individuals who have been injured on the job. The training will cover the initial process of reporting a claim; workers' compensation payments for time missed; and overlapping benefits such as FMLA and LTD. This training will enable you to answer your boss's and the injured employee's questions on the topic.

Future training will be provided on a quarterly basis. For more information or to sign-up for this training, please contact Training Services at (405) 744-5374. Space is limited. Please call now.

### RECOGNIZE GRADUATES OF ALP

The Advanced Leadership Program (ALP) is available to graduates of the Leadership Development Program who wish to refresh, enhance, and deepen their leadership skills.

OSU Human Resources is hosting a reception-style awards ceremony on Thursday, March 15, to recognize ALP graduates from the previous year. Invitations will be mailed soon.

Guest speaker Dr. Jim Hess, Chief Operating Officer, Vice President for Healthcare Administration, OSU-CHS, will share a brief message on leadership. ALP graduates will also receive their plaque indicating their achievement. Congratulations to all the graduates!

## INCLEMENT WEATHER INFORMATION FOR STAFF

Staff are encouraged to use extreme caution during inclement weather. If the employee feels unsafe commuting to work, no matter how close or how far, the employee is encouraged to use his/her best judgment. This decision does not exempt the employee from proper notification of an absence to the supervisor or unit administrator.

In certain instances, the administration of the University may make the decision to close all offices except those recognized as necessary to maintain essential services. In the event of the University closing, information will be posted to the OSU website and a campus-wide message will be distributed.

In addition, any decision will be communicated to University offices and radio and television stations, including KOSU, KSPI, channel 31 in Stillwater; KTOK, KFOR (channel 4), KOCO (channel 5), KOKH (channel 25/FOX 25), KSBI (channel 52), KWTW (channel 9), and OETA-PBS (channel 13) in Oklahoma City; and KRMG, KJRH (channel 2), KOKI (channel 23/FOX 23), KOTV (channel 6), KTUL (channel 8), and KOED-PBS (channel 11) in Tulsa.

*Inclement Weather and No University Closing:* Employees will use annual leave or compensatory leave to cover the absence. If annual leave or compensatory leave is not available, the leave will be without pay.

*Inclement Weather With University Closing:* If the University closes, administrative leave will be recorded for those who were scheduled to work during the time of closing. If an employee is scheduled in advance for annual leave or sick leave, the individual will be charged annual leave or sick leave.

For more detailed information, refer to Policy 3-0713 *Attendance and Leave for Staff*, section 8.01, Inclement Weather, or call Human Resources, (405) 744-5373.

**[www.bcbsok.com/osu](http://www.bcbsok.com/osu)**  
**BlueCross BlueShield of Oklahoma**  
**Website for OSU Employees**

## TRAINING OPPORTUNITIES

### January

- 25 HR and the Law: Federal Laws and Supervisory Responsibilities
- 25 HR and the Law: The Employment Relationship
- 26 The University Culture
- 26 The Student Perspective: Why We are Here

### February

- 1 Imprest Cash Fund Basics
- 2 New Employee Orientation
- 8 Travel Policies and Procedures
- 14 Purchasing Card Training
- 14 Creating an Injury Free Environment
- 15 Maximizing Performance Reviews
- 16 Sexual Harassment Policy Training
- 21 Information Security Awareness
- 22 Fixed Assets
- 23 Financial Reporting System Training
- 28 Hiring Without a Hitch
- 29 Red Flags Rule
- 29 How to Hire International Employees

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.

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5373**

Fax: (405) 744-8345

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

Website: <http://hr.okstate.edu>

**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)

**Human Resource Partners: (405) 744-7401**

**Workers' Compensation: (405) 744-5373**

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

## DATES TO REMEMBER

### New Employee Orientation

**Thursday, February 2**, 8:30 a.m. - 11:30 a.m.

e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

### New Employee Benefits Enrollment Schedule

**Thursday, February 2**, 2:00 p.m. - 4:30 p.m.

**Tuesday, February 7**, 9:00 a.m. - 11:30 a.m.

**Thursday, February 16**, 9:00 a.m. - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

**Thursday, January 26**, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation