



July 2024

Dates to Remember

Monday, Aug 19th – start of Fall semester

Dependent Child Tuition Waivers

Due Date for Fall Semester Submissions is Friday, Aug 16th.

Dependent children of OSU - Oklahoma City employees will be eligible to receive a 100% undergraduate student resident tuition waiver for **up to three credit hours** for OSU - Oklahoma City courses.

- [Dependent Tuition Waiver Information](#)
- [Employee Dependent Child Waiver Benefit Waiver Form](#) - Form and documentation due Friday prior to the beginning of the semester to Human Resources

Is Your Directory Information up to Date?

- When was the last time you checked to be sure your OSU directory information was accurate? OSU-OKC employees have access to two directories. The OSU A&M System Directory is found by clicking on the link for [Directory](#) on the top right of the OSUOKC homepage. If your department or title is incorrect in this directory, contact OSU-OKC Human Resources, okc.humanresources@okstate.edu. If your phone number or address is not correct, please change it in your O-Key account contact information. (Login to *myOKSTATE*, click on O-Key)
- To find the local OKC directory, from the homepage, hover over Faculty/Staff on the top menu bar and select *OSU-OKC Employee Directory*. Most of the information for the OKC directory is updated from Stillwater employee data, however, if you notice something that is not accurate, first check your information on the system directory, and then start a helpdesk ticket with OSU-OKC IT user support, okc.helpdesk@okstate.edu.

Changes to Staff Sick Leave Approved

OSU Board of Regents approves changes to staff sick leave policy

The OSU/A&M Board of Regents has approved changes to the Sick Leave for Staff Policy, effective June 14, 2024, and applicable to full-time (.50 FTE or greater) staff at all OSU/A&M system agencies.

The policy was modified for consistency in language with other university policies, and to provide clarification in aligning the leave accrual process to Banner and Family and Medical Leave Act needs.

Significant policy changes include:

- Further defined illness to include mental health.
- Added foster children within the definition of immediate family and a sick leave provision of up to six weeks (240 hours) for placement/adoption purposes.
- Removed application for five days of sick leave; replaced with utilization of sick leave upon completion and approval of FMLA paperwork.

- Added that employees with a sick leave balance of 960 hours may use it as credit toward one year of OSU service in relation to OSU retirement criteria.
- Clarified that staff should contact University Human Resources for FMLA paperwork.

Review the full policy [here](#). For more information or questions regarding these changes, please contact your Human Resources Consultant or branch campus Human Resources department.

Pilot Launch of Paid Medical Leave Pool

Oklahoma State University is pleased to announce the pilot launch of a Paid Medical Leave Pool, effective Monday, July 1.

The Paid Medical Leave Pool supports OSU employees by providing pay when they are impacted by catastrophic medical occurrences and have exhausted their available accrued leave.

The leave may be used for the employee, or for caring for a qualifying dependent with an extreme, life-threatening illness, injury, impairment, or physical or mental condition.

Those approved for Paid Medical Leave Pool benefits will be in paid status and, with the exception of leave accruals, continue to receive benefits equal to those received before the start of the leave.

Employees with two or more years of continuous OSU service are eligible to apply for this benefit. Additional information and FAQs are available [here](#).

For any questions, email absence@okstate.edu or call 405.744.7401.

New to FSA or HSA Plans?

If you just elected to participate in a Flexible Spending Account (FSA) or a Health Savings Account (HSA), be sure to create a login with the respective vendors to access your FSA or HSA card for spending.

FSA – Chard-Snyder

<https://www.chard-snyder.com/>

Customer service: 800-982-7715 or request account assistance with askpenny@chard-snyder.com

HSA – HealthEquity

<https://my.healthequity.com/ClientLogin.aspx>

Member Services: 877-750-0934

TIAA Retirement Planning

In-Person Meetings Available

Our TIAA representative, Jon Stiles, can meet with you for one-on-one consultations. If you are interested, please schedule a meeting at <https://shared.tiaa.org/public/publictools/events/meetingatworkplace> and choose from the available appointments for OSU-OKC. The customer service staff is equipped to answer most questions at 1-800-842-2776. You can also log on to www.tiaa.org/okstate to access the specifics on your accounts and schedule appointments.

OKC appointment times:

Wed. Aug 28th 8:30am – 4:30pm, Pistol Pete room
Wed. Sep 25th 8:30am – 4:30pm, Pistol Pete room

Counseling and Support

The [Counseling and Support](#) website lists available community resources and student support resources. You will also find links to the Student Wellness newsletter, a mental health activity calendar, and a link to the [Wellness Center](#) site. For more information, please reach out to Ross Duren.

Ross Duren, LMSW
Administration Building, Rm 101
405-945-3346
ross.duren@okstate.edu

Employee Assistance Program

The Employee Assistance Program (EAP) provides employees and their dependents with options for confidential counseling, work-life solutions, legal support, financial information, and wellness guidance. These services are offered by *GuidanceResources* at no cost to OSU-OKC employees. For more information about the program and how to contact *GuidanceResources*, check out the link on the OSU website. <https://hr.okstate.edu/benefits/guidanceresources.html>

Download the ComPsych® GuidanceNowSM Mobile App

Employee Updates

New Employees

Name	Title	Dept.	Hire Date
Karen Flores	Recruitment Specialist- Hispanic Outreach	Recruitment	7/29/2024
Makenzie Milsap	Academic Advisor	Academic Advisement	7/15/2024
Joshua Tennial	Grounds Tech	Grounds Maintenance	7/15/2024
Richard Maytubby	HR Recruitment Specialist	Human Resources	7/8/2024
Vickie Wilkins	Academic Advisor	Academic Advisement	7/8/2024
Tylie Griffith	Academic Coordinator	Upward Bound	6/27/2024

Promotions/ Transfers

Giovana Rodriguez	Academic Success Coach	SSOC	7/22/2024
Jennifer Fannon	ASL Lab Coordinator	Interpreter Training	8/1/2024
Samantha Mitchell	Lab Coordinator	Paramedicine	8/5/2024

Employee Departures

Name	Title	Dept.	Last Day
Nick Webb	Assistant Professor	English	7/29/2024
Tisha Adams-Besse	Lab Coordinator	Paramedicine	8/2/2024
Daniel Mutai	Testing Specialist	Testing & Assessment	7/26/2024

Garrett Christian	Safety Coordinator	Safety & Security	7/12/2024
Hadley Griffith	Director	Recruitment	7/12/2024
Steven Rideout	Advisor Coordinator	Talent Search	7/12/2024
Jennah Wooten	Registrar Specialist	Records & Registrar	7/9/2024
Bradley Jones	Support Tech	User Support & Training	7/1/2024

Human Resources Team



Email: okc.humanresources@okstate.edu