

# AABC Monthly News/Updates

## January 2015

### EMPLOYEE HIGHLIGHT

[Nita Phillips](#)



I have worked at OSU since November of 1998, but I've lived in the Corvallis community since 1980. I have a varied work history prior to coming to OSU. I worked as a Store Manager for House of Fabrics for approximately 15 years and I worked at both the Corvallis and Albany JC Penney stores for about 15 years. My duties at both employers included Human Resource and employee training components.

I was originally hired at OSU as a temporary employee at Recreational Sports overseeing the Recreational Services portion of activities for the unit. Fun fact: They lovingly called me Temp #3 until I had established myself as regular staff member.

I also worked a brief stint as a temporary employee for the MU Catering operation until finally returning as a regular employee at Rec Sports.

My duties at Rec Sports include management of the student employee records, new hire orientation processes and safety certification records for the staff. That work brought me to the business center in 2010 and an opportunity to expand my expertise in Human Resources at OSU.

My life outside of OSU is filled with sewing, knitting and needle arts hobbies, gardening (although my most proficient skills seem to be growing rocks and weeds), reading and generally enjoying life.

I'm planning to retire at the end of April 2015 and I look forward to being able to say yes to a few volunteer opportunities in the community and indulging in some travel to some of the beautiful places across the US.

### PERIODIC REVIEW OF FACULTY

In February, we will begin our process of Periodic Review of Faculty. Stay tuned for more information. In the meantime, please see the [Guidelines for Periodic Review of Faculty for additional information.](#)



## **REQUIRED POSTERS**

Oregon employers are required by a number of state and federal agencies to display a variety of workplace notices and posters. Typically, these notices must be posted in a conspicuous place, where employees may regularly view them. Employers with more than one work location are generally required to display these posters at each worksite.

Certain posters must also be readily available for job applicants to view. These include the federal Polygraph Protection Act Notice; the federal Family and Medical Leave Act poster; the OR-OSHA Job Safety and Health poster (“It’s the Law”); and the “Equal Employment Opportunity is the Law” poster.

With Oregon minimum wage changing 1/1/15, I wanted to make sure you had everything you need to post the NEW State Minimum Wage poster. Please go to the following link for more information. Please note you can either print them off for FREE at [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx) or you can order the composite poster for large Oregon employers for \$10 plus shipping and handling at [http://www.oregon.gov/boli/TA/pages/t\\_tabooks.aspx#posters](http://www.oregon.gov/boli/TA/pages/t_tabooks.aspx#posters).

## **BENEFIT EFFECTIVE DATES, VERIFICATION OF CHANGES AND CORRECTIONS TO ENROLLMENTS**

**WHEN are Changes Effective** – Changes made during [Open Enrollment](#) are effective January 1, 2015, except for policies and/or amounts that require the approval of underwriters (life/ long-term care).

**VERIFY that Changes Have Been Processed** – Review your Earnings Statement to confirm that your enrollments and deductions are correct.

- December 2014 Earnings Statement will reflect changes to Medical, Dental, HEM financial incentive, Life, Accidental Death, Short-term Disability, Long-term Disability, and Long-term Care.\*
- January 2015 Earnings Statement will reflect enrollment in the Flexible Spending Account(s) for 2015.

*\*For policies that require approval of an underwriter the change will be on the Earnings Statement the month following approval (life/long-term care).*

**CORRECTIONS to Enrollments** – If you notice an error on your Earnings Statement contact Employee Benefits at 541.737.2805 or by email at [employee.benefits@oregonstate.edu](mailto:employee.benefits@oregonstate.edu)



## **NON-RENEWAL OF FIXED TERM FACULTY NOTIFICATION AND PROCESS**

We are beginning the process for renewal and non-renewal for all unclassified, fixed-term employees. If your unit has fixed-term unclassified employees, either 9- or 12-month, who you do not plan to reappoint for the 2014-15 academic or fiscal year, please contact Lori Wolcott, AABC HR Manager, as soon as possible, to discuss the process.

***The non-renewal notification process is time sensitive. If deadlines are not met, the unit or college will be required to renew the employee for the length of time necessary to achieve the required notice.***

Please see below for general notification standards for non-renewals for professional faculty, instructors and senior instructors.

<b>Minimum Required Non-Renewal Notification Requirements</b>	
<b>Years of Continuous Service</b>	<b>Professional Faculty, Instructors, or Senior Instructors</b>
Less than two years	One month prior to the beginning of the next contract period
Greater than two years, but less than six years	Two months prior to the beginning of the next contract period
Six years or more	Four months prior to the beginning of the next contract period

Non-renewal notification requirements do not apply to the following employees:

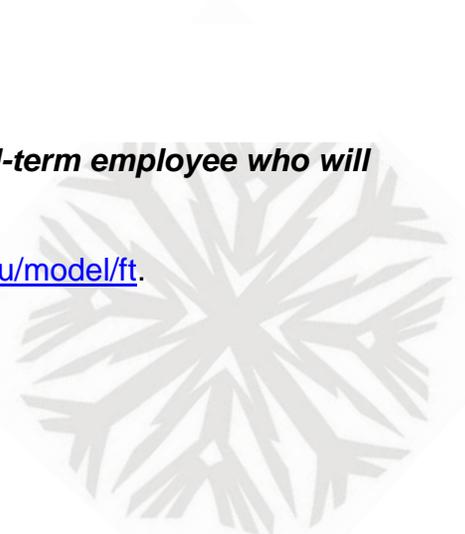
- instructors appointed from emergency pools;
- athletic coaches on contracts;
- fixed-term employees paid on gift, grant, or contract funds;
- Fixed-term employees employed at less than 0.50 FTE.

During the fixed-term renewal process, every fixed-term employee must receive one of the following letters:

- Notice of appointment letter renewing his/her appointment
- Notice of reasonable assurance letter
- Notice of non-renewal letter

***Non-renewal notification letters are required for any fixed-term employee who will not be renewed, regardless of funding source.***

For additional information please visit <http://hr.oregonstate.edu/model/ft>.



## **STUDENT EMPLOYMENT VERIFICATION AND JOB REFERENCES**

Student employment information is considered [confidential](#).

A [Student Employment Information Release form](#) must be on file with OSU before confidential information can be released.

**Employment Verification** is a request for information regarding grades, enrollment, work dates, or salary etc.

The Supplemental Nutrition Assistance Program (SNAP) commonly known as Food Stamps may request that a student provide information verifying employment or participation in the Federal Work Study Program. If your student has a form from SNAP they can take it directly to the Office of Human Resources @ 122 Kerr Admin. Other requests for information related to a student's employment at OSU can be faxed to the Office of Human Resources, 541-737-7771, presented in person or mailed to 122 Kerr Administration, Corvallis, OR 97331.

**Job References** can be given to a potential employer upon request provided the [Student Employment Release form](#) is on file with OSU. The request could be by phone or in writing regarding the students general work experience, proficiencies, practices, reliability (if positive), projects and successes. If a positive reference cannot be made you should decline to respond.

Please contact your [AABC HR Student Employment Consultant](#) at [aabc.studentemployment@oregonstate.edu](mailto:aabc.studentemployment@oregonstate.edu) to confirm that this form is on file, or if you have additional questions.

## **TEMPORARY EMPLOYEE HOLIDAY PAY:**

OSU temporary employees who are union represented are eligible to be paid time and a half when working on an OSU holiday. EmpCenter does not automatically calculate this higher rate of eligible temporary employees. The AABC has gone back to January 1, 2014 and reviewed hours worked for temporary employees on OSU recognized holiday days and requested checks for payment of the additional half time rate for eligible employees. Those who continue to work at OSU will have the back pay due added to their December 2014 paycheck.

Please note, temporary employees are not considered essential personnel. Those who work during campus closures will be paid at their regular rate of pay and are not eligible for OTS.

## **W-2 WAGE AND TAX STATEMENTS:**

W-2 wage and tax statements will be prepared in January 2015 and mailed to the current mailing address on file at that time. Generally they are mailed at the end of the month and no later than January 31<sup>st</sup>. It is recommended that all employees review their current mailing address and make any necessary updates prior to January 10<sup>th</sup>, 2015 to ensure correct mailing of their W-2 statement.

Your current mailing address can be reviewed and edited online at [MyOSU](#) or [Online Services](#). After logging in with your ONID ID and password select **Personal Information**. Choose update address(es) and Phone(s) then Current to edit your current information.

W-2 statements will also be available online through [MyOSU](#) or [Online Services](#) in early February.

## **W-4 WITHHOLDING ALLOWANCE EXEMPT FILING:**

W-4 withholding allowance Exempt filing status expires in February. If you file Exempt and have no tax withholdings monthly, you must re-file annually to maintain this withholding status. Submit a new W-4 for to central payroll in the Kerr Administration building by February 13<sup>th</sup>, 2015. If Exempt filing status is not renewed or another withholding amount submitted, by default taxes will be withheld at the highest rate of Single and no (Zero) exemptions. OSU cannot refund income taxes withheld after Exempt status expiration.

W-4 forms are available on the [OSCAR](#) website or the [IRS website](#) (pdf format) or through the AABC Payroll Office in the Memorial Union, MU215. Complete the form, sign, and submit the completed form to Central Payroll. Employees may also change their W-4 withholdings on-line through [MyOSU](#), however this option cannot be used to [continue Exempt filing status](#).

## **SHARED SERVICES GOALS**

All Business Centers (collectively known as OSU Shared Services) are working to accomplish multiple goals. Linda Powell, the Director of OSU Shared Services, has classified the goals into five categories and has assigned leaders for each goal. Here is the list of goals that are being worked on:

- 1) Service – This goal has been divided into two smaller goals
  - a. Customer Service – Utilizing data from the April 2014 Customer Satisfaction Survey as a baseline, increase customer satisfaction scores

across all business centers by 10% in areas of communication, reporting, support and knowledge of contact points.

- b. University Community Service - Business Centers to increase the level of university community service by employees to equal at least 4 hours per employee in calendar year 2014 and 8 hours in calendar year 2015.
- 2) Employee Engagement – This goal has been divided into three smaller goals
    - a. New Employee Orientation / Onboarding - Develop a cross-business-center new employee orientation program in calendar year 2014 and roll-out to new employees in calendar year 2015.
    - b. Job Satisfaction - Business centers to increase employee satisfaction scores by 10% in 2015. This will be accomplished through implementing action plans as a result of the 2014 employee survey.
    - c. Professional Development - Create and implement employee development plans for each employee, including at least one professional learning goal for 2014 and 2015.
  - 3) Communication & Technology – This group consists of two goals
    - a. Communication - Increase the level and depth of information being shared within and across the business centers, and about business centers to the wider community. Develop specific communication channel strategies and implement by March 2015.
    - b. Technology - Research and select specific technology strategies for business centers to utilize to increase efficiencies across the organization. Select strategy in Q3 FY2015 and implement in Q2 FY2016.
  - 4) Lean Process Improvements
    - a. Lean Process Improvements - Implement a Lean methodology and strategy across the business centers in 2014. This will include training and engaging staff, identifying key processes for improving, implementing Lean and measuring/tracking cost and time savings.
    - b. Best Practices - Develop and implement strategies to identify and implement core best practices across all business centers.
  - 5) Employee Workload & Development
    - a. Employee Workload - Establish Scalable Workload Model, Including Metrics, Resources by June 30, 2015.
    - b. Raising the Bar - Develop and implement strategy to elevate staff expertise across all business centers by June 30, 2015.

In an upcoming newsletter, we will provide an update on the progress that is being made.

**AABC TEAM | Auxiliaries & Activities Business Center | Oregon State University  
110 Poling Hall & 215 Memorial Union| Corvallis, OR 97331-4203 |  
<http://oregonstate.edu/fa/bc/aabc/>**

