



## June 2023

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### Dates to Remember

Monday, July 3<sup>rd</sup> – Administrative leave – campus closed

Tuesday, July 4<sup>th</sup> – Holiday leave – campus closed



### 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 to Stillwater (bottom of OSU-OKC homepage), and then by clicking the link for [Directory](#) on the top right of the page. If your department or title is incorrect in this directory, contact OSU-OKC Human Resources, [okc.humanresources@okstate.edu](mailto: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)

Our local OKC directory is located on the homepage, [osuokc.edu](http://osuokc.edu). On the top right of the page, there is a link for [Directory](#). You can also find it by going to the SharePoint site and clicking the link for *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](mailto:okc.helpdesk@okstate.edu).

### Flexible Spending Account Claims Reimbursement Update

As part of ongoing efforts to serve participants in the most efficient way, Chard Snyder, OSU's Flexible Spending Account provider, is making an update to the claim reimbursement process this month.

#### What is happening?

Chard Snyder is making a small change to the way they pay claims when a participant asks to be reimbursed with a check. When a participant requests to be reimbursed **by check** for an amount less than \$25, Chard Snyder will hold the reimbursement until additional claims are submitted that total at least \$25. If no additional claims are submitted, the participant will be reimbursed at the end of the plan's runoff period.

**There is no need to meet this \$25 threshold to receive reimbursement by direct deposit.** Chard Snyder will be adding messaging to the online portal, claims filing process, and claim forms to inform participants of this change and to highlight the advantages of using direct deposit - it's quicker, more convenient and more secure.

[Click here](#) for more information about Flexible Spending Accounts.

### 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](mailto:askpenny@chard-snyder.com)

#### **HSA – Benefit Wallet**

<https://www.mybenefitwallet.com/index.html>

Service Center: 877-472-4200

## **The EEOC Announces the Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) is a new law that goes into effect on June 27, 2023. The PWFA requires public and private sector employers with at least 15 employees to provide reasonable accommodations to a worker's known limitations due to pregnancy, childbirth, or related conditions, unless the accommodation causes the employer an "undue hardship." The PWFA applies only to accommodations.

This law does not replace federal, state, or local laws (such as Title VII) that are more protective of workers affected by pregnancy, childbirth, or related medical conditions. In Oklahoma, employers must treat pregnancy, childbirth, or related medical conditions the same as other employees with temporary disabilities.

The PWFA prohibits employers from forcing a pregnant employee to take paid or unpaid leave when another reasonable accommodation would allow the employee to continue to work. An employee should be free to choose any leave available to them, and they should not be forced to take leave against their will.

After June 27, 2023, the EEOC will analyze charges regarding accommodations for workers affected by pregnancy, childbirth, or related conditions under the PWFA (if the violation occurred after June 27, 2023) and, where applicable, under the ADA and Title VII.

If you have questions, or if you need a reasonable accommodation in the workplace, please contact the Office of Equal Opportunity at 405-744-1156 or email [eeo@okstate.edu](mailto:eeo@okstate.edu)

## **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](mailto: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 from *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® GuidanceNow<sup>SM</sup> Mobile App

### Employee Updates

#### New Employees

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Name	Title	Dept.	Hire Date
William Hopper	HR Specialist	Human Resources	5/30/2023
John Evans	Security Officer	Safety & Security	6/4/2023
Rakeeta Kearney	Evening Weekend Coordinator	User Support & Training	6/9/2023
Zachary Sipes	Compliance Coordinator	Veterinary Technology	6/12/2023
Terry-Joe Bruens	Support Specialist	User Support & Training	6/12/2023
Josie Anderson	Admissions Specialist	Admissions	6/12/2023

#### Promotions/ Transfers

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Name	Title	Dept.	Date
Venesha Harris	Assistant Registrar	Records & Registrar Services	5/16/2023
Danielle Williams	Business Services Coordinator	Business Services	5/24/2023
Andrew Wilmes	Director	Enterprise Systems & Bus, Intel.	6/1/2023
Jackson Holman	Greenhouse/Gardens Manager	Horticulture	6/11/2023

#### Employee Departures

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Name	Title	Dept.	Last Day
Kimberly Reeds	Department Head	Veterinary Technology	5/31/2023
Linda Brooks	Associate Professor	Nursing	6/1/2023
Krystle Dick	Director	Academic Advisement	6/6/2023
Jennifer Schoelen	Associate Professor	Nursing	6/7/2023
Coral Rewasiewicz	Director	Student Engagement	6/9/2023
JaQuilla Burrell	Financial Aid Counselor	Financial Aid	6/20/2023
Megan Hoerr	Registrar Specialist	Records & Registrar	6/23/2023
Dalton Sanders	Security Officer	Safety & Security	6/26/2023

### Human Resources Team



Email: [okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu)