Update from Linda Tom

Much of my time during my first 10 months at Ohio State has been spent listening to the human resource concerns and issues of faculty, staff and students. The new mission, organization, and priorities of our office reflect, in large measure, what you have told us that you need. I want to use this first issue of ressources to share with you two top priorities for the Office of Human Resources developed in response to you, our "customers."

The first priority is to improve our basic services in all operational functions. This means developing more customer friendly procedures, reducing bureaucracy and providing more effective and responsive services. For example, we have already reduced the turnaround time for reclassifications from up to eight months to 4-6 weeks. In addition, our wages payroll goes online this month which means that departments can transmit their wages information electronically. This will save departments across the campus hundreds of hours of manual paper work. Other initiatives include streamlining civil service procedures for hiring, updating and making accessible human resources policies and beginning to build a comprehensive human resources information system.

A second top priority is to undertake major affirmative action initiatives and to improve the climate for all people at the University. Our search for a new Associate Vice President for Employee Relations and Affirmative Action will soon be completed. Let me highlight just a few of our other initiatives in this critical area. We have begun working with departments and administrative units to develop new affirmative action plans for which they will be held accountable. The expected completion time for these plans is the end of this academic year. We have just developed an improved sexual harassment policy and procedures. In December, the Office of Human Resources, in collaboration with the Office of Academic Affairs, conducted workshops on sexual harassment for Deans, Chairs, and Vice Presidents.

Affirmative action training for search committees and affirmative action advocates also is being developed. Many additional initiatives will be forthcoming with the help of a task force on affirmative action and diversity training.

We are also addressing the need to resolve complaints at the earliest stage possible by providing Human Resources assistance at the "local level." The Offices of Employee Relations and Dispute Resolution are developing new procedures for effective early resolution of employee relations problems and complaints. These efforts mark just a few of our new initiatives in the Office of Human Resources where "our mission is to provide the best human resources services to support faculty, administrators, and staff to accomplish the university's teaching, research and service goals." We need your help. We need to know when we are doing well and when and how we can do better. Please call (2-4164) or drop us a note (113 Archer House) with your ideas and suggestions.
The fine print: Ohio State’s policy for people with disabilities

Editor’s note: The following is printed as a service to the University community.

The Office of Human Resources has issued this policy concerning equal employment for people with disabilities in the Operating Manual. The policy applies to faculty and staff.

Policy: It is the policy of The Ohio State University that discrimination against qualified individuals with disabilities is prohibited. Pursuant to Titles I and II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the University provides equal employment opportunities and reasonable accommodation for qualified individuals with disabilities.

Policy Guidelines

A. Regulations

1. It is a violation of University policy to discriminate in employment against a qualified person, in regard to any employment practice or term, condition and privilege of employment, because that person currently has a disability or because the person had a disability but no longer has that impairment, or because the person is regarded as having a disability. It is also a violation of this policy to deny an employment opportunity or benefit to or otherwise discriminate against an individual, whether or not that individual has a disability, because that individual has a known relationship or association with a person who has a disability. This prohibition applies to job application procedures, hiring, advancement or discharge of employees, employee compensation, job training, and all other terms and conditions of employment.

2. It is University policy to determine essential job functions based on an individualized inquiry into each position filled and to determine whether the person with a disability can perform these functions unaided or with reasonable accommodation.

3. It is against University policy to use qualification standards or selection criteria which would screen out or tend to screen out individuals with disabilities, unless such measures are both job-related and necessary to the safe and efficient operation of the business.

4. The affirmative obligation to provide reasonable accommodation applies to individuals seeking employment with the University as well as to current staff members who become disabled while employed with the University.

B. Responsibilities

1. The Office of Human Resources is responsible for the coordination and implementation of this policy and these guidelines.

2. Each dean, director, department chair and/or administrative officer of an operational unit shall assist the Office of Human Resources in the implementation and dissemination of this policy.

3. Such officials are responsible for reviewing their units’ recruitment, interviewing, selection and employment practices and to implement changes as necessary to assure compliance with this policy.

4. It is the obligation of every faculty and staff member of the University to in his or her area of responsibility to adhere to this policy.

C. Definitions

For purposes of this policy and guidelines, the following definitions apply:

1. “Disability” — a physical or mental impairment that substantially limits one or more of the major life activities of an individual or a record of such an impairment or being regarded as having such an impairment.

2. “Qualified individual with a disability” — an individual with a disability who, with or without reasonable accommodation, can perform essential functions of the employment position that such individual holds or desires.

3. “Essential job functions” — those functions actually performed in the job, the removal of which would fundamentally alter the position. To determine whether a function is essential, it must be determined whether the position exists to perform that function, and whether there are other employees available to share that function, as well as the degree of expertise required to perform the function. Whether a function is essential also depends on the content of the written job descriptions, the terms of the collective bargaining agreement, the time spent performing the particular function and the consequences of failing to require the employee to perform the function.

4. “Reasonable Accommodation” — a modification or adjustment to a job, the work environment, or the way things are done that enables a qualified individual with a disability to perform essential job functions. Such accommodation is required unless it poses an undue hardship on the employer. The determination of what accommodation is reasonable in a particular situation involves a process in which the department and the employee identify the precise limitations imposed by the disability and explore potential accommodations that would overcome those limitations.

5. “Undue Hardship” — any accommodation which is substantial, or disruptive or would be unduly costly to the University or that would fundamentally alter the nature or operation of the unit.

6. “Major Life Activities” — include caring for one’s self, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive.

7. “Substantially Limits” — an impairment is substantially limiting if it significantly restricts the duration, manner, or condition under which an individual can perform a particular major life activity as compared to the average person in the general population’s ability to perform that same major life activity.

D. Grievances

Individuals who believe they have been treated in a discriminatory manner in violation of this policy are encouraged to contact the Office of Human Resources. The staff of this office is available for consultation and assistance relative to complaint of this nature and to facilitate the resolution of such problems in a manner which is fair and equitable for the individual and which is consistent with the University’s policy of non-discrimination. The first efforts in response to a complaint shall be made on an informal basis.
Premium holiday to benefit employees, reserves

By Tom Spring

Ohio State employees will enjoy a one-month holiday from paying health benefit premiums and, starting in July, will have the opportunity to lower their premium payments through enrollment in a new health plan option.

That's the word from the Office of Human Resources, which is instituting a number of money saving measures. The options became clear during an evaluation by several task groups to see how the University might save money to help balance its budget.

In the area of health benefits administration, Ohio State expects to save about $4.4 million this year. Part of the savings will be achieved by lowering the reserves set aside to ensure against an unanticipated rise in health benefit claims. The University will reduce the level of reserves for the medical, dental, vision and life insurance programs from 20 percent of annual costs to 5 percent.

We don't want employees to think that the University is taking the employees' money to help with this deficit

Linda Tom

Administrators won't take money out of the reserves, which were contributed by the University and employees. Rather the level will be drawn down through establishment of a premium holiday for employees.

Faculty and staff will see a fatter paycheck — an average of $65 — for one month. And the University will be able to reallocate its share to help balance the budget.

"We don't want employees to think that the University is taking the employees' money to help with this deficit," says Linda Tom, vice president for human resources. "The employees' contribution will be returned to them through the premium holiday."

That holiday probably will come within the next two to three months. A decision may be made yet this week.

Tom and Nick Maul, director of benefits, note that the lowering of reserves is not tied to the amount of future premiums that employees and the University pay for their health care.

Because health care costs continue to rise at a level exceeding the rate of inflation, employees can expect their cost to rise as well, even when the percentage of that share, 19 percent, remains the same. Ohio State currently picks up the other 81 percent.

However, the Office of Human Resources is working on a plan to give employees the opportunity to reduce their premiums by enrolling in what is called an Exclusive Provider Organization. Participants receive care at group rates from physicians and health care professionals who are members of the EPO. If patients go outside the organization, they pay the full cost of care.

"It's like an HMO (health maintenance organization) in that you have a group of doctors and hospitals you get your care from, but there is less choice as to where you get your care," says Maul. "But you pay less money."

Maul thinks many employees will decide it's a better deal than their existing health care plan.

"You can expect to pay a lower premium. Employees with family coverage may save $400 or $500 a year."

That means Ohio State will save money on its share of the contribution, too. Information is to be distributed to employees within the next two weeks.

In addition to developing the plan, Human Resources is combining administration of all medical benefits plans. In the current system, Community Mutual, Central Benefits and John Hancock administer claims processing for the three plans. In the new plan, one firm will oversee all of them.

"We're thinking that with a competitive bid, we can reduce the price, and that by eliminating duplication, we can reduce the price (again)," Maul says.

Human Resources also plans to establish a managed care component for worker's compensation. Officials expect that their case management efforts will result in reduced medical and compensation payments by fiscal 1995, and that savings from the resulting premium reductions will be realized by fiscal 1997.
OSU writes off $7.1 million in debts

By Tim Doolin
Dispatch Higher Education Reporter

Ohio State University is writing off at least $7.1 million in debt from the College of Humanities and the Office of Human Resources.

Eight other colleges and academic units will be required to pay back money owed to the university's central fund.

The 15 colleges and offices ran up a total debt of about $44 million during one to eight years beginning in the mid-1980s. The university covered the debt by reallocating money from the central fund.

There were several reasons for the debts, but a recurring cause cited by administrators was the cost of early retirement buyouts of faculty and staff members.

The university has been working with the colleges and academic units to develop repayment plans. Plans still have not been completed for five of the colleges and offices that incurred larger debts.

The College of Humanities owes about $7.8 million, the second-largest debt, but is being required to pay back only about $1.8 million.

The university is absorbing the remaining $6 million, saying it was neglectful in letting the debt slide over several years and did not give the college enough money to keep pace with dramatic increases in enrollment and curriculum demands.

"In essence, we are writing it off," said William J. Shkurti, vice president for finance at OSU.

Up to 27,000 undergraduate and graduate students take a course from the college each quarter. That is about 25 percent since 1985.

"There are a number of reasons why you could run a deficit, but to let it go up to $6 million shouldn't happen," Shkurti said.

"Either the university should have given the college more money for enrollment or it should have given the college more of a sense of what was expected of it.

Humanities will pay off the debt during the next five years by eliminating less popular courses, cutting back on classroom instruction materials and reducing research. The college also will not fill some faculty and staff openings.

The university also is waiving about $1.1 million owed by Human Resources, saying that the office "historically" had been inadequately funded. That office oversees such operations as payroll and benefits administration, labor union negotiations and affirmative action.

The university still is trying to work out payment plans with some of the biggest debtors. The College of Agriculture owes about $9.8 million and the College of Engineering, about $4.7 million.

The university and the College of Law have been trying to determine how much money is owed. The university has set the debt at about $710,000, but the law school says the amount is less.

"But it is not something we want to debate publicly," said Francis X. Beytagh, dean of the law school. "I have been working with the finance people."

Agreements also have not been reached with the Office of Academic Affairs, which owes about $5.4 million, and the Office of Student Affairs, which owes about $3.6 million. The stumbling block with Academic Affairs is about $224,000 owed by the Wexner Center for the Arts.

The debt was caused primarily by unanticipated start-up costs of the center, said Bill Cook, its acting executive director. The center has proposed that the debt be split three ways among the center, the university and the Wexner Center Foundation, established to support programming at the center.

"The center believes the unanticipated costs are more the responsibility of the university not understanding what it would cost to run the center," Cook said.

Payment plans have been reached with the following colleges: arts, which owes $297,000; business, $154,000; dentistry, $2.5 million; education, $160,000; mathematics and physical sciences, $1.8 million; medicine, $1.7 million; and veterinary medicine, $202,000. The Office of Business and Administration has developed a plan to pay back about $2.3 million.
Drug free policy

Editor's note: The following is printed as a service to the University community.

The Office of Human Resources has added a policy calling for a drug-free campus to the Operating Manual.

Policy: Unlawful possession, use, production, distribution or sale of alcohol or other drugs by any faculty, staff or student is prohibited on University property or as any part of University activities.

Policy Guidelines:
A. Regulations
1. This policy is created to comply with Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) which requires that the University show it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by faculty, staff and students, and to set forth the University’s standards to provide a community setting that is safe, healthy and productive for all faculty, staff and students of The Ohio State University, including The Ohio State University Research Foundation.
2. Any faculty, staff or student violating this policy will be subjected to the appropriate University disciplinary procedures.
3. Violation of this policy may also lead to referral for prosecution to the appropriate local, state, and/or federal authorities. Faculty or staff who are convicted of any criminal drug statute violation occurring in the workplace must notify the appropriate office (Academic Affairs for faculty, Human Resources for staff) within five (5) days of the conviction if they are employed by the University at the time of the conviction.

B. Responsibilities
The Office of Human Resources will distribute this policy annually throughout the University community and will include information about referral and treatment, applicable laws and sanctions and current assessments of possible health risks.
Use of consulting firm makes search for provost costly

By Heather Chapman
Lantern staff writer

Recent searches conducted by Ohio State to fill key administrative positions have cost the university tens of thousands of dollars.

The university's new dean of the College of Law and senior vice president and provost for Academic Affairs were formally appointed by the Board of Trustees on Friday, officially ending two very different search processes.

The cost to bring the new provost, Richard Sisson, to Ohio State was $81,515.88, as of March 31. That figure was released by Madison H. Scott, executive assistant to the president and secretary for the Board of Trustees, but does not reflect the total cost of the search.

For instance, the Heidrick and Struggles consulting firm of Chicago has been paid only $53,553 of their expected $53,131 fee. This fee is equal to one-third of Sisson's first-year salary.

In contrast, the search for a new dean of the College of Law did not need the use of a consultant. Gregory H. Williams was selected and will assume the post July 1.

Albert L. Clovis, chair of the law dean search committee and professor of law, said using a consulting firm in that type of search was "certainly not customary, and in my judgment not necessary."

The legal field is a much smaller world, Clovis said, and people around the legal profession are much more qualified to judge a candidate than a consulting firm is.

"I'm not sure if there is any head-hunting firm that would have had the competence to deal with a dean of the law school search," Clovis said. But, he added, the position is different than those for which other searches are conducted.

Paul Beck, chair of the provost search committee, said he believes the search committee was necessary. The committee interviewed many firms before deciding on Heidrick and Struggles, Beck said.

"I think it very solid in academic searches," Beck said.

The same search firm was also used in the selection of President E. Gordon Gee, but the university employed another firm in the recent search for Linda Tom, vice president of Human Resources. That search cost $78,572.98.

Again, the largest cost in the Human Resources search was for the consulting firm, Fox-Morris Associates, Inc. of Cleveland, which charged $35,500. This firm was chosen because it specializes in human resources candidates, said Reed Fraley, chair of the human resources search committee and associate vice president for Health Services.

According to the figures released by Scott, another large cost, aside from travel expenses, was the cost of advertising in various publications and sending out mailings.

"The provost search will end up costing at least $20,000 more than the search for the vice president of Human Resources, $10,000 less was spent on advertising in the provost search."

The high cost of advertising resulted from advertisements that the human resources search committee placed in the Wall Street Journal and the New York Times. Fraley said most professionals follow those two publications for position openings, and the committee wanted as broad a candidacy pool as possible.

The committee did not want to limit the pool to individuals currently in university positions, and that was part of the reasoning behind the advertising and consulting firm choices, he said.

That reasoning did not apply in the provost search, however. Beck said it is very rare to get a provost from the business community, the Wall Street Journal and the New York Times' exposure to academics is very small, and the ads are outrageously expensive, he said. One ad in the Wall Street Journal would have cost $9,840, and the people responding would be "very unlikely to be qualified," Beck said.

All three searches advertised in the Chronicle of Higher Education and various minority publications. The Human Resources position was advertised in various personal journals as well, Fraley said.

Clovis said most of the advertising in the law dean search was the form of mailings to the 176 U.S. law schools and leaders in the legal academic community. He said these were probably more effective than ads.

The search for a new dean of the College of Law did not need the use of a consultant.
OSU gays seek medical benefits

Employees petition for changes for homosexual partners

By Tim Doulin
Dispatch Higher Education Reporter

Ohio State University is still considering whether to give medical and other benefits to same-sex partners of university employees.

The university recently received a petition signed by more than 400 faculty and staff members requesting the benefits, which are given at some schools.

“We understand the interest of the group, so we have been meeting with them,” said Linda Tom, OSU vice president for personnel.

“But we are not ready to make any decisions on the benefits they are asking for.”

Phil Martin, who signed the petition, said he has been encouraged by the meetings and the “constructive dialogue.”

“Basically, we are asking for the same benefits the university offers to married heterosexual couples,” said Martin, director of Gay, Lesbian and Bisexual Student Services at OSU.

“Eventually, this will become criteria by which faculty and staff will decide whether they will work at an institution.”

Two years ago, OSU made available to homosexual faculty and staff members such benefits as sick and bereavement leave for loss of a partner, use by a partner of athletic facilities and library, and two OSU football tickets.

Forty-five homosexual couples have signed “domestic partnership” affidavits to receive those benefits, the university said.

Besides medical benefits, OSU is being asked for such benefits as tuition reimbursement, which would allow homosexual partners and dependents to attend university classes at a reduced cost.

The university estimates there are 770 university employees cohabiting with someone, with about half of those relationships involving homosexuals.

“Our experience is that very few (homosexual couples) have signed up for the benefits we now offer,” Tom said.

“If we made available other benefits, I don’t know that that number would not go up.”

If more benefits were offered, they likely would be available only to homosexual partners and not unmarried heterosexual couples, Tom said.

“The rationale is that heterosexual couples have the choice of legally marrying to get the benefits. Same-sex couples don’t have that right.”

Earlier this year, the University of Iowa offered health benefits to partners of university employees in homosexual relationships.

“To my knowledge, we are the first Big Ten school to do this, but I know that there are others looking at it in addition to Ohio State,” said Mary Jo Small, associate vice president of finance and university services at Iowa.

“Our principal underlying notion is to guarantee financial stability for employees. If a member of the family has a catastrophic illness, the employee will not be devastated financially by the illness.”

Iowa’s medical benefits are on a three-year trial basis. So far, 16 homosexual couples have signed up.

“There are many cases where the partner of the university employee is employed elsewhere and has their own health insurance and would not be interested in this program,” Small said.

Stanford University also offered medical benefits this year to homosexual partners of university employees.

University spokeswoman Karen Bartholomew said, “There hasn’t been a huge call for it, but I think it has been really good for morale.”
Our Mission and Values

Our mission is to provide quality human resource services to faculty and staff in support of the university’s teaching, research, and service objectives.

Our responsibilities include:
- recruiting and supporting the hiring of quality people;
- providing quality compensation and benefits programs responsive to customer needs;
- developing employees through education and training;
- enhancing the climate and quality of work life; and
- creating and valuing diversity.

In interactions with our internal and external customers, we commit to the following values:
- respect for the individual;
- open and honest communication;
- fair and equitable treatment;
- concern and sensitivity; and
- acknowledgment of and respect for diversity.

We carry out our mission by:
- maintaining the highest professional and ethical standards;
- committing to quality in all we do;
- understanding and anticipating customer needs;
- improving efficiency and productivity;
- reducing bureaucracy and simplifying processes;
- continuing to improve services;
- measuring outcomes; and
- working as a team.
Employee Orientation Gets New Look

Improving the orientation process for Ohio State University's new employees is a priority for the Office of Human Resources. The Training and Career Development Office has been working with various offices and with university employees to design an employee orientation process. We would like to update you about our activities.

An assessment of the orientation needs of Ohio State employees was completed in Winter Quarter. Focus group sessions were conducted to receive feedback from administrative and professional and classified civil service staff on their orientation experience. In addition, a task group was organized for input and feedback concerning the orientation process; this group consists of fourteen A&P and CCS staff from various colleges and departments. Several areas including the University Libraries, Physical Facilities, Residence Life, Center for Teaching Excellence, and Employment Services were consulted. Selected universities and corporations around the country were contacted to share information about their programs, and numerous journal articles were reviewed as well. From this assessment, we learned a number of employees felt “information overload” during their first days on the job and, in some cases, felt a lack of support in learning and mastering their new job duties.

Based on this assessment information, a comprehensive orientation process was designed with the goal of helping the new employee become productive as quickly as possible while developing positive attitudes toward their job and the University community. To help achieve this goal, new employees need to know the importance of their jobs to their units and the University, important policies and procedures, Ohio State’s history and traditions, expectations for their work and behavior, and who and where to go for support with work issues. The underlying philosophy is that orientation is a process rather than a one-day event and a shared responsibility among the new employee, supervisors, and the Training and Career Development Office.

At this time, a number of resources have been created. A “process chart” has been completed that lists what tasks and information to share with the employee, who should share this information, and when to share these tasks. For supervisors and human resource personnel, a workshop has been created to help them understand the orientation process and their role in it. A supervisor’s checklist has been developed listing what to include in a college/department/office orientation. For new employees, a notebook is being created which will include information about their role in the orientation process. It will include sections for their unit orientation, for their university-wide orientation program, and for University resources. The notebook will contain suggested questions to help guide the employee’s learning during their orientation. In addition, a university-wide orientation program is being designed that will consist of a number of “workshop modules” that will be presented over several months. Each module will cover a different topic ranging from benefits information to a history of Ohio State to climate and culture issues at this university. This program is currently under design.

As we continue our work on the orientation process, we are looking forward to “piloting” some of the workshops and resources that have been developed. We would also appreciate your suggestions and comments. Please call Bob Towner-Larsen, Training and Career Development Office, at 292-4500.
Questions & Answers

About Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) will take effect nationwide on August 5, 1993. Human Resources staff are reviewing the new regulations and analyzing the ways it will affect existing University policies. Here are two questions that are frequently being asked about the new law.

Q What does the FMLA do?

A The purpose of FMLA is to assist working caregivers balance the demands of the workplace with the needs of families. The new law will have the greatest impact on employers who currently do not have policies that accommodate working families or whose policies are applied inequitably.

The law entitles an eligible employee to 12 weeks of unpaid leave during any 12 month period at the time of the birth or adoption of a child or in the event of a serious health condition affecting the employee or a family member.

Q How does Family and Medical Leave relate to current Ohio State leave policies?

A Until the final regulations are issued by the Department of Labor on June 5, there are still many questions about how the law affects our current University leave policies. The goal of Human Resources is to assure we are meeting FMLA regulations while furthering the University's commitment to supporting work and family commitments of faculty and staff. More information about FMLA and revised University leave policies will be made available the middle of August.
Human Resources Responds to Shortfall

In response to the need to submit budget cut scenarios averaging 5 percent to address the University's $25 million shortfall for fiscal year 1994, colleges and administrative support units are reviewing programs and staffing priorities and needs to identify appropriate reallocations. Other measures include a 90-day freeze on most hiring and purchasing. While efforts will be made to minimize negative consequences to individuals, some positions may be impacted.

In light of these budget reallocations, the Office of Human Resources is planning and will be prepared to provide assistance for possible reductions in force. Support and help will be provided to colleges and other administrative units and to individuals who may be affected. In all decisions which are made, important human resource planning considerations include: carefu1 assessment of organizational or programmatic needs and review of viable options; appropriate and sensitive treatment of individuals affected; the impact an affirmative action goals, and compliance with University policies and collective bargaining agreements.

The Office of Human Resources is asking units to fully explore all options for budget reallocations and for reducing the workforce prior to making decisions to implement layoffs.

These options include:

- attrition and the abolishment of unfilled positions;
- staffing alternatives such as reduced appointments or job sharing.

Human Resources can assist departments in developing alternative work schedules which can reduce costs while providing work options to employees with personal/family obligations.

Some of these options might include:

- reduction of regular appointments to 9, 10 or 11 months for A&P staff or 40, 42, 44, 46 or 48 week appointments for classified civil service;
- regular part-time appointments of 20 to 40 hours per week with salary and benefits prorated;
- job sharing in which two part-time staff members prorate the responsibilities of one full-time position.

These arrangements can be worked out so that the work of the unit is accomplished. For assistance in exploring these options, call Work and Family Programs (292-8993).

To provide effective and timely support to colleges and administrative areas Human Resources teams will be assigned to units to assist with strategies for reductions in force and appropriate follow-up as needed. Each team will consist of a human resources generalist and specialists from Employment Services, Benefits, and Training and Career Development.

In addition to serving administrative units, Human Resources will provide a broad range of services to individuals in the event of possible layoffs. The Training and Career Development office is charged to provide confidential career counseling and workshops on resume writing, interviewing, job search strategies and career/life planning. The office maintains a Resource Center which contains extensive information on job search and job/careers. For further information regarding any of these services, call Training and Career Development (292-4500).

The University Faculty/Staff Assistance Program provides short-term counseling and assessment for employees dealing with emotional stress resulting from changes on the job as well as other issues. UFSAP provides both confidential counseling and referral services. Call 292-4000.

Persons affected by reductions in force will also be eligible for the Staff Career Development Grants program which provides grants up to $500 for re-training or other expenses associated with the job search. These grants will be available in 1994. For further information, call Mission and Outreach (292-4747).

Other departments in Human Resources that will be available to assist individuals include Benefits (292-3456), Employment Services (292-9380), and Labor and Employee Relations (292-3617)
Human Resources Conducts Climate Survey

The Human Resources Affirmative Action Planning Team recently completed a survey of all Human Resources staff to determine what the climate is like for individuals and groups of employees and to develop strategies for improving it. The Team is analyzing the data and will report the findings to the entire Human Resources staff.

The survey assessed the level of understanding about affirmative action and perceptions about the degree of commitment to affirmative action on the part of management, co-workers and each individual respondent. In addition, the survey explored beliefs about members of protected groups and the level of comfort people feel with colleagues who are different. The last two questions asked for suggestions about what managers and supervisors could do to improve the climate and what employees could do to enhance that effort.

The Office of Human Resources will use the findings as a basis for affirmative action planning relative to climate and other affirmative action issues. If you are interested in obtaining a copy of the survey instrument, please call Gail Carr-Williams (292-2800).
Employment services to combine offices

The Civil Service Staff Employment Office, located at 53 W. 11th Ave., will join the Professional Employment Office at Archer House Lobby. The mailing address for the combined office is 2130 Neil Ave, Columbus, Ohio 43210. The anticipated completion date is July 26.

Hospital Human Resources (Means Hall) will continue to process University Hospitals and College of Medicine job vacancies.

For more information, call Employment Services at 292-9380.
Diploma worth a lot to these staff

They're no Dave Thomas, but Reach 1 students have accomplished much

By David Sonderman

Most people without a high school diploma do not end up like Dave Thomas, the hamburger magnate who dropped out of school at age 15 and went on to found Wendy's Old Fashioned Hamburgers restaurants. Most dropouts struggle in their jobs, reaching career limitations early in life. And while Thomas certainly didn't need the General Education Degree diploma he received last March to further his career, a number of staff at Ohio State have spent the last several years studying hard for just that purpose.

Margaret Thomas, custodial worker for Residence and Dining Halls and no relation to Wendy's dad except for her desire for a diploma, was forced out of high school 30 years ago after becoming pregnant. She got married and started a family. But she still only had a 10th grade education — and no diploma. But now she is graduating from the Reach 1 adult basic literacy education program. Offered by Training and Career Development, Reach 1 provides classes for full- or part-time employees who lack a high school diploma or General Education Degree and have received their supervisor's approval to attend. It is funded jointly by the Office of Human Resources and the department where the student is employed.

A voracious reader, Thomas says everyday things like reading the news and balancing checkbooks were never a problem for her. "I really know a lot of things. But without a diploma there are a lot of other things you can't do." For her, two of those things are advancing in her job and meeting a personal goal to finish what she started.

"You might know things through your job, but if you don't have that piece of paper, you won't get that promotion," she explained.

"My family is so proud of me," Thomas said with a smile. "It's something that I've said I was going to do for a long time and now I'm finally doing it.

But finishing something after such a long absence isn't easy. Reach 1 students follow five areas of study, including math, science, social sciences, language arts and literature arts. And don't forget the homework.

"At times it is tough, but if you really want to do it, you'll find the time to squeeze it in," Thomas said.

Stories like hers are common among the 20 students in the Reach 1 classes. "Many times I've thought about giving up — saying to myself, 'You're never going to achieve this thing anyway.' But I haven't given up," said Mike Hodge, painter.

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with Maintenance who is graduating this month after five years in the program.

He went as far as the ninth grade before being expelled. A series of family problems contributed to his trouble at school.

Reading aloud has always been a stumbling block for Hodge. "My biggest problem wasn't that I couldn't read — I could. But I would skip over words or sections that I didn't understand. I didn't read aloud because I was afraid, because I didn't want to embarrass myself."

Now that he can read with confidence, Hodge focuses on his job future. "I've been with the University 15 years now and have reached the top limit of where a painter can go. Getting the GED will help me make a move to the management field."

Nancy Messerly, coordinator of the Reach 1 program, says most of the students in the program are bargaining members with the Communication Workers of America who work first shift. "We haven't had the resources available to offer the classes in the evenings," Messerly said.

But that may change as the program recently received a $15,000 grant from the Ohio Department of Education to schedule the lessons later in the day for second shift workers. And that's good news for a number of employees. "Recruiting and retaining second shift employees has been difficult since classes are offered only during the day. Many of these employees have second jobs and families at home," Messerly said.

Reach 1 classes are taught by Leslie Enoch, program specialist, who is assisted by eight-10 volunteer tutors.

Tutors are staff, students or members of Ohio State Literacy Volunteers of America who donate their time and efforts.

Classes run from September through July. On July 29 the program will hold its annual recognition event to award certificates and honor the graduates, teachers and tutors.

For Margaret Thomas it's bound to be an exciting day. But it won't mark the end of her education. She's now making plans to begin her college career.
NEWS ADVISORY:
GROUND TO BE BROKEN TUESDAY MORNING FOR NORTHWOOD FACILITY,
WILL INCLUDE FAMILY MEDICINE PRACTICE CENTER

Ground will be broken at 10 a.m. Tuesday (7/27) for a new Ohio State University building which will house a family practice medical center and the university's employment offices. Local elected officials and university administrators will make brief remarks at the site of the Northwood facility, two blocks north of the Columbus campus at North High Street and Northwood Avenue.

Scheduled speakers include State Rep. Michael Stinziano; Manuel Tzagournis, vice president for health services and dean of the College of Medicine and Linda Tom, vice president for human resources. Mayor Greg Lashutka, Franklin County Commissioner Jack Foulk and other local and OSU officials will also attend.

The two-story brick building will house the Rardin Family Practice Center, which will provide residency training for doctors in Ohio State's Department of Family Medicine and bring together programs now located in several areas of the University Hospitals Clinic. It will provide convenient, high quality medical care for the diverse population of the neighborhood.

The Rardin Center is named in honor of the late Thomas E. Rardin, an international leader in establishing family practice as a recognized medical specialty. Dr. Rardin, an Ohio State alumnus and faculty member, maintained a private practice in Upper Arlington for 40 years and was instrumental in establishing the Ohio Academy and the American Academy of General Practice.

The Northwood facility will also consolidate the university's two employment offices. Currently the professional employment office is located in Archer House and the staff employment office is located on 11th Avenue. Combining the offices is an efficiency move and will aid those seeking employment at the university. In addition, there will be a large activity area available for use by neighborhood groups.

The project is scheduled for completion by early 1995. The construction budget includes $4.5 million in state funds and some $376,000 in insurance benefits from a fire that destroyed Northwood School, previous occupant of the site.

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Contact: Ruth Gerstner, University Communications, 292-8424.
OSU to build family practice medical center

By VICKI OLIVER
Daily Reporter Staff Writer

As healthcare reform efforts focus on primary care, ground was broken Tuesday for a new Ohio State University building that will house a family practice medical center.

"This training site located in this community is an example of the importance of primary care training nationally," said Dr. Manuel Tzagournis, vice president of health services and dean of The Ohio State University College of Medicine.

The center, to be constructed at the corner of North High Street and Northwood Avenue, will provide residency training for doctors in OSU's Department of Family Medicine and bring together programs located in several areas of the University Hospitals Clinic.

The center, to be named the Thomas E. Rardin Sr. MD Family Practice Center, has been in the planning stages for more than 10 years, Tzagournis said.

The old Northwood School building that housed community organization offices was located on the property until it burned down in 1983, said state Rep. Michael Stinziano, D-Columbus.

"Since the earliest days, people have come to this place to solve community problems," Stinziano said.

A combination of $4.5 million in state funds and $376,000 in insurance benefits from the fire will be used to pay for the new two-story brick building.

"The timing for this center is remarkable as the United States moves toward family practice — getting back to the old family doctor — and moving away from specialists," Stinziano said.

The Department of Family Medicine has set a goal of directing 50 percent of medical school graduates into primary care practices, said Dr. A. Patrick Jonas, vice chairman of the department.

Currently, 12.5 percent of graduates go into primary care practices.

Primary care practices consist of family practice, general pediatrics and general internal medicine, he said.

"We provide continuous care of individuals and families," Jonas said. "Our time has finally come."

The university's two employment offices will be consolidated into space at the Northwood site, said Linda Tom, vice president of human resources at OSU.

The building also will include an activity area that will be available for use by community groups.
Trio finds silver lining in employment gray cloud

By David Tull

Aly Bradley, an administrative secretary at University Hospitals, is finding happiness in her third job since June 1992.

Jeanine Watters, a staff member in the College of Nursing for more than 20 years, now works for University Hospitals as nurse manager in the operating room, doing much the same things she did before.

Becky Hamilton, a 19-year University employee, is now happy as an administrative associate 2 for Physical Facilities after a similar position she held in business management was abolished.

The three are typical of University employees who face the prospect of layoffs as budget cuts force elimination of jobs. And all three echo similar nuggets of advice:

1. Use the University services offered by the Office of Human Resources.
2. Network and send out resumes.
3. Accept feelings of grief and fear that go with losing a job. The pain can be nearly the same as losing a loved one.
4. If a friend is laid off, give him or her your support. It’s a time when friendship is most important.

In June 1992, Bradley worked in the Office of Academic Affairs. Because of streamlining, her position, along with her supervisor’s, was eliminated.

“The next day I went to see Rick Termeer (assistant director of employment services, Office of Human Resources),” said Bradley. “He was absolutely incredible and told me what I could expect and what my rights were, what they could and couldn’t do, and the time frames involved.”

Bradley also went to Gay Hadley, assistant vice president for human resources, as a friend who could help her deal with her feelings.

Bradley had held her job for six years and had received excellent evaluations. With two children in college, Bradley said “this was a pretty heavy blow and very frightening.”

Going back to work the next day was hard. “It was difficult for the other people in my office. They probably felt relived that they still had jobs but also felt guilty,” Bradley said. “My good friends rallied around me and their support was tremendously important.”

Bradley found an appropriate position in the green sheet (Human Resources weekly list of job openings) almost immediately. By mid-afternoon of the second day, Bradley had a new job in the College of Pharmacy.

Then, four months later, a merger of divisions left her in the job market for a second time. Once again, an appropriate job came up in the green sheet. This time, during her job interview, Bradley specifically asked “How stable is this position?”

In the process of changing jobs twice, she took advantage of the Training and Career Development classes on resume writing, job search and interviewing skills. She also made a point of letting friends know she was looking.

Jeanine Watters was told in June 1992 that her job as a skills lab technician would be eliminated in June 1993. In giving a year’s notice, “the University was very kind about it,” Watters said.

What happened next also was reassuring. “Almost immediately I was contacted by someone from employment services. They told me the things I could count on,” Watters said.

These included priority in positioning within the University, use of the green sheet and placement services for a year, and access to other services to make the transition easier. “They made me feel that I wasn’t being thrown to the wolves.”

In Watters’ case, there was need for her services but no money in the college to pay for them. She credits Carol Kennedy, who chaired her department; Judy Gilliam, administrator of nursing services for University Hospitals; and Margaret Mecker, director of perioperative nursing, for working out a new placement as nursing program manager in University Hospitals.

In the College of Nursing, Watters had been working with students in the operating room. The new position of nursing program manager in the perioperative department (operating room) allows her to continue working with students as well as with experienced nurses. She is administratively responsible to University Hospitals and 100 percent of her salary comes from there.

When Becky Hamilton received word in May 1992 that her job in business management would be abolished, she had reason to know how the process of rehiring was supposed to work — she was the human resources person in her office.

“I began sending out resumes right away,” she said. And she networked. “I think it’s important for anyone in this position to get out and talk to everyone they know.”

She also checked in immediately with the Office of Human Resources.

She wanted to stay with the University if possible, in part because of the benefits she had accrued over 19 years.

Her department helped her in the job search. By July 1992 she started the new job in physical facilities.

Hamilton verifies the need for friends during the transition process.

“The support was so important to me. I will never forget that. If one of your colleagues is going through this, let them know that you still care.”

Many offices offer support services

Colleges and academic support units are doing everything possible to avoid job abolishments, according to Rick Termeer, assistant director of employment services, Office of Human Resources.

“However, the University is prepared to offer support and technical assistance to those employees whose positions are terminated,” he said.

“Of course, the initial task is to assist individuals in finding another position,” Termeer said. “The Office of Employment Services and the Office of Training and Career Development are available to work with each individual in their job searches, both on and off campus. Support and counseling are also available from Training and Career Development as well as the University Faculty and Staff Assistance Program.”

Staff members who are laid off are eligible to apply for Staff Career Development Grants, said Ned Cullom, program coordinator for Human Resources. The funds are from interest on money raised in the Campus Campaign.

Ten to 12 recipients are awarded grants that supply up to $500 to use for retraining costs, including tuition, registration fees, transportation, books and child care.

Employment Services may be reached at 292-9380. Training and Career Development is at 292-4500. Information on Career Development Grants may be obtained at 292-4747.

Other offices which employees may wish to contact include:

- Labor and Employee Relations, 292-3017; University Faculty and Staff Assistance Program, 292-4000; Work and Family, 292-8993; Benefits Administration: Claims, 292-4325; Continuing Benefits, 292-3439; Retirement, 292-4325; Unemployment Process, 292-3438; Affirmative Action, 292-4207; Dispute Resolution, 292-2800; and Veterans Affairs, 292-8383.
A Message from Linda Tom

A thoughtful and impassioned letter arrived
on my desk recently from a staff member.
The letter asked if there was some way that
administrators could reduce the uncertainties
and stress that result from continuous change
and the burden of increasing responsibilities
as a result of diminishing resources. This letter echoed
communication ideas I have had with
administrators over the past few years.
In these conversations, there was a hope for some
restructuring of the core programs
that were enriched within the academic
only a few years ago, a return to "better days."

Let me share some observations that I made
in response to the writer. First, we are here to stay.
All higher education is for the
same kind of re-examination and restructuring
that has been underway for some time in
the private sector. Institutions of higher education are no
longer protected from the demands of a
tightening economy and growing public scrutiny
and accountability. We have no choice but to
face this new reality if we want to survive.
Change is difficult and particularly painful
for those directly impacted by position
reductions. For those affected, we will provide
support and understanding. This is important not
only for those who may be leaving the University
but also for those who remain. The manner
in which we respond to our people in the times of uncertainty is a key measure of its quality.

The need to change, however, can be very
positive. It can provide enormous opportunities
for creative ideas, fresh approaches and new
possibilities. Opportunities are never greater
than when they are most demanding. For
example, hundreds of staff members in the offices
of Business and Administration, Finance and
Human Resources are already having to
rethink their work in order to improve
quality of service and gain efficiencies.

A key of these offices have experimented with
profitable budget reductions of more than 15% over
the last 2 years. Similar quality improvement
initiatives are occurring in the University Hospitals,
Admissions and Financial Aid, Student
Affairs and the Research Foundation. In other
situations, creative efforts have been made by
many departments to save jobs. Dozens of units
have implemented alternative work schedules
to address budget cuts while also supporting
individuals to balance work and family.
These are just a few examples of the kind of new
approaches that are emerging as old ways are
changed.

Many difficult decisions on program
and service priorities have been made in departments
across the campus and will continue to be made.
The near term pain is real but the long term
benefits will be visible to the viability of our
University. I am confident that we will
successfully come through these difficult times as a better
University if we work together and effectively
engage the collective intellect and commitment of our faculty and staff.
In this change process, openness and ongoing communication are essential.
Administrators must keep faculty and staff
informed, honest about the realities, and
be sensitive and responsive to both individual
and organizational needs. We must also find ways
to acknowledge the efforts of faculty and staff,
particular at a monetary reward is unlikely.

September 5-11 was designated as Staff
Appreciation Week and units across campus
communicated appreciation to individuals in
different ways. Some questioned the appropriateness
of this event when staff are being laid off. While we are experiencing difficult
and some of our colleagues will be
leaving the institution, there are thousands of faculty
and staff who daily continue to contribute
to all that is good about Ohio State. It is important to
acknowledge, recognize and celebrate their
good work. In fact, staff appreciation should not be
an "event" occurring once a year. At managers,
we should always be looking to "catch" people doing the right things and thank them.
I remain steadfastly convinced that with all
of us working together, we can and will shape a
new and stronger University.

Employment Meets the Challenge of Change

Have You Noticed?
One-Stop-Shop is now available from
Employment Services. The Office of Human
Resources has consolidated the two University
Employment Offices. The Staff Employment office
moved from its long time home on Eleventh Avenue
and merged with the Professional Employment
office to provide efficient and cost-effective
customer services at one location. The newly-formed
Employment Services is located in the lobby of
Athletic House, 210 Neil Ave.

You can obtain information about
University jobs opening anytime of the day or
night. If you've ever found that you didn't have
time to come to the Employment office during
working hours, you can use the OU JOHNNIE
(226-2212) to review job posting information 24
hours a day via a touch-tone phone.

Classified Civil Service job applications
are accepted from the general public only for
job titles under active review.

This change is part of a broader initiative
about the availability of University positions and
decreases the time span for the testing and interview process.

The "GreenSheet" has a new look.
There is a new, most readily noted by the
University Personnel Postings Bulletin
("GreenSheet")

Staff Career Development

- 1994 Staff Career Development Grants will be
awarded to staff who need financial assistance to
pursue education and training programs related
to their career and professional development.

- Grants of up to $500 will be awarded for costs
related to the applicant's job and career goals.

- Applications are available in the Office of Student
Affairs, 210 Neil Avenue or from the Human
Resources Council (3200 McCarthy Hall).

- Applications are due October 20, 1993.

- The deadline for accepting applications for
the 1994 Staff Career Development Grants is
October 20, 1993.

- Applications are available in the Office of Student
Affairs, 210 Neil Avenue or from the Human
Resources Council (3200 McCarthy Hall).

- Applications are due October 20, 1993.

- The deadline for accepting applications for
the 1994 Staff Career Development Grants is
October 20, 1993.
Supervisors and Clerical Support Staff See Eye-to-Eye on Training Needs

The Training & Career Development Office recently surveyed clerical support staff and their supervisors to identify secretarial and clerical training needs. Both groups were in agreement about the need for training on managing stress, managing conflict, communicating assertively, and using MAGNUS and SONNET.

In addition to the needs that both groups identified, secretarial and clerical employees saw themselves as needing financial training (e.g., use of the Financial Accounting Statement and developing projections for future expenditures) and training to be more knowledgeable of insurance and retirement benefits and the University's Affirmative Action plans. Supervisors also identified basic supervision and computing as needed areas of training for support staff. With respect to basic supervision, supervisors saw support staff as needing training on correcting performance problems, managing conflict, handling employee complaints and grievances, assigning work to employees, conducting performance evaluations, motivating others, giving constructive feedback, and making effective supervisory decisions. With respect to computing, supervisors saw support staff as needing training on using e-mail, creating and searching databases, creating and analyzing spreadsheets, and using desktop publishing.

To begin to address these identified training needs, the Training & Career Development Office has developed two new workshops on managing stress and giving/receiving feedback and will continue to offer the workshop, "Acquiring Assertiveness Skills for the Workplace". Over time, new workshops will be offered to address the other identified training needs. Additionally, the results of the needs assessment were shared with Academic Computing Services and Financial Training to assist them in planning the training programs that are offered by their respective offices.

If you want to know any other details about the results of the needs assessment contact Stephanie Ford at 292-4500.
**Questions & Answers**

**CASE IN POINT**

DURING THE 1992-93 ACADEMIC YEAR, STAFF, FACULTY, and graduate students of the University of Maryland conducted a study of employee benefits in seven campus locations. The study was intended to be a form of evaluation of the benefits provided to employees at the university. The study was conducted by the University's benefits committee and included interviews with employees to gather information on the satisfaction with the benefits provided.

The study found that the benefits were generally satisfactory, but there were some areas for improvement. The committee recommended several changes to the benefits program, including increasing the cost of health insurance, increasing the retirement contribution, and improving the flex-time policy. The recommendations were presented to the university administration, and some changes were implemented.

The study also found that the benefits program was well received by the employees, and there was a high level of satisfaction with the benefits provided. The results of the study were presented to the university administration, and some changes were made to the benefits program. The study was conducted by the University's benefits committee and included interviews with employees to gather information on the satisfaction with the benefits provided.

**Case A**

Case A involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case B**

Case B involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case C**

Case C involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case D**

Case D involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case E**

Case E involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case F**

Case F involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case G**

Case G involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

**Case H**

Case H involves a full-time maintenance repair worker who has chronic health problems that require regular medical treatment. The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.

The worker is eligible for medical leave under federal law, which entitles employees to leave for the purposes of medical care.
Harassment policy still here, still criticized

By Michael Zawisza
Lantern staff writer

A revised edition of the controversial sexual harassment policy will be presented to the University Senate this weekend amid continued criticism that the policy is unconstitutional.

"It's sad that you have a bunch of administrators and faculty members that don't care about the damage that this rule will inflict," said OSU Law Professor David Goldberger, the director of the OSU clinical law program.

The policy will be presented to the University Senate for further input, but it will not necessarily be voted on at this meeting, said Helen Ninos, OSU director of Dispute Resolution Services for the Office of Human Resources.

The policy was pulled from the Senate at its June meeting for further revision, after questions were raised about its constitutionality by Allan Samansky, the Senate Representative for the College of Law.

Goldberger said the revised policy is better suited for a work environment than for a university because portions of it are based on Title VII of the 1964 Civil Rights Act, which deals with harassment in the workplace. He added that the policy was instituted to be "politically correct" and although its intentions were good, there would be too many problems regarding the First Amendment right to free speech.

Ninos said the policy is not based solely on Title VII. She said it is also based on Title IX of the 1984 Civil Rights Act, which deals with sexual harassment in educational institutions.

She added that the measure is constitutionally correct, although some may continue to disagree with it.

"I feel very confident that the policy, on its face, is very constitutional," Ninos said.

The proposal defines sexual harassment as "any unwelcome sexual advance, request for sexual favors, reference to gender or sexual orientation, or other physical or verbal conduct of a sexual nature."

Goldberger said the policy is flawed because the definition of sexual harassment is too broad and application of the rule is up to those hearing the perspective case. He predicted that, if the policy is accepted, someone will take Ohio State to court "under embarrassing circumstances."

Goldberger also disagreed with the process used to revise the policy. He said the revision process was too secretive and that there should be a university debate where more students, faculty and staff can have a say on the issue.

The policy was reviewed by the deans and chairs, five senate committees, the Resource Council, the Network (at an open forum attended by group members and OSU students), Ninos said. "This process was very open. You want to try to access as many people as possible," Ninos said.

One revision made to the policy involves the regulation on consensual relationships between OSU employees and workers and between faculty and students. The previous policy said the relationships were "forbidden." The revised regulation says "consensual romantic and sexual relationships" are "strongly discouraged."

Steve McDonald, OSU associate legal counsel in the Office of Legal Affairs, said revisions were made in "an attempt to address criticisms that were heard and to stipulate the applications of the policy. Some of the revisions will help make it clear that classroom discussions, although they may seem offensive, are good only if they are used for academic purposes," McDonald said.

When the revision process is complete, the policy will be enacted. The Office of Human Resources will be responsible for the administration of the policy and associated procedures.
HR targets $2.5 million in savings

By David Tull

Every year, the Compensation Services division of the Office of Human Resources issues $80,000 paychecks.

A little more than a year ago, “people used to bring in their wage information on pieces of paper, literally hundreds of thousands of pieces of paper,” said Linda Tom, vice president for human resources.

Departments were filing forms called “wage bills” for hourly employees every two weeks. “People used to drive in from regional campuses with their pieces of paper, and we would have someone input it and check it.”

Human Resources implemented an on-line system so that all of these transactions now are handled electronically. “People can sit at their PCs and enter this information,” Tom said. “Hundreds of thousands of staff hours are saved. Tom reports that the department has saved more than $100,000 by eliminating the more than 50,000 forms. And the possibilities for human error have decreased.

That’s one of the approaches that the office has used in saving approximately $2.5 million over the past 18 months. “We’re finding improvements in our basic processes. We are obtaining efficiencies because we’re doing things better, we’re eliminating more paper and we’re trying to find as many opportunities for automation as possible.”

But Tom sees other things as more crucial than electronics or dollar signs. “What we’ve tried to do is look at what our customers feel they need, and we’ve restructured to meet those needs,” she said. “Since I came here a year and a half ago, my first objective was to really try to understand the needs of the people that we serve.”

Employees, for example, wanted opportunities for training, quicker responses to requests such as job reclassification, and better access to information.

The office in 18 months has reduced turnaround time for employee position reviews — reclassification — from an average of four months or more to four weeks.

“If someone has a job that they feel has changed, they shouldn’t have to wait four months to a year,” Tom said.

Human Resources is developing a systematic program for management, supervisory and staff training to help employees improve performance. The office currently is working with University Systems on a far-reaching program to improve information retrieval.

The office also considers updating policies a priority. Thus far, it has revised the smoking policy, and instituted new policies.

See Resources, Page 6

Resources...

Continued from page 1

for people who contract HIV and AIDS, for a drug-free environment, and for employment of people with disabilities. A new policy on sexual harassment is slated for the Board of Trustees soon.

“We’ve made some decisions about priorities and the areas that could be consolidated,” Tom added. Over a year ago, Human Resources and Human Relations, which were two units, were consolidated into one. “In combining departments, we get efficiencies in administrative functions,” Tom said. “Instead of two fiscal functions, we now have one. We used to have training programs in two areas. Now training is consolidated, and has been more clearly defined.”

The process of recruiting staff has been consolidated and simplified. The employment office for civil service staff and administrative and professional staff were at two ends of the Columbus campus. Now they are in one office in Archer House.

There also has been a key change in the way applications are handled. “Our employment office used to process 32,000 job applications annually,” said Tom. Now it’s about a tenth of that.

Like many other area employers, the University now accepts applications only when there is an opening. In addition to saving time, streamlining the process has saved $10,000.

Meanwhile, the Green Sheet — Ohio State’s listing of job openings — has been streamlined and has been placed on MAGNUS, the computerized information network.

“We’re trying to catch up with the technology — using e-mail for more and more of the information we used to hand out on paper,” said Gay Hadley, assistant vice president for mission and outreach. “This improves accessibility.”

Eventually, human resource policies will be available electronically, Hadley said. “We want to make information available to as many people as possible — policies that average staff members want to know about, such as those concerning vacation or sick leave.”

As policies change, they can be updated almost instantly and with little cost. “In the past, we used to go through a rigorous process to reproduce and distribute a ‘book’ that is big and very expensive,” she said.

In another approach, Human Resources has begun producing re- issue ez, a special four-page insert in onCampus each quarter. re-source replaces five publications, saving an estimated $20,000 annually.

Not all of the changes have been easy. Human Resources eliminated 14 positions in 18 months, saving about $390,000. Layoffs accounted for five or six of these positions, Tom said. The department now employs just under 200 people, not counting student employees.

“We’re all under budget constraints,” said Tom. “So we must do things better, more efficiently, simpler and in a way that’s friendlier for customers. This is not an easy time, but it’s an exciting time.”
EMPLOYEE DATA UPDATE

County has 28% of state workers

By Alan Johnson
Dispatch Statehouse Reporter

Buoyed by Ohio State University’s 28,458 employees, Franklin County has the largest number of residents who work for the state. With 51,067, the figure is by far the largest of any county in Ohio.

An updated employment study released yesterday by the Department of Administrative Services included state-supported universities, as well as state boards, commissions and 25 state agencies.

Franklin County’s employee total is 28.2 percent of the state’s workforce of 180,812.

An earlier report was limited to employees in state agencies and did not include those at state-run schools. It listed 15,265 state employees in Franklin County, about 30 percent of the 51,318 employees in agencies under the governor’s administrative control.

Besides the employees directly linked to OSU, the university has 359 people employed at the OSU Cooperative Extension Service and 271 working at the Agriculture Resource Center, both in Franklin County.

Columbus State Community College employs 1,568, bringing the county’s total university-based employment to 30,651.

A total of 5,151 people in Franklin County are employed at 59 boards and commissions, the report said. The Rehabilitation Services Commission is listed as the largest of those, with 716 employees. The report contained no figures for the Bureau of Workers’ Compensation, which has far more than that.

Hamilton County was a distant second on the county list, with 17,679 employees — 9.8 percent of the total. That included 14,954 employees at the University of Cincinnati. Other counties were:

- Lucas County, third, with 10,185 employees — 5.6 percent of the total — including 4,986 at the University of Toledo and 3,534 at the Medical College of Ohio.

- Cuyahoga County, fourth, with 9,952 employees — 5.5 percent of the total — including 3,383 at Cleveland State University and 2,600 at Cuyahoga Community College.

- Athens County, fifth, with 9,758 employees, largely based on 7,657 employed at Ohio University.

Overall, university employment totaled 121,532, while board and commission employment was 7,962. Other employees work for the state agencies.
Employees may feel changes in tax law

By David Tull

"Earn the lies of March," as the Northrop said in Shakespeare's "Julius Caesar.

But it's the lies of April that taxpayers must think about, since the Internal Revenue Service set April 15 as its deadline for filing returns.

For University staff and faculty, there are a few changes this year, according to Joyce Wagner, assistant director of human resources systems.

One change enables some University staff members to amend their tax returns for 1992 and, in some cases, get something back.

The option is open to those who received fee authorizations for tuition and graduate classes in 1992. For many years, the federal government routinely exempted fee authorizations from income, Wagner explained. But the exemption expired each year and had to be renewed.

"In 1992 (Congress) let it expire," Wagner says. "It was a quirk. It was packaged with other legislation and just didn't get renewed."

As a result, the University began withholding city and/or Medicare taxes for staff members receiving fee authorizations in spring 1992. When W-2 forms were issued for 1992, the fee authorizations were shown as income, as the law required.

Then, in mid-1993, the government renewed the exemption retroactively to 1992. "It put us in a frustrating position," Wagner said. "We had done the right thing according to law."

The Office of Human Resources promptly notified those affected that they might have a refund coming. The notice asked staff members to submit a written request for corrected tax statements.

Of about 250 eligible, about 50 did submit requests, Wagner said. They received a corrected form W-2 with a tax statement to permit them to file an amended return. In addition, they received instructions for filing and forms to file an amended return. They also received a check refunding the city and Medicare taxes withheld, if applicable.

For the other 200, there is still time, according to Rose Reser, payroll supervisor. "Tax rules allow three years from April 15, 1993, to file," she says.

The amended return has nothing to do with this year's taxes, she stressed. People who qualify — those who were notified of the change in 1992 tax law — can start the process by submitting a request in writing to Reser at 330 Archer House. For information, call her at 292-2311.

Meanwhile, the exemption is currently in effect through Dec. 31, said Wagner.

Another change this year affects faculty and staff who receive fee authorization for a dependent attending Ohio State at the graduate level. The law changed in 1993 to make that half-tuition benefit taxable. It was reflected on the W-2 forms for 1993 of about 100 employees, Wagner said.

An attempt by Congress to cut down on tax-free business lunches affects University travelers, said Janet Achterman, University controller. The law now counts as taxable income reimbursement for meals when a University traveler does not stay overnight.

"Keeping track of that would have been a tax nightmare," Achterman said. "So we no longer reimburse University travelers for their meals if they don't stay overnight." This change has no effect on meals that otherwise qualify for business purposes, she said.

Achterman also noted that employee awards that involve any cash, or a non-cash gift of $400 or more, must be reported to Human Resources payroll officers under new IRS regulations. These awards, even though not part of the regular pay, are subject to tax.

If all this is confusing, there's help at the College of Law. As they've done for many years, more than 30 law students, members of Volunteer Income Tax Assistance (VITA) will help taxpayers prepare their returns, according to Diane Kaiser, clerk 2. VITA students also will help international students deal with U.S. tax laws, in a program coordinated by David Williams II, vice president for student affairs.

The tax assistance will be offered in the first floor lounge of the college Wednesdays from 5-8 p.m. and Saturdays from 9 a.m.-noon. Two sessions for international students are planned April 2 and April 9 from 10 a.m.-4 p.m. The assistance is on a first-come-first-served basis.

For information, call the college at 292-2631.
Awards of Excellence

The Office of Human Resources Awards of Excellence have been established to recognize individuals and teams in Human Resources for their outstanding service and contributions to the mission and values of the Office and the University. Awards will be presented each quarter throughout the year.

On March 16, Linda Tom, vice president for human resources, presented the first Awards of Excellence at the department’s Winter Quarter staff meeting. Michael B. Boyle, programmer/analyst in Human Resources Systems Support, received the individual staff award. The team award was presented to the Human Resources Systems Budget Team comprised of Steve Basford, assistant director; Craig Berlin, programmer/lead analyst; Tom Bond, personnel technician 1; Mike Boyle, programmer/analyst; Holly Hughes, supervisor-payroll; Pam Kuban, supervisor-payroll; Penny O’Neil, assistant vice president for human resources services; Robin Prothro, account clerk 2; Linda Riemenschneider, assistant director; Dave Sammons, personnel aide; Mary Sanzi, personnel technician 1; Stacie Shirk, account clerk 2; Sue Stille, supervisor-payroll; Marilyn Taylor, account clerk 3; Joyce Wagner, assistant director; and Sheila Zirkle, administrative associate 2.

Each award recipient received a framed certificate of recognition and a gift certificate or luncheon of their choice. Names of all award recipients will be engraved on plaques which will hang in the Office of Human Resources new lobby.

Internal and external customers of Human Resources staff may submit nominations for these awards. Copies of the Award of Excellence description and nomination form are available in 104 Archer House, 2130 Neil or call 292-8993 to request information.
Reach One learners have many friends

By John W. Frees

When tight budget forced a cut in funds for the Reach One program, many University departments reached out to help keep the program alive.

Reach One is a program that gives staff members a chance to obtain their General Education Degree, which is equivalent to a high school diploma, during the workday at the University.

Nancy Messerly, training specialist for the Office of Human Resources, said the seven-year-old program was in serious jeopardy when Human Resources, facing budget reductions, had to cut its support from a high of $14,000 in previous years to just $5,000 last year. The program also lost the room where its 12 to 14 students had been learning, she said.

But many department officials, upon hearing the news, rallied to keep the program alive.

"Departments whose employees attend the program contributed 75 percent of program costs in addition to release time (for employees)," Messerly said.

And, unexpected contributions came from other departments, showing the support the program has gained across campus. Among the donations were:

- A room for office and class space in the basement of Siebert Hall, provided by Residence and Dining Halls.
- Used computers and printers, provided by the Office of the Treasurer.
- Basic education software from University Systems, used to help employees learn computing skills as well as improve reading and math.
- A coatrack, donated by one of the students.
- Chalkboard and a bulletin board, from Physical Facilities.

And, Messerly added, ongoing support from the College of Education over the last three years has helped improve teaching of the classes.

With all of this backing, the program can only get better, Messerly discovered. This year, the Ohio Department of Education awarded Reach One a $15,000 grant that will allow more students to be included, as well as their families.

Currently, the program teaches 34 staff members, who attend classes twice a week.

"We hope to have 50 students next year," Messerly said.

For more information about the program, call Messerly at 292-4500.
HR eliminates annual leave form

The Office of Human Resources has discontinued the requirement of completing and submitting the annual leave record form.

Human Resources determined the requirement was burdensome and did not serve any useful purpose. Individual departments use their own systems to track and report leave balances, which are more current than the manual process of the annual leave record.

However, the elimination of the form does not decrease the responsibility of departments to account accurately for the accrual and usage of employee leave.

For questions, call Penny Ellis, director of employment services, at 292-9380.
Survey to sample attitudes

By David Tull

What's it like to work at Ohio State? More important, how do faculty and staff feel about their work and their work environment?

The offices of Human Resources and Academic Affairs hope to find out through an attitude survey this fall. Conducted by the Polimetrics Laboratory, the survey will interview a random sample of faculty and staff about the factors that affect the work environment.

The survey instrument is still being refined, said Tamra Minor, assistant to the vice president for human resources. "We want to arrive at a true sense of what people are really feeling."

Gwendolyn S. O'Neal, human resources manager for the survey. The data will be collected throughout October and November. Then comes the big job of analyzing the data.

"By the end of January, we hope to have descriptive information for the community," Minor said. Interviews will be conducted by telephone because that gives the highest rate of response.

"We are concerned both in terms of Human Resources and Academic Affairs that we get good information about issues that faculty and staff have concerns about, and that we really understand the issues," said Linda Tom, vice president for human resources. "We see this information as very useful in how we develop our agenda so that we can be responsive to the issues."

Nothing like this has been done university-wide, she said. The results will provide a "benchmark," or baseline as a reference point against which to measure future administrative action. "Because you can't improve unless you know where you are today and what you are aiming for."

"This [information] will help Academic Affairs and Human Resources identify areas that need improvement," added Nancy M. Rudder, vice provost for academic affairs. In this way, the University can "develop initiatives for bringing about improvement and assess the effectiveness of those initiatives through subsequent surveys," she said.

"Of particular interest are perceptions and experiences that pertain to gender- and racial or ethnic-based discrimination and to sexual harassment," Rudder added.

Four faculty members are serving as aTechnical Advisory Committee: David R. Greenberger, associate professor of management and human resources; Richard J. Klimek, professor of psychology; Gwendolyn S. O'Neal, associate professor of textiles and clothing; and Toby L. Parcel, professor of sociology and associate dean of the College of Social and Behavioral Sciences.

"We want to arrive at a true sense of what people are really feeling," said committee member O'Neal. The committee talked with a number of groups on campus as it developed the survey.

"They did not come to us (with concerns); we invited them to come to us, during spring and summer quarters," said O'Neal. The committee found that some of the areas of concern were salary, restructuring, faculty workloads and promotion and tenure policies, areas of affirmative action and sexual harassment. Safety — "the full gamut ..."

The survey will focus on "the work environment or atmosphere that leads to or hinders productivity," O'Neal said.

Some of the groups that met with the committee included the University's executive committee, President's Advisory Committee on Diversity, University Staff Advisory Committee, Council on Women and Minorities, Council on Academic Excellence and the Students with Disabilities Task Force, said Minor. The committee also looked at surveys conducted by other members of the Big Ten as well as other institutions.

Minor stressed that confidentiality will be rigorously maintained. Data will be summarized and no individual responses will be made available.
Renewal of green card protects job security

By Yang, Chih-yu
Lantern staff writer

International residents who were issued a green card before 1978 will need to reapply if they want to remain in the United States.

All Permanent Resident Alien Cards issued before 1978 will become invalid on Mar. 20, 1995. Old versions of federal green card will no longer be accepted as proof of employment eligibility after that date.

"I can visualize there will be a couple of million people in the United States (applying) to renew their cards," said Jim Smith, director of immigration and refugee resettlement services for the local U.S. Immigration and Naturalization Service.

"If the card holders don't renew, the employers may be obligated to discontinue their employment," Smith said.

Permanent residents who do not reapply and who leave the country may not be able to get back in, said Melanie Yutzy, program coordinator for immigration in the Office of Human Resources.

Residents will be asked to reapply when they leave. Those who do not will have to go through the whole application process from the beginning if they want to return, Yutzy said.

A U.S. Immigration and Naturalization Service ruling made in September 1993 has led to the replacement of old green cards with an improved design that has been out since 1989.

For security and convenience the new version now includes: the card holder's picture, a fingerprint, a ten-year expiration date and a magnetic strip.

The deadline for reapplication, originally scheduled for Sept. 20, 1994, was extended by the INS because of an overwhelming volume of applicants who rushed to meet the deadline.

"In the last three weeks, we have given out 521 forms for new cards," Smith said.

INS Commissioner Doris Meissner said in an immigration service bulletin that card holders should take advantage of the extended reapplication period as soon as possible.

Meissner said residents need to do this to avoid confusion over eligibility for reentry into the U.S., employment, social security, food stamps and other benefits.

The elderly permanent resident aliens for example possessing invalid green cards could be denied social welfare services, such as nursing homes.

Those in need of a renewed green card can apply by filling out and submitting the appropriate form along with photographs, supporting documents and a $75 fee to the INS in Cleveland or Cincinnati.
Human resource policies go on-line

Faculty and staff can access many from their offices

By David Tull

From a "Drug-Free Campus" to "Worker's Compensation," employees can now read many of the University's human resources policies on their desktop computers.

"We are pleased to announce that Human Resource policies and procedures are going on-line and will now be available on Magnus," according to Linda Tom, vice president for human resources.

Half of the policies are already available. Policies that are being revised will be added later, Tom said. The goal is to have the remaining policies on the computer by the end of spring quarter 1995.

"This is a significant step toward making our policies and procedures accessible for all faculty and staff," Tom added.

In addition, paper copies of the procedures and policies are available in all campus libraries.

The process of updating, revising and computerizing has been the work of some 60 people over a period of three years.

The policies are contained in the OASIS portion of Magnus. Employees should enter the OASIS menu, choose "OSU Colleges and Departments," then "Office of Human Resources." The "OSU Policies" entry is in that menu.

Faculty and staff who have questions about Magnus or the SONNET network can ask their department's support staff or call Academic Technologies Services (ATS) at 292-4843.

To ask technical questions, call Mike Boyle at 292-9624. For questions on content, call Gay Hadley at 292-8993.
Classification Initiative Begins

FACT: The classification system today, which consists of approximately 2600 titles, is too complex and cumbersome to manage efficiently.

FACT: The Office of Human Resources recognizes that the current classification guidelines are outdated and difficult to interpret.

FACT: The current classification system in many cases does not always support (and sometimes inhibits) the ability of employing units to accomplish established employment and promotional objectives.

FACT: It is not possible, given resource constraints, to redesign the entire classification system at the same time.

In response to these needs, the Office of Human Resources has developed a strategy to affect classification and compensation system improvements, job group by job group. The first of these initiatives will address computing positions. The primary reasons for selecting computing titles are: (1) significant and rapid changes in computing technology and utilization which appear to outpace the changes of other job groups, and (2) preliminary recommendations were made a few years ago by the Research Computing Advisory Committee and will be integrated into the work of this committee.

In October Linda Tom, Vice President for Human Resources, appointed a Computing Classification Advisory Committee. The first charge of the Committee is to develop recommendations on the following: (1) a new classification structure for computing positions which will be responsive to technology and market conditions; (2) alignment of new titles to appropriate pay ranges; (3) transition process of incumbents to new titles. Ms. Tom has asked the Committee to submit its recommendations to her by June 1995.

The second charge to the Committee is to establish within this project an example of a new classification structure that is simple, can be clearly understood by managers and staff, offers career pathing flexibility, and needs less central involvement by the Office of Human Resources. It is hoped that this new model can be adapted to other job groups being re-evaluated.

To accomplish these goals, the Committee will be researching other employers as well as seeking the advice of the consulting firm William M. Mercer, Inc. The Committee members believe it is critical to have significant contact with, and input from, colleges and unit administrators who employ computing staff, as well as with computing staff members. Two sets of open meetings will be offered—one round of meetings shortly after the first of the year to gain as much input as possible from departments and employees—and another round of meetings to seek reactions and modifications to the Committee's tentative proposal.

The Committee membership is listed below:

Co-Chairs:
Larry Lewellen, Director of Compensation, Office of Human Resources
Charles Morrow-Jones, Senior Associate Director, Academic Technology Services

Membership:
Frances Blake, Program Director, Medicine Administration
Leslie Flesch, Assistant to the Vice President-Finance, Office of Finance
Wendell Gardner, Systems Analyst 3, University College
John Heimaster, Senior Computer Specialist, Physics/MAPS
Carl Phillips, Manager-Interactive Instructional Computing Facility, Computer and Information Sciences/Engineering
Raymond Delisio, Senior Compensation Analyst, Classification and Compensation
Rebecca Fowler, Senior Compensation Analyst, Classification and Compensation
Richard Haller, Senior Computer Specialist, Sociology
Henry Lee, Senior Computer Specialist, University Registrar
Marianne Traficant, Director-Resource Management, University Systems

If you would like further information, please contact Larry Lewellen, Charles Morrow-Jones, or any of the Committee members. A reflector has been established on Magnus (ccac@magnus.ohio-state.edu) which will distribute any messages received to all of the Committee members. In addition, all Committee members can be contacted individually at their individual e-mail addresses.
Happy New Year! Gifts for Our Customers in 1995
From All The Staff in Human Resources

• Parents, the home-based childcare program will be expanded and a summer care program for middle school children (over age 12) is being planned.

• A Personal Nurse Advisor will be available to help all employees (24 hours a day) with questions relating to your health benefits.

• High on your gift list has been a request for the re-issuing of personal benefits statements. Watch for them to arrive along with other customized approaches to packaging our benefits information for your greater benefit.

• Our Training and Career Development staff will provide more on-site training programs to colleges and departments as well as increased consultation services to define the specific training needs of your supervisors and support staff.

• A long awaited gift for the Columbus community is Employment Services' move this coming spring to a new building at 2231 North High Street at Northwood Avenue. Accessible by bus, it makes Ohio State a more customer friendly employer. For our on campus job seekers, job posting information will still be available in Archer House lobby along with a drop off box for transfer requests.

• For Human Resources personnel and fiscal officers, a new appointments operating manual to lighten your load and brighten your (pay)days!

• You will be able to use your flexible spending account to include all eligible expenses according to IRS guidelines.

• Orientation and training for new Department Chairs will get underway.

• An Employment Specialist has been assigned to your University Department to assist with employment issues and answer your questions about recruitment, screening, reference checking, interviewing and other employment processes.

• For all independent learners in pursuit of professional development, self-help training materials will be made available through the Resource Room in the Training and Career Development Office.

• A one-stop office where you can come for assistance concerning work related issues, discrimination or advice and an Employee Relations specialist will help you resolve your problem.

• Consultation for your department regarding flex-time and other alternative work schedules.

• A gift of time...classification requests will be turned around in two weeks instead of four.

• Want to know what's in a particular Human Resources policy? Just call it up on your computer...they are on Magnus in the Oasis directory under the Office of Human Resources (call 292-8993 for additional directions).

• AND LAST BUT NOT LEAST..... Fewer forms! Starting with ONE leave form for ALL leaves!

For additional assistance, call:

| Human Resources Administration       | 292-8883 |
| Affirmative Action                   | 292-4207 |
| Benefits                            | 292-1060 |
| Child Care Center                   | 292-4438 |
| Classification and Compensation     | 292-4308 |
| Employee Relations                  | 292-2800 |
| Employment Services                 | 292-9880 |
| Human Resource Systems              |          |
| Appointments                        | 292-2311 |
| Systems Support                     | 292-8824 |
| Tax Office                          | 292-2521 |
| Managed Health Care Systems         | 292-2054 |
| Training and Career Development     | 292-4500 |
| Univ. Faculty/Staff Assistance      | 292-4000 |
| Veterans Affairs                    | 292-8833 |
| Work and Family                     | 292-0833 |
Changes lives

ELIZABETH SAUNDERS studies with Reach 1 instructor Leslie Enoch and fellow Reach 1 student J.R. Whaley, moving supervisor for buildings and grounds, top. Saunders, a custodian, starts her day at 6 a.m. in Cune Hall, left. She is planning to take the GED (General Educational Development) test soon, and has found that many people support her effort.

State audit surveys Ohioans' proficiency

A 1982 Adult Literacy Survey showed 1,567
Ohioans 16 years old and older to determine
their proficiency in three areas of literacy:
proficiency document, quantitative.

Level 1 (lowest): 16%-16%
"Only 36% had completed high school or GED
40% were 65 or older
26%-26% had physical or mental conditions
that prevented full participation in school,
work, another activities.

Level 2: 27%-31%
Level 3: 25%-34%
Level 4: 17%-19%
Level 5: 2%-4%

Correlation between education and scores:
Education: Average prose score
0-8 years: 210
9-12 years: 225
High school: 210
Some college: 300
2-year degree: 320
4-year degree: 317

Employment
Of employed respondents, 31%-38% per
formed in level 1 and
Of unemployed respondents, 50%-64% per
formed in level 1.

Median weekly earnings by literacy level
Level 1: $197-200
Of the poor or near poor, 62%-70% performed
In levels 1 and 2.
Level 3: $314-332
Level 5: $560-584

Source: Adult Literacy in Ohio: Results of the State Adult
New employees can learn more about OSU

A thorough, 12 hour orientation for new employees at Ohio State is now offered quarterly, the Office of Human Resources announced.

"The new employee orientation process will help them learn the importance of their work, Ohio State’s history and tradition, key policies and procedures, University expectations, and where to find support," said Linda Tom, vice president for human resources.

The series of four, three-hour sessions are open to all staff members who have been with the University less than six months, although those who have been here longer and would like to participate are welcome, said Sondra Crayton, a training specialist.

The first session greets new employees and gives them the history and mission of Ohio State.

The second session explores benefits and recreational opportunities.

The third session discusses diversity issues and the University’s guidelines and policies.

The fourth session includes a campus tour and an explanation of support services offered by Human Resources.

Employees will be given a notebook of material which will help them make their transition to University life a smooth one. For example, Crayton said, it explains what the deductions on their paychecks mean and outlines parking regulations.

Enrollment is limited to 30 people per session. Two orientations are planned for autumn quarter. The first will be held Oct. 11, 18 and 25 and Nov. 1, from 8:30-11 a.m. in 099 Pressey Hall. The second one will take place Nov. 15, 22, and 29 and Dec. 6, from 1:30-4:30 p.m. in 099 Pressey Hall.

A special workshop for supervisors and human resources personnel on how to orient new staff effectively will be held 1:30-4:30 p.m. Nov. 9. To sign up for any program, call 292-4500.

The information will also appear in ReSources, in the Sept. 22 issue of onCampus.
The Office of Human Resources

Eldercare Seminars

Autumn 1994

The following seminars are being offered Autumn Quarter for faculty, staff and students:

I. Housing Options for Older Adults

Learn about various community based housing options, including staying in your own home. A presentation on making the home more accessible, convenient and safe will also be made.

October 12

II. The Nursing Home Decision

The decision on when to consider placement and where will be discussed. Making the adjustment after placement by both the elder and the caregiver will also be discussed.

November 1

III. Legal Issues Concerning Elderly Relatives

Learn about legal procedures for planning ahead including power of attorney, living wills, and durable power of attorney.

November 16

Location for all seminars: Work and Family Office Conference Room 53 W. 11th Avenue

Time for all seminars: 12:00 Noon to 1:30 P.M.

Seminars are being conducted by the Corporate Eldercare Program, a program of The Geriatric Service Organization.

There is no charge for the Eldercare Seminars, however, preregistration is requested by September 30. Check the session(s) you will be attending for any of the Autumn Quarter and return this portion to: Work & Family Office, 53 W. 11th Avenue or call 292-0393.

I. ___October 12 ___November 1 ___November 16

Please Post
Gee, Tom discuss USAC issues

Human Resources already working on staff concerns

By Gemma McLuckie

Fiscal officers have made raises a top priority, President Gee told the University Staff Advisory Committee during a discussion of six staff concerns.

However, he added, staff must realize that the University has decided to try to save as many jobs as possible even if it means giving lower average raises.

“aright to keep jobs first, and fight to pay what’s right second,” Gee told USAC Feb. 8. He reminded the committee that while more than a thousand positions have been eliminated, Ohio State has had to lay off very few employees.

USAC is recommending that staff receive a 5 percent increase for adequate performance and a percentage for merit raises each year for the next biennium.

Linda Tom, vice president for human resources, also attended the meeting in the Wenner Center, where USAC presented its 1995 Official Position Statement.

The Office of Human Resources is looking at the classification and compensation system, which has become too complex and cumbersome, Tom said.

In the position paper, USAC suggested that Human Resources make sure position descriptions are current, especially after units are restructured. The committee recommended that Human Resources communicate how supervisors can request reviews of positions, and how to allow staff to have input into the descriptions of their positions. USAC asked Human Resources to encourage supervisors to update position descriptions when staff members’ responsibilities change in order to reflect appropriate assignments.

Also, USAC noted, Human Resources should revise position classification schedules, which are confusing. Some similar jobs are in both classified civil service and administrative and professional classifications.

Human Resources has begun looking at 130 titles comprising computer positions, Tom said. In October, she appointed a 12-member advisory committee lead by Larry Lewellen, director of compensation, and Charles Morrow-Jones, assistant director of academic technology services.

The committee is meeting with computer staff this month to discuss possible alterations to titles and compensation policies.

Secretarial and clerical positions will be next.

USAC also is concerned about inconsistent application of policies and procedures, especially those for time off. The group suggested that managers and supervisors be trained in how to apply policies and procedures, and that the University monitor consistence.

The Performance Management Steering Committee is dealing with that very issue, Gee said. Tom appointed the committee last summer to help develop a performance management system to provide managers with ways to identify and communicate performance measures to their staff members, and to administer reward systems.

Among other things, the performance management committee is considering evaluations that would give feedback to supervisors, said Kevin King, chair of USAC and a member of the steering committee. Supervisors could use staff comments to improve their own performance as managers, he explained.

Another Human Resources’ priority is training both staff supervisors and faculty administrators about applying policies and procedures, Tom said. Efforts include inviting departments to work with Human Resources to customize tailor training programs, and establishing a leadership development track for chairpersons and deans.

The policy that limits raises to 10 percent for staff who are promoted also is a concern, USAC said. Sometimes, applicants who are hired from outside the University can be offered salaries higher than those allowed to staff who are promoted from within.

Policies are changing, Tom told USAC. “We are being more flexible about the 10 percent (guidelines),” so units that are hiring can determine appropriate salaries, she explained.

The fifth USAC recommendation — to draw up a Universitywide alternative work schedule policy — would not be possible, Tom and Gee said.

Because each academic and support unit’s situation varies so much, it would be impossible to impose one policy for flextime, shared jobs and work-at-home opportunities, Tom said. However, such options may be explored and implemented where operations make them feasible.

“It’s important to encourage flextime,” Gee added. “but what works in one place might be a disaster in another.”

Training that shows supervisors the advantages of alternative schedules probably would work better than a Universitywide policy, Tom said. “The ability to be flexible might become a performance standard.”

At the meeting, USAC also approved a proposal to ask for staff involvement in University Senate through membership on some standing committees.

The proposal asks the Senate to consider adding staff as voting members on 14 of 22 committees. It also suggests forming a new University Senate committee devoted to staff and faculty relations.

USAC members plan to meet with the University Senate Steering Committee to discuss the proposal. It would have to be approved by Steering and other committees before it is put on the Senate agenda for discussion.
Employment Services is moving to a new location to better serve our customers. Effective May 8, 1995, our new address will be:

Employment Services
The Ohio State University
Northwood/High Building
2231 North High Street
Columbus, OH 43201

Phone (614) 292-9380
Attitude survey finds we are generally positive

By David Tull

In general, Ohio State faculty and staff are satisfied with their jobs and the University’s working environment, according to a survey sponsored by the offices of Academic Affairs and Human Resources.

The level of satisfaction is especially noteworthy given the recent years of tight budgets and restructuring, according to Toby Parcel, one of four members of the Faculty/Staff Attitude Survey Technical Advisory Group.

“We feel pleased that so much positive sentiment was expressed,” said Parcel, professor of sociology and associate dean of social and behavioral sciences. “Given the challenging circumstances of recent years, it is gratifying that people were as upbeat as they were.”

For example, both faculty and staff expressed a high degree of satisfaction, on average, with their personal employment situation, such as the work they do.

There were also some less positive findings with respect to job attitudes. Many faculty and staff express dissatisfaction with the OSU bureaucracy.

In addition, faculty women are slightly less satisfied than faculty men with job security, the amount of work they do, and the fairness of the tenure process. They also felt less valued personally and professionally.

Among staff, African Americans were somewhat less satisfied than whites with respect to a number of aspects of their jobs, including their relationship with their supervisor and the likelihood of retention.

To assess organizational climate, respondents were asked about physical safety, gender and ethnic discrimination, and sexual harassment issues.

Regarding the overall organizational climate:
• Faculty and staff generally perceive the environment as relatively safe, but nighttime less so than day. Women feel less safe than men.
• Severe forms of unwanted sexual attention, which can result in sexual harassment, are rare. However, women are much more likely to be recipients of unwanted sexual attention.
• Faculty and staff women and staff who are members of minorities are less likely than others to feel that the climate for women has improved over the past five years. They are less likely to feel that their departments aggressively recruit women and minorities and take a clear stand against harassment.
• Members of minority groups expressed relative See Survey, page 12"
The Ohio State University
Classified Civil Service Staff Benefits, continued

Information concerning the following benefits is available from your supervisor or departmental fiscal/personnel officer.

<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>ELIGIBILITY</th>
<th>BRIEF DESCRIPTION OF BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Holidays</td>
<td>Upon Employment</td>
<td>10 paid holidays each year as designated in the official University Calendar.</td>
</tr>
<tr>
<td>20. Vacation</td>
<td>Upon completion of 1 year of regular continuous service</td>
<td>Annual vacation benefit rates change upon completion of years of service as follows: 1 year—10 work days; 8 years—15 work days; 15 years—20 work days; 25 years—25 work days. Accrual limited to amount earned in the 3 years of service just completed. Part-time staff accrue vacation time pro-rated according to time actually worked.</td>
</tr>
<tr>
<td>21. Sick Leave</td>
<td>Upon Employment</td>
<td>Full pay up to total number of days accrued. Days accrue, with no limit on accrual, at rate of 4.6 hours per each completed 80 hours of service. Part-time staff accrue leave at same rate.</td>
</tr>
<tr>
<td>22. Leave of Absence</td>
<td>Upon Employment</td>
<td>Leave without pay for up to 6 months with appropriate advance notice and approval.</td>
</tr>
<tr>
<td>23. Family and Medical Leave</td>
<td>Upon completion of 1 year of continuous service</td>
<td>Federal entitlement provides for up to 12 work weeks (480 hours) of paid or unpaid leave during any 12 month period. Leave amount is prorated for part-time staff.</td>
</tr>
<tr>
<td>24. Jury Duty</td>
<td>Upon Employment</td>
<td>Excused absence for service on jury or as a witness.</td>
</tr>
<tr>
<td>25. Military Leave</td>
<td>Upon Employment</td>
<td>Paid time for active duty or required field training, up to 31 days per calendar year.</td>
</tr>
<tr>
<td>26. Credit Union</td>
<td>Upon Employment</td>
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Office of HUMAN RESOURCES
Benefits

July 1, 1995
Form 11174

Office of HUMAN RESOURCES
Benefits

Classified Civil Service Staff
Benefits Factsheet
The Ohio State University
Classified Civil Service Staff Benefits

If you have questions concerning the following benefits, please contact the Office of Human Resources/Benefits, Second Floor Archer House, 2130 Neil Avenue, Columbus, OH 43210-1156; 614/292-1053.

**BENEFIT**

**ELIGIBILITY**

*Benefits can be earned in either UPC, OSUHP, THP or BHP. Enrollment changes can be made during the annual open enrollment period or within 31 days of a Qualifying Event. Premium costs are shared by the staff member and the University.*

1. **University Prime Care Health Plan (UPC)**
   - Upon Employment*
   - All care coordinated by a Primary Care Physician. In-network benefits only, except in an emergency or special circumstances. Office visits and annual GYN exams paid in full after $10 copayment. Routine infant care paid in full. Other physical exams received according to lifetime schedule paid in full after $10 copayment. Full hospitalization/surgical benefits. Emergency room visits require copayment unless admitted. Also see #5.

2. **Ohio State University Health Plan (OSUHP)**
   - Upon Employment*
   - In-network Physicians/Hospitals: Full hospitalization/surgical benefits. Office visits and annual GYN exams paid in full after $10 copayment. Routine infant care paid in full. Other physical exams received according to lifetime schedule paid in full after $10 copayment. Full hospitalization/surgical benefits. Emergency room visits require copayment unless admitted. Also see #5.
   - Out-of-network Physicians/Hospitals: Covered medical expenses paid at 80% after $200 annual deductible. Non-emergency hospitalization requires pre-certification and has up to a $1000 co-pay. Emergency room visits require copayment unless admitted. Also see #5.

3. **Traditional Health Plan (THP)**
   - Upon Employment *
   - Hospitalization, surgical, medical expenses and prescription drugs paid at 80% after a $500 annual deductible.

4. **Buckeye Health Plan (BHP)**
   - Upon Employment *
   - Prescription drugs are available at a nationwide network of participating chain and community pharmacies for a copayment without deductibles or claim paperwork. Copayments: 10% generic, 20% brand name, ($5 minimum up to $50 maximum). Premium costs are included with medical plan premium costs.

5. **Dental Care**
   - 1st of month following 1 year of regular continuous service
   - No deductible for preventive/diagnostic care, $20 deductible, 80% paid for restorative, 50% paid for prosthodontics. Greater benefits when in-network provider is used. $1,000 maximum benefit per Plan Year. $1,000 lifetime maximum benefit for orthodontia. The University insures staff member, eligible dependent premiums are shared by staff member and University.

6. **Vision Care**
   - Upon Employment
   - Coverage provides payments of up to $30 for vision exams, up to $45 for lenses or up to a total of $100 for contact lenses each Plan Year, and up to $30 for frames covered every other Plan Year. Greater benefits when in-network provider is used. The University insures the staff member, eligible dependents insured at staff member's expense.

7. **Life Insurance**
   - Upon Employment
   - Insurance in the amount of two and one-half times annual salary, plus accidental death and dismemberment insurance in equal amount. Reduces by 3% per year beginning at age 55. Program provides a payout of up to one-half of life insurance benefit during the medically estimated last year of life. Premiums paid by the University.

8. **Group Long Term Disability Insurance (DLTI)**
   - Upon Employment
   - Choice of 3 coverage plans which pay up to $10,000 for spouse, up to $10,000 for dependents 6 months to 19 years or to age 23 if full-time student, up to $2,500 for dependents age 15 days to 6 months. Premium cost paid by staff member.

9. **Public Employees Retirement System (PERS)**
   - Benefits available after 5 years of Ohio service, survivor benefits available after 18 months of service
   - All faculty and staff members are required by law to participate in one of the retirement systems administered by the State of Ohio. PERS provides retirement benefits based on age at retirement, years of service and average salary of 3 highest years. Also, staff members with a minimum of 18 months of service will have death benefits available for eligible survivors. Contributions are made on a tax-deferred basis. (Please note: Ohio public employment is not subject to Social Security withholding with the exception of Medicare Part A tax.)

10. **Tax-deferred Savings Plans**
    - Upon Employment
    - Staff may select one of several affiliated carriers to administer individual accounts. Taxes are deferred on initial investment and on accumulated contributions. Designed as a long term savings plan under Section 403(b) and 403(b)7 of the Internal Revenue Code.

11. **Flexible Spending Accounts (FSA)**
    - During the annual open enrollment period
    - Optional program allowing redirection of pre-tax earnings into separate account(s) for use in paying for health care and/or dependent care expenses.

12. **Employee FFE Authorization Program (EFAP)**
    - Completion of 3 years of regular continuous service
    - Qualified eligible dependents may enroll in undergraduate, graduate or professional degree-granting programs, University's portion of fees are conditionally remitted pending successful completion for up to 50% of the undergraduate-level Instructional and General fees only for full-time, limited to 12 quarters or 200 credit hours of enrollment per dependent.

13. **Unemployment Compensation**
    - Completion of 20 qualifying employment weeks earning at least $121.00 per week
    - Unemployment benefits are based on average weekly wage and number of dependents. Application is filed with and eligibility is determined by Ohio Bureau of Employment Services.

14. **Workers' Compensation**
    - Upon Employment
    - Coverage for medical expenses and compensation for loss of salary for absences from work arising from on-the-job injuries or occupational diseases.

Note: Benefits may be subject to change or discontinuation. Please consult the University's website or contact the Office of Human Resources/Benefits for the most current information.
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<td>2. Ohio State University Health Plan (OSUHP)</td>
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<tr>
<td>3. Traditional Health Plan (THP)</td>
<td>Upon Employment *</td>
<td>120 days of hospitalization; scheduled surgical/medical benefits. Major medical expenses paid at 80% after $200 annual deductible per person. Non-emergency hospitalization requires pre-certification. Emergency room visits require copayment unless admitted. Also see #5.</td>
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<tr>
<td>4. Buckeye Health Plan (BHP)</td>
<td>Upon Employment *</td>
<td>Hospitalization, surgical, medical expenses and prescription drugs paid at 80% after a $500 annual deductible.</td>
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<td>5. Prescription Drug Plan</td>
<td>Upon Enrollment in UPC, OSUHP, or THP</td>
<td>Prescription drugs are available at a nationwide network of participating chain and community pharmacies for a copayment without deductibles or claim paperwork. Copayments: 10% generic, 20% brand name, ($5 minimum up to $50 maximum). Premium costs are included with medical plan premium costs.</td>
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<td>1st of month following 1 year of continuous service</td>
<td>No deductible for preventive/diagnostic care; $20 deductible, 80% paid for restorative, 50% paid for prosthodontics. Greater benefits when in-network provider is used. $1,000 maximum benefit per Plan Year. $1,000 lifetime maximum benefit for orthodontia. The University insures staff member; eligible dependent premiums are shared by staff member and University.</td>
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<td>7. Vision Care</td>
<td>Upon Employment</td>
<td>Coverage provides payments of up to $30 for vision exams, up to $45 for lenses or up to a total of $105 for contact lenses each Plan Year; and up to $30 for frames are covered every other Plan Year. Greater benefits if in-network provider is used. The University insures the staff member; eligible dependents insured at staff member's expense.</td>
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<td>8. Life Insurance</td>
<td>Upon Employment</td>
<td>Insurance in the amount of two and one-half times annual salary, plus accidental death and dismemberment insurance in equal amount. Reduces by 3% per year beginning at age 55. Program provides a payout of up to one-half of life insurance benefit (or $25,000) during the medically estimated last year of life. Premiums paid by the University.</td>
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<td>9. Dependent Group Life Insurance (DGLI)</td>
<td>Upon Employment</td>
<td>Choice of 3 coverage plans which provide up to $10,000 for spouse, up to $10,000 for dependents 6 months to 19 years or to age 23 if full-time student, up to $2,500 for dependents age 15 days to 6 months. Premium cost paid by staff member.</td>
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<td>10. Long Term Disability Insurance</td>
<td>Upon Employment</td>
<td>Disability income benefit of 50% of salary up to $4,500 per month in case of total disability, does not duplicate PERS retirement or disability, Social Security entitlements and Workers' Compensation. In addition, an annuity is payable at age 65. Premium paid by the University.</td>
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<td>11. Public Employees Retirement System (PERS)</td>
<td>Benefits available after 5 years of Ohio service; survivor benefits available after 18 months of service</td>
<td>All faculty and staff members are required by law to participate in one of the retirement systems administered by the State of Ohio. PERS provides retirement benefits based on age at retirement, years of service and average salary of 3 highest years. Also, staff members with a minimum of 18 months of service will have death benefits available for eligible survivors. Contributions are made on a tax-deferred basis. (Please note: Ohio public employment is not subject to Social Security withholding with the exception of Medicare Part A tax.)</td>
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<td>Upon Employment</td>
<td>Staff may select one of several affiliated carriers to administer individual accounts. Taxes are deferred on initial investment and on accumulated contributions. Designed as a long term savings plan under Section 457 of the Internal Revenue Code.</td>
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<td>15. Employee Fee Authorization Program (EFA)</td>
<td>Upon Employment, 75% or greater FTE appointment</td>
<td>Instructional and General fees only are conditionally remitted by the University pending successful completion of up to 10 credit hours per quarter of course work taken at Ohio State in pursuit of a degree outside normal working hours. May not receive any other financial aid or scholarship.</td>
</tr>
<tr>
<td>16. Dependent Fee Authorization Program (DFA)</td>
<td>Completion of 3 years of regular continuous service</td>
<td>Qualified eligible dependents may enroll in undergraduate, graduate or professional degree-granting programs; University's portion of fees is conditionally remitted pending successful completion for up to 50% of the undergraduate-level Instructional and General fees only for full-time, limited to 12 quarters or 200 credit hours of enrollment per dependent.</td>
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<td>17. Unemployment Compensation</td>
<td>Completion of 20 qualifying employment weeks earning at least $121.00 per week</td>
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<td>18. Workers' Compensation</td>
<td>Upon Employment</td>
<td>Coverage for medical expenses and compensation for loss of salary for absences from work arising from on-the-job injuries or occupational diseases.</td>
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The Ohio State University
Administrative and Professional Staff Benefits, continued
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<td>19. Holidays</td>
<td>Upon Employment</td>
<td>10 paid holidays each year as designated in the official University Calendar.</td>
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<td>20. Vacation</td>
<td>Upon completion of 1 year of regular continuous service</td>
<td>Unclassified Professional Staff hired after Sept. 1, 1971, have annual vacation benefit accrual rates change upon completion of years of service as follows: 1 year—12 work days; 4 years–15 work days; 11 years–22 work days; 25 years–25 work days. May be accrued for up to 30 days. Regular staff on payroll prior to Sept. 1, 1971, will continue to receive the amount of vacation in effect at that time but not to exceed 20 work days per year or accrued for up to 30 days, or the benefit outlined above, whichever is greater. Principal Administrative Officers and Senior Administrative and Professional Staff receive vacation benefits as follows: 1 year–22 work days per year; 25 years–25 work days per year. Part-time staff accrue vacation time prorated according to time actually worked.</td>
</tr>
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<td>21. Sick Leave</td>
<td>Upon Employment</td>
<td>Full pay up to total number of days accrued. Days accrue, with no limit on accrual, at rate of 1.25 days (10 hours) per month of service.</td>
</tr>
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<td>22. Leave of Absence</td>
<td>Upon Employment</td>
<td>Leave without pay for up to 1 year with appropriate advance notice and approval.</td>
</tr>
<tr>
<td>23. Family and Medical Leave</td>
<td>Upon completion of 1 year of continuous service</td>
<td>Federal entitlement provides for up to 12 work weeks (480 hours) of paid or unpaid leave during any 12 month period. Leave amount is prorated for part-time staff.</td>
</tr>
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<td>24. Jury Duty</td>
<td>Upon Employment</td>
<td>Excused absence for service on jury or as a witness.</td>
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<td>25. Military Leave</td>
<td>Upon Employment</td>
<td>Paid time for active duty or required field training, up to 31 days per calendar year.</td>
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Office of HUMAN RESOURCES
Benefits
July 1, 1995
Form#1174

Office of HUMAN RESOURCES
Benefits
Administrative & Professional Staff
Benefits Factsheet
Employees earn GED through OSU program

By Jennifer Yance
Lantern staff writer

Most people on campus are working toward a college degree but 63 Ohio State employees are working on their high school education, said Nancy Meeserly, director of the REACH program.

REACH has produced 36 GED graduates, four of whom have gone on to complete college courses and training programs. Meeserly said.

"REACH is important to Ohio State employees because it is an individualized level of opportunity to learn and improve important skills," Meeserly said. "It also shows our support of continued education which we feel is an obligation to our employees."

By offering more than a general education degree, the adult education program tries to provide skills to improve lives of participants, Meeserly said.

Even people holding supervisory positions are often in need of developing basic literacy skills, said Leslie Enoch, program instructor and coordinator.

The REACH Program is able to expand its program and offer literacy classes to those who have already earned a high school diploma because of restrictions imposed by state and federal agencies whose grants fund about half of the program, Meeserly said.

The other half of the $32,000 budget for REACH comes from the OSU Office of Human Resources and the university departments that send their employees to the program, Meeserly said.

As a committee recommended improving employee training for university employees, their families and friends and those living in the community who want to get either a GED or work toward improving basic literacy skills, she said.

A 1994 report showed that about 400 OSU employees did not have high school diplomas and would qualify for REACH services.

REACH consists of five classes offered twice a week to OSU employees in Siebert Hall and are taught by Enoch and volunteer tutors. Enoch said.

OSU employees are allowed to take four hours per week for the program without losing pay, she said.

Classes are "open entry, open exit and individually based," allowing participants to "enter at individual levels, work at their own pace and accomplish whatever personal goals they wish to set," Enoch said.

Enoch uses maps to teach students basic skills, she said.

"By learning to work with a map, a person can learn to spell names of places, read and research materials and improve writing skills," Enoch said. "They are also given the opportunity to increase math, critical thinking and problem-solving skills."
What's in a leave? New group to find out

Human Resources will examine what works, what doesn't work with current leave policies

By Jeanette Drake

University employees don't earn vacation time at the same rate. New employees are faced with the possibility of needing time off before they have accrued or can use it. Some people use sick time when they're not sick.

These are some of the concerns discussed Feb. 14 at the University Staff Advisory Committee meeting regarding leave policies at Ohio State. USAC members are not the only ones talking about time off. A Leave Advisory Committee, appointed last month by the Office of Human Resources, is evaluating current policies and hopes to recommend improvements by May.

"If you look around. I think the University is competitive," said Mark Ringer, director of employee relations and co-chair of the committee. But the policies have been in place for many years and they need to be brought up to date.

"We hear that the policies are not always responsive to the needs of faculty and staff," Ringer said. "We hear both sides. Managers say the policies are sometimes taken advantage of. On the other hand, individuals say the benefits don't meet their needs. A common concern is the lack of a short-term disability benefit for people who don't have sufficient sick leave."

In general, there seems to be confusion about what's available and who's eligible because there are so many terms — vacation, sick leave, medical leave, family medical leave, paid leave and

'The University has issues such as statutory restrictions that we have to take into consideration.'

Mark Ringer

unpaid leave, Ringer said. "I think there's a lack of clarity about our programs.

"Some companies have a paid time off plan, where all your days are put into a leave bank and you use those however you choose," Ringer said. "You're allotted so much time per year. It's not called sick leave or vacation, it's called paid time off."

See Leave, page 11
The committee is examining this and other models. Maternity leave is a concern to some. "It is shocking that on the eve of the 21st century, Ohio State doesn't have a maternity leave policy," said Susan Fisher, professor of entomology. She also co-chairs the Leave Advisory Committee.

Fisher speaks from experience: She has been pregnant four times during her career at Ohio State. The University has a "de facto policy," she said. In other words, there are leave policies for pregnant women but none is officially called maternity leave. Pregnant women must take sick leave, vacation time or unpaid family medical leave.

"I point out that pregnancy is not a pathological condition, and children are not diseases," Fisher said.

The University is going against its objective to create an environment conducive to helping staff and faculty reach their full potential, she said. Even though Fisher had accrued enough sick leave to use during her pregnancies, she felt she couldn't take it because of the demands of her job.

"Most of my children were born at the end of the quarter," she said. "In two cases, I was grading finals at the hospital. And in one case, the first stop out of the hospital was to drop off grades at Lincoln (Tower)," she chuckled. But to her, maternity leave is no joking matter, and she realizes it is just one of many issues on the table. "I got a real education by listening to the other members of the committee," Fisher said.

"One thing USAC generally hears a lot, is that classified and unclassified staff don't earn vacation in the same amounts," said Natalie Warling, media technical assistant 2 for University Libraries. She also is on the leave committee and is vice chair of USAC.

"Also the maximum amount of vacation time allowed to accumulate varies between classified civil service and unclassified professional staff," she said.

People often move from classified to unclassified jobs, and the differences in carryover may present a problem. For example, a classified staff member who acquires a lot of vacation time then transfers to an unclassified position within the University, has the potential to lose a lot of their previously earned vacation time.

The policy that limits the amount of unused sick time for which retirees will receive payment generates more debate. "A lot of people accumulate thousands of hours of sick time," Warling said. Those employees, who have the best attendance records, often feel penalized because of the limits.

Also, people who need time off are not always sick or on vacation, Warling said. For example, a broken water heater or a lawyer's appointment may result in an employee taking time off work, but the day doesn't technically qualify as sick leave or vacation time.

Warling hopes the committee can develop policies that are more "win-win." However, the committee's task to balance many different needs is no small one.

To complicate matters, "the University has issues such as statutory restrictions that we have to take into consideration," Ringer said. In other words, sick leave and vacation time for classified civil service staff members are dictated by state law.

"We also have to keep in mind fiscal constraints," he said. Ultimately, the University must balance policy improvements with economic realities.

"The committee seems to be energized," Ringer said. "The general feeling is that there is a strong desire to make a difference."

The Leave Advisory Committee is taking comments from staff and faculty until March 1. Via e-mail, send them to benefic2@osu.edu. Faxes, marked "Leaves," can be sent to 292-0549; or comments can be sent through campus mail to: Leaves, 423 Archer House, 2130 Neil Ave.
Policy gives units, employees options for work hours

By Jeanette Drake

Revolutionary ideas in the 1980 movie Nine to Five are shaping the workplace of the '90s. In the movie, actors Dolly Parton, Jane Fonda and Lily Tomlin introduced a more family friendly work atmosphere through ideas such as job sharing and flexible scheduling.

At Ohio State, a new policy modification formally recognizes flexible scheduling as an option. The Office of Human Resources recently released the Scheduling Work and Overtime Compensatory Time policy, which replaces Hours of Work and Overtime 6.10 in the Operating Manual.

'Today more than ever, people need flexibility in their work schedule.'

Sandra Li

The need for flexible alternatives started at the bottom and made its way to the top.

"We started hearing a need for flexibility at the grass-roots level," said Rhonda Benedict, employee relations consultant for human resources. So during the last few years, Human Resources has worked with many departments to test the concept of flexible scheduling, which has helped in developing the policy.

"An important aspect of this revised policy is the adoption of flexible scheduling as a management approach," said Linda Tom, vice president for human resources. "The University recognizes the challenges many staff face in balancing work and family commitments and encourages departments to create flexible, family supportive work environments."

Making flexible scheduling an accepted and encouraged management practice, the policy states:

- Managers should consider all possible scheduling options, including the number of hours worked, when hours are worked and where work is done.
- Flexible scheduling can resolve work and family conflicts, accommodate staff under Family Medical Leave, and adapt to individuals' needs under the Americans with Disabilities Act. It also provides an alternative to reducing the work force.
- Much of the policy remains unchanged, including terms and conditions of overtime compensation and determination of exempt and non-exempt status.
- What has changed are scheduling options. Now there are options for the number of hours worked. For example, a part-time schedule is less than 40 hours per week. A reduced appointment, such as a nine-, 10- or 11-month contract, still maintains 100 percent of benefit entitlements and medical premium sharing. Reduced time is a temporary reduction in hours with a corresponding reduction in compensation.
- There are also alternatives for when employees work. First, there is flextime, which requires a standard number of hours worked within a given time period but allows variation in starting and quitting time or in the length of days. For example, an employee using flextime may work six hours one day and 10 hours the next.
- Second, there is the compressed work week, which squeezes 40 hours into fewer than five days. Finally, there is the standard schedule, which coincides with the department's regular business hours.
- Another revision makes allowances for a "flexplace" — a work site away from the office.
- Many staff members applaud the policy revisions.

"Today more than ever, people need flexibility in their work schedule," said Sandra Li, systems analyst 1 for University Technology Services and chair of the University Staff Advisory Committee. "I think Human Resources was correct in setting guidelines and not dictating a policy. Each area has distinct needs, and this type of policy has to be left to the discretion of the unit."

Flexibility in scheduling "enables departments to have their strongest coverage during their heaviest times and also provides an additional benefit for staff," said Liz Boster, administrative secretary 2 for admissions and financial aid, and a member of USAC.

Ultimately, it is the employing unit that is charged with balancing the needs of the individual with the needs of the University, which is why the new policy should be coupled with consultation and training, Benedict said. And in some cases it might mean "changing the paradigm that 'if people are not at their desks, they're not working.'"

Units should establish parameters, accountability and equity. "Avoid making deals," Benedict advised. "People can get upset if they perceive an individual has been treated in a privileged way." Instead of arranging flextime on a one-on-one basis, units should establish an equitable policy that is accessible.

For more information about the revised policy or for consultation to establish flexible scheduling guidelines, call Human Resources at 292-2800.
Your Personal Nurse Advisor

- Makes managing your—and your family’s—health easier. By helping you become better informed about health care you will be able to take a more active role in managing your—and your family’s—health. We’re here to provide you with the information you need to use your health care dollars and your time as efficiently as possible. Good health care is appropriate care.

- Gives you reliable, detailed health information quickly and easily—when you need it.

- Is staffed by experienced registered nurses.

- Is available 24 hours a day, 7 days a week.

- Has a toll-free number, making it easy to use when away from home, either on business or pleasure.

- Helps you decide on the best course of action for you and your family.

- Provides suggestions or questions you might ask your physician during the next visit.

- Provides a link to all members of your health care team.

A link to your doctor

- When the office is closed—evenings, weekends, holidays—or when you are unable to reach your physician.

- When you need clarification on information—was it heat and elevation, or ice and elevation?

- When you’re not sure whether or not to call the doctor.

A link to OSU health plans

- Information on the roles of primary care and specialty doctors according to your specific plan.

- Referral service on how to find a primary care doctor who is “in network.” This eliminates unwanted billing surprises for network plans.

- Information on how to find specialists in your plan.

- Information about in-network physicians so you can make an informed decision when choosing physicians for you and your family.

A link to medical information/resources

- Your Personal Nurse Advisor has access to a national health care database, written by physicians and nurses, and a multitude of books and resources to provide you with clear and concise information about your topics of interest.

- Symptom specific information. Your Personal Nurse Advisor listens to you describe your symptoms and will recommend intervention by a health care provider or suggest comfort measures you can do at home. Your Personal Nurse Advisor will also tell you what changes in your condition to be aware of and when to call a physician or seek emergency medical care.

- Not only does Personal Nurse Advisor have access to a multitude of resources (they will recommend resources you may want to consider for your home health library), but they also can direct you to other health information resources, including on-line databases.

A link to community resources

- Childbirth education

- Support groups

- Local associations

A link to health & wellness communication

- Register for any of the OSU Medical Center sponsored courses. Topics range from single parenting, to healthy recipe substitutions, to managing the healthcare system, to coping with anxiety. Many classes are free and are located at convenient locations throughout Columbus.

Make the Connection

- Whenever you want to talk with your Personal Nurse Advisor, call (614) 293-2931 or 1-800-293-2931. You may be asked for the university employee’s social security number, so you may want to keep it in a place near your phone, along with paper and pen.
Office of HUMAN RESOURCES

THE OHIO STATE UNIVERSITY

Benefits

Published by:
Office of Human Resources/Insurance Services
208 Archer House
710 Neil Avenue
Columbus, OH 43210-1156
614-292-1050

Introducing
A New Benefit
For Members Of
The Ohio State
University
Health Plans...

The Ohio State University Office of Human Resources is pleased to offer a new benefit to members of The Ohio State University health plans. Now you have access, 24 hours a day, 7 days a week, to your own Personal Nurse Advisor, a registered nurse who knows health care and knows about your specific insurance plan.

By providing an important communication and information tool. Personal Nurse Advisor can help you work together with other members of your health care team: your physician and your health insurance plan to reach everyone's goal — the health and wellness of you and your family.

Your Personal Nurse Advisor:
An Important Member of Your Health Care Team
Clerical commencement leads to improved performance

By Jeanette Drake

It wasn't the Horseshoe, and there weren't thousands of graduates—just five in a conference room of Pressley Hall. But the commencement was equally meaningful to the first graduates of the new Clerical Staff Professional Development Program.

Honored July 31 were Susan De Lozier, secretary I for molecular genetics; Kenneth "Casey" O'Stroske, records management officer I for the research foundation; Paul Parker Jr., data control technician for physical facilities; Joy Ellen Scott, public relations assistant for the Fisher College of Business; Treva Sheets, administrative assistant I for nutrition and dietetics, University Hospitals; and their supervisors.

"You're a model to others," said Nancy Campbell, director of organization and human resource development. "With the day-to-day responsibility of your jobs, it would have been easy to put off training. But the value you place on being a contributing member of the University is commendable."

The goal of the program is to encourage staff development in verbal and written communication, customer service, and job productivity and satisfaction. All clerical staff on regular appointment are eligible.

"We have a commitment to providing resources for people to be successful at their jobs," said Linda Tom, vice president for human resources. "As we experience changes, we need to redevelop skills and provide new information for staff. Support staff are critically important. They provide direct services and are the face of the University," she said.

"The program emphasizes a partnership approach to development with an individualized curriculum developed by the staff person and supervisor working together," said Nancy Messerly, consultant for organization and human resource development. Hours in the program are earned by attending Organization and Human Resource Development workshops and completing self-study materials.

The program was an outgrowth of feedback from staff who said there was a need for training that focused on clerical positions.

The graduates gave the new program two thumbs up.

"I was delighted when they came out with it (the program) because it is a way to enhance development and have credentials that show it," Sheets said. "I liked it so much I'm getting one of my secretaries started on it."

"The program's flexibility was a big plus for most. Working fulltime, being a full-time mother and working toward a degree. I have little time left for other professional development," Scott said. "This program fit into my work schedule. Fortunately, I have a supportive supervisor."

"The best part of the program was the variety of subject material. I have learned skills for time management, communicating clearly, giving and receiving feedback, dealing with difficult people, and coaching employees," Scott said. "The program has given me a sense of pride, you will see OSU cares about my success in the University."

"I cannot say enough about the program," De Lozier said. "The facilitators were top-notch, professional and tuned into our needs. The workshop, 'What Time Is It? Improving Performance Through Effective Time Management,' really made a difference in the amount of work I get done in one day." The program also increased her self-confidence to re-enter the workforce after a lengthy absence, she said.

O'Stroske completed the most workshop hours and has already begun "post graduate" studies. Parker enrolled in the program last winter and was determined to be one of the first graduates. His determination paid off.

For more information

Clerical Staff Professional Development Program
Staff can enroll at any time. For an information packet, call Organization and Human Resource Development at 292-4500.
OSU wins governor's award

OSU is first, only university awarded for safe workplace

By Linda Hagenah
Latern staff writer

The Ohio Bureau of Workers' Compensation and Gov. George V. Voinovich presented Ohio State with the Governor's Excellence in Worker's Compensation Award Monday during a luncheon at the Greater Columbus Convention Center.

This is the first year the bureau presented awards to Ohio businesses for worker's compensation. OSU was the first and only university to be recognized as Ohio's leader in providing a safe and cost-effective workplace for their employees while actively supporting their injured workers.

OSU has been recognized by the bureau for having programs to minimize workers' compensation and making employees know they are valued, keeping them happy and reducing costs, said J.C. Benton, media relations for the bureau.

Representing OSU was Madeline O'Connor, Program Coordinator for OSU's Workers' Compensation. She said OSU has created innovative programs to ensure the safety of their employees.

"It's like a three-legged stool where you have employee safety, hurt employees, and their happiness at the legs and cost at the seat," O'Connor said. "Creativity is a big thing because it's a challenge to take workers back who have been hurt on the job. Through education in our departments and a large cooperative effort we have been able to take retirement out of the worker disability."

The luncheon was held to celebrate the successes the bureau has enjoyed in the year since Gov. Voinovich gained control of the agency and appointed James Conrad administrator of the bureau.

Since 1913 the bureau has provided injured workers, or their families with medical and wage-loss compensation for work-related injuries, diseases, and deaths.

The bureau directly provides insurance to about two-thirds of Ohio's work force. The remaining workers receive coverage through a self-insurance program for large and financially stable employers who meet strict qualifications set by the bureau.

"We have been able to give better service to hurt employees at a quicker rate."
— J.C. Benton,
Ohio Bureau of Workers' Compensation

Under the leadership of Voinovich and Conrad the bureau has saved Ohio businesses more than $645 million by increasing personal responsibility and restructuring management. "We have been able to give better service to hurt employees at a quicker rate," Benton said.

OSU has been able to provide transitional work and rehabilitation for workers who have been hurt on the job. Workers are given an alternative task to perform while keeping their jobs, he said. OSU also has a provider network that provides different doctors for immediate medical treatment.
OSU officials react to California affirmative action law

By Chiaki Tatamoto

The entire nation has been paying close attention to what will follow since Proposition 209 was passed in California in November.

The new law was blocked by the federal judge last week but the issue is far from dead.

Prop 209 would ban state and local government affirmative action programs based on race and gender in public employment, education, and contracting.

Although the California decision does not directly affect Ohio, Leroy Pernell, Ohio State's vice-provost of Office of Minority Affairs, is concerned about the tone and atmosphere set by Prop 209.

"It (Prop 209) allows people to start thinking about ceasing efforts to complete a battle that has never been won," Pernell said. "Racism is clear and present with us and has never ended, and affirmative action is a major tool for combating racism."

However, Helen Ninos, assistant general counsel for Office of Human Resources, said she doesn't think Prop 209 is going to have an impact on Ohio State.

"There's a very, very strong commitment to affirmative action and diversity at OSU," Ninos said. "Within an academic institution of higher education, diversity is essential. It's critical to the educational process."

Ninos said she hasn't seen any evidence that Ohio will take a similar path to California's.

Under current affirmative action plans, the OSU must make extra efforts to recruit and attract women and minorities in hiring and student admission but there's no quota on basis of race and gender, Ninos said. Hiring based on race or gender violates the discrimination law in the country.

Ninos said affirmative action plans are an "ever-changing document." The plans are reviewed and renewed based on the circumstances of representation of a specific group and OSU consults the plans to find out what OSU must do, she said.

If women and minorities are not under represented, the race or gender of an applicant would not be used as a factor, Ninos said. But "we're lower than what the available pool is," she said.

According to 1995 statistics provided by Office of Human Resources, women and minorities are under represented in the higher positions. There is no statistical evidence to support that there is a significant number of white males who would be disadvantaged because of affirmative action programs, Pernell said.

"The notion of reverse discrimination is a red flag that waves often," he said. "In most instances, there is no substance to it. It's a scare tactic."
TRUSTEES APPOINT CANCER RESEARCHERS, OTHER PERSONNEL ACTIONS

COLUMBUS -- The Ohio State University Board of Trustees on Friday (2/7) appointed three internationally prominent cancer researchers, an acting vice president for human resources, a director of the Heart and Lung Institute, and filled a named professorship.

Lewellen named acting vice president for Human Resources

Trustees named Larry Lewellen of GAHANNA as acting vice president for human resources, retroactive to Feb. 1. He had been assistant vice president.

Lewellen has been with the university for 10 years, working with compensation, benefits and employee relations. He received his M.B.A. from Ohio State in 1990 and a bachelor’s degree in personnel and industrial relations from Indiana University in 1976. Prior to joining Ohio State, Lewellen managed human resource functions for CTS Corp. He will act as vice president while a committee searches for a permanent replacement for Linda Tom, who has left the university to join her husband in retirement.
Dental Plan Open Forums

Wednesday, February 12, 10:00 am
Rhodes Hall, Auditorium

Friday, February 14, 1:00 pm
Independence Hall, Room 100

Monday, February 17, 1:00 pm
Ohio Union, Conference Theater

Please plan to attend one of these important sessions

Sponsored by: Office of Human Resources, Benefits, Second Floor Archer House, 292-1050
Reading, writing program garners state recognition

By Charles Cyrill
Lantern staff writer

Elizabeth Saunders always knew she would receive her high school degree some day.

But what Saunders, 54, didn't realize was that when she started as a custodial worker in Cunz Hall in 1979, she would get her GED at Ohio State 18 years later.

She began the university's GED program, or Reach 1, in 1993. She was honored, along with the Department of Physical Facilities during the 1997 Governor's Workforce Excellence Awards Ceremony held Tuesday in the Vern Riffe Center. She expects to receive her GED this summer and attend OSU.

"If a person wants to go further in life you have to have that paper," she said. "I am very happy that I can get my GED through Ohio State."

After receiving her degree, Saunders said she hopes to participate in the OSU Bridge program, an adult-oriented entry program that enables high school graduates to earn their college degrees.

"The Bridge program is for older adults who have been out of school for a long time," Saunders said. "It eases you into the routine of classes."

The Department of Physical Facilities employs 748 people who provide building maintenance and services, roads and grounds maintenance, utility, power and heat for the university. The program is also open to non-OSU employees.

Reach 1, based on a 40-hour work week, allows workers to attend school four hours a week while working 36.

The award, established by Gov. George Voinovich in 1991, recognizes training programs that improve reading and writing, thinking skills and specific job skills of Ohio's workers.

"These Ohio employers have developed outstanding training programs with their employees and other partners which enhance their productivity," Voinovich said.

"As today's global economy evolves into tomorrow's world marketplace, I am pleased to see Ohio companies providing employees with the broad base of skills needed to take us into the 21st century."

"The governor praised the efforts of the university, calling the program a model in the state. Likewise, OSU President E. Gordon Gee attributed the success to Janet Pichette, vice president for business and administration, and also to a number of colleagues."

"They did an excellent job," Gee said. "We were one of the few public sector employers recognized for the award."

Pichette said today there are more people in the physical facilities department who are getting the opportunity to earn their GED and the time to do it.

"It is certainly fitting that OSU is a leader in education and is committed to their workforce," Garick said.

From left, Gov. George Voinovich, OSU President E. Gordon Gee, Elizabeth Saunders, and Janet Pichette, share a humorous moment before the governor presents the 1997 Governor's Workforce Excellence Award at the Vern Riffe Center Tuesday.
ARP Implementation
(Alternative Retirement Plan)

This brochure contains information regarding the Alternative Retirement Plan (ARP). Following is an overview of contents and important items you need to know.

♦ Letter Discussing the ARP

♦ A Forum Schedule

♦ Implementation Timeline

♦ FAQ – Question and Answer Section

♦ Listing of Approved ARP Vendors

For Additional Information

If after reading this information, you have additional questions, please contact the Office of Human Resources:

♦ Customer Service Center for general information, forum schedules, and election forms, at (614) 292-1050, 1-800-678-6010, or TDD (614) 688-3730

♦ Benefits Services for individual counseling and departmental presentations, at (614) 292-5702 or e-mail your questions to: benefits@hr1.ohr.ohio-state.edu
MEMORANDUM

DATE: February 5, 1999

TO: University Faculty and Staff

FROM: Larry J. Lewellen
Associate Vice President for Human Resources

SUBJECT: Alternative Retirement Plan Implementation

The Ohio State University Board of Trustees recently adopted the Ohio legislation allowing some faculty and unclassified staff a one-time opportunity to elect participation in an Alternative Retirement Plan (ARP). If elected, an ARP replaces retirement through Public Employees Retirement System (PERS) or State Teachers Retirement System (STRS). Amended Substitute House Bill 586 (Am. Sub. HB 586) allows a faculty or unclassified staff member, newly hired or with less than five years of service credit in their current state system and who hold a 75% FTE or greater appointment, to elect enrollment in an ARP or PERS or STRS.

1. If you are a faculty or unclassified staff member with less than five years of PERS or STRS service credit and you hold an appointment of 75% FTE or greater, you may elect to enroll in an ARP or stay enrolled in PERS or STRS.
   ◆ Current STRS participants who have less than five years of service credit as of June 30, 1998 are eligible to elect an ARP.
   ◆ Current PERS participants who have less than five years of service credit as of March 31, 1998 are eligible to elect an ARP.

2. Am. Sub. HB 586 does not make provisions for Classified Civil Service staff to participate in the new ARP. If you are a Classified Civil Service staff member your retirement membership will continue to be with PERS.

3. Faculty and staff with an appointment of 74% FTE or less, or those with more than five years of PERS or STRS service credit are not eligible to elect an ARP. If you are a faculty or unclassified staff member with more than five years of service credit, your retirement will remain with PERS or STRS.

4. University police officers are not eligible to elect an ARP. You have a separate PERS Law Enforcement benefit.

Retirement Planning Forums

The following is the schedule for informational sessions to be presented to eligible faculty and staff members regarding choosing a retirement plan. Throughout each day, Benefits Consultants from the Office of Human Resources will present an overview of each of the retirement plans, PERS, STRS and ARP (Alternative Retirement Plan). The retirement plan vendors will also be available to answer questions on investment options, distribute materials and schedule consultations.

◆ Columbus Campus Forums

February 15th Holiday Inn on Lane
Sessions at 7:30, 10:00, 12:00, 3:30, 5:30
Benefits Consultants & Retirement Plan Vendors available from 7am – 7pm

March 9th Rhodes Hall Auditorium
Sessions at 7:30, 10:00, 12:00, 3:30, 5:30
Benefits Consultants & Retirement Plan Vendors available from 7am – 7pm

March 10th Holiday Inn on Lane
Sessions at 7:30, 10:00, 12:00, 3:30, 5:30
Benefits Consultants & Retirement Plan Vendors available from 7am – 7pm

◆ Regional Campus Forums

February 10th Newark Campus
Sessions at 10:00 and 12:00
Benefits Consultants & Retirement Plan Vendors available from 10am – 4pm

February 23rd Lima Campus
Sessions at 10:00 and 12:00
Benefits Consultants & Retirement Plan Vendors available from 10am – 2pm

February 24th Marion Campus
Sessions at 10:00 and 12:00
Benefits Consultants & Retirement Plan Vendors available from 10am – 2pm

Please plan to attend one of these important sessions to learn more about your retirement plan choices. If you are unable to attend any of these sessions, you may arrange for a presentation in your departmental area or for an individual consultation by contacting a Benefits Consultant at (614) 292-5702, or e-mail your questions to benefits@hr1.ohio-state.edu
Implementing the New Law

Implementing the new law was a multi-step process.

1. The Ohio Department of Insurance elected the ARP providers. There are eight approved ARP providers.

2. The University then contracts with each of the elected ARP providers.

3. The Office of Human Resources will provide written material, forums, and individual counseling to eligible faculty and staff.

- Current eligible faculty and staff will have 120 days after Board approval to elect a retirement plan.
- Those hired after the date of implementation will have 90 days from date of hire to elect a retirement plan.
- Default retirement enrollment will be PERS or STRS, based on your appointment.

Timeline

- February 1999 – The OSU Board of Trustees adopts the ARP program and enters into contracts with the ARP providers.
- Winter 1999 – The Office of Human Resources sends notification to all eligible faculty and staff indicating their options.
- Spring 1999 – Enrollment window will close.

Transfer of Funds to an ARP

If an ARP is elected, the faculty/staff members' portion of the PERS or STRS funds can be transferred to the ARP. Only the portion of the University's contributions made after the implementation date can be transferred to PERS or STRS.

Am. Sub. HB 586 also amends STRS law as it pertains to your refundable account. STRS will now be crediting interest, plus a portion of employers' contributions to refunded accounts. It is expected that PERS will adopt an enhanced refund option within the year.

Frequently Asked Questions

What is a defined-benefit plan?

PERS or STRS are defined-benefit plans. Under a defined-benefit plan, your benefits are based on a predetermined calculation that takes into account your final average salary (average of three highest years of earnings) and years of service credit. The higher your salary and years of service, the higher your retirement benefit will be. Under this plan, the benefit does not depend on investment returns or the total amount of your account at retirement.

What is a defined-contribution plan?

Under a defined-contribution plan your benefit is equal to the vested account balance at retirement. The account balance directly reflects investment performance results. There is no guarantee of a monthly benefit.

Are there other benefits associated with an ARP besides retirement income?

Unlike PERS or STRS, which also offer disability benefits, survivor benefits, and health care coverage, an ARP provides only pension benefits. Disability, survivor benefits, and health care coverage are not included in a defined-contribution ARP.

Will legislation affect PERS or STRS' financial stability?

Currently, OSU contributes 13.31% of your salary to PERS for unclassified staff, or 14% of your salary to STRS for faculty. The legislation requires OSU to contribute 6% of your salary to PERS or STRS if you elect an ARP. The remaining employer contribution (7.31% for unclassified staff and 8% for faculty) will go to your ARP if elected.

The 6% contribution to PERS or STRS helps pay for unfunded liability incurred for current members and benefit recipients.

This amount may be revised in the future.

Why is legislation limited to employees with less than five years of service?

Legislation is limited because those with five (5) or more years of PERS or STRS service credit are eligible to meet the statutory requirements for PERS or STRS retirement benefits when they reach age 60.

Why are Classified Civil Service staff excluded from legislation?

Despite the university's efforts to extend this benefit to include Classified Civil Service staff, they were not included in the original legislation. The university will continue to lobby for a change to this legislation allowing this benefit to be offered to Classified Civil Service staff.

Instead of participating in an ARP or PERS/STRS, can some other retirement plan be chosen?

No. Only an approved ARP or PERS or STRS may be selected.

Why was the Alternative Retirement Plan (ARP) legislation enacted?

College and university officials to help recruit out-of-state faculty and staff pursued the ARP legislation. Many out-of-state employees wish to continue contributing to a defined-contribution retirement plans that are prevalent in other states. Instead, in Ohio they had to contribute to a defined-benefit plan. The legislation now offers them a choice in retirement planning.
Frequently Asked Questions, continued

What are the contribution rates for employees and employers under the plan options?

Under the ARP, you are required to contribute 8.5% of salary for unclassified staff or 9.3% of salary for faculty, on a pre-tax basis.

OSU contributes 7.31% of salary to the ARP for unclassified staff or 8% of salary to the ARP for faculty.

What is the enrollment period for selecting a retirement plan?

Current Employees: within 120 days of the OSU Board of Trustees approval date.

New Employees: within 90 days of date of hire - after the plan is approved by the OSU Board of Trustees.

If an ARP election is not made during the applicable time period, you will automatically become a member of PERS/STRS, based on your appointment.

Can the choice of retirement plan be changed?

The choice of plan is irrevocable as long as you remain continuously employed with OSU. (Continuously employed means no more than one year elapses between each period of employment with the same employer).

If you do not remain continuously employed with OSU and are subsequently employed by an Ohio public institution of higher education, you may elect a different plan.

Can the choice of ARP providers be changed?

Yes. If you elect to have your retirement through an ARP, you may switch providers during the course of your participation as allowed under university guidelines.

Can PERS or STRS funds be transferred to an ARP?

Most employees can have their PERS or STRS funds transferred to an ARP. There are exceptions when membership in other Ohio retirement systems exists.

Can service be purchased from PERS/STRS for the years contributions were made to an ARP?

No. If you participate in an ARP you cannot claim or purchase service credit under any Ohio public retirement system for the period in which you participated in an ARP.

A calculator to assist you in identifying which retirement plan best meets your personal needs is available at: www.retchoices.org

Retirement Plan Vendors List

Aetna Life Insurance & Annuity Co.
8101 N. High St., Suite 200
Columbus, OH 43225-9963
(614) 431-5052
1-800-922-4287
www.aetna.com/ARS/OhioARP

Equitable Life Assurance Society
C/o MainStreet Financial Services
13 E. Main St.
Milan, MI 48160
1-800-551-2423
www.equitable.com

Great American Life Ins. Co.
C/o Retirement Resource Group
250 E. Fifth St., 9th Fl.
Cincinnati, OH 45202
1-888-ARP-U-WIN (1-888-277-8946)
www.arponline.com

Lincoln National Life Ins. Co.
C/o Steinhaus Financial Group
7650 Rivers Edge Dr.
Columbus, OH 43235
1-800-832-7215
www.lincolnlife.com

Metropolitan Life Ins. Co.
C/o Security First Group
1530 Corporate Woods Pkwy, Suite 500
Uniontown, OH 44685-7872
1-800-282-1768
www.metlife.com

Nationwide “Best of America”
One Nationwide Plaza
Columbus, OH 43215
1-800-848-6331
www.nationwide.com

Public Employees Retirement System (PERS)
277 E. Town St.
Columbus, OH 43215-4642
1-800-222-PERS (1-800-222-7377)
www.opers.org

State Teachers Retirement System (STRS)
275 E. Broad St.
Columbus, OH 43215-3771
1-888-227-STRS (1-888-227-7877)
www.strsoh.org

TIAA-CREF
25330 Telegraph Road, Suite 500
Southfield, MI 48034-7459
1-877-ARP-OHIO (1-877-277-6446)
www.tiaa-cref.org/ohio-state

VALIC
8425 Puirar Pl, Suite 360
Columbus, OH 43240-2002
(614) 436-4551
1-800-44-VALIC (1-800-448-2542)
www.valic.com
FOR INCIDENTS REQUIRING IMMEDIATE ASSISTANCE:
call University Police at 911

FOR REGIONAL CAMPUSES:
contact campus security and/or
local police

FOR NONEMERGENCY INCIDENTS:
contact your supervisor

Prepared and distributed by
University Public Safety Services
and
The Office of Human Resources

Adapted in part from a publication by
ASIS (Columbus chapter), and
the Ohio Crime Prevention Association.
Have you ever encountered an employee or coworker who was obviously angry or hostile? What did you do? If they had become physically violent, would you have known how to respond before they hurt you—or someone else?

The Ohio State University is committed to providing faculty, staff, students, and visitors with an environment that is safe, secure, and free of harassment, threats, intimidation, and violence. To promote an atmosphere that encourages learning and productive employment, quick, responsive action will be taken if violence or the threat of violence arises.

The Ohio State University defines workplace violence as any act occurring in the workplace which results in threatened or actual harm to a person or property.

Each year, many individuals become victims of violent crime while working. It is reported that about 500,000 victims of violent workplace crime lose nearly 1.8 million workdays that represents over $55 million in lost wages.

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education, and a safer, healthier workplace for everyone.

**Examples of Workplace Violence**

- Threats, direct or implied
- Physical conduct that results in harm to people or property
- Possession of deadly weapons on Ohio State University property
- Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety

**Risk Factors and Warning Signs**

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- Displays of anger
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame
- Termination of employment
- Downsizing of the workforce
- Disciplinary actions
- Ongoing conflicts among employees
- Domestic or family violence
- Financial problems
- Serious stress in personal life

**Managing Conflict**

Conflict is a part of everyday life that produces stress and strains relationships. When left unchecked, it may lead to confrontations and violent behavior. Learning to manage conflict is a significant step toward preventing violence.

- Understand your own feelings about conflict by recognizing the words or actions that immediately provoke a negative response in you.
- Listen to what others are saying, and try to see why their point of view is important to them.
- Brainstorm with others on positive ways to address the conflict. Discuss the pros, cons, and consequences of the alternatives, and work together on a mutually acceptable solution.

**Workplace Violence Prevention**

- Workplace violence is not acceptable behavior; it is against the law. You should expect to have an environment free from violence.
- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Ask your supervisor or manager about policies and procedures that are currently in place to address potentially violent situations.
- Get acquainted with security and Ohio State University police officers. Do not hesitate to call for help.
- Finally, remember: A safe workplace is everyone’s responsibility.

**Policy and Resources**

- Policy: Human Resources Policy and Procedure manual
  Policy number 7.05 Workplace Violence
  www.ohr.ohio-state.edu/policy/705pol.htm
- Office of Human Resources Consulting Services
  Telephone 292-2800.
- University Faculty/Staff Assistance Program,
  Telephone 293-2442.
GOOD MORNING!

Each Friday, OSU Today asks communicators from a single college or unit to share news from their area with the rest of the campus. Today's "Friday Feature" is provided by the Office of Human Resources.

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OPEN ENROLLMENT INFO AVAILABLE ON WEB

-- For the entire month of April, eligible faculty and staff may make coverage changes to medical, dental, and vision plans, Flexible Spending Accounts, and Voluntary Group Term Life Insurance. In order to continue to make open enrollment easier and more convenient for Ohio State employees, this year's all-new Open Enrollment Web Site features expanded benefit information, downloadable enrollment forms, forum schedules, and more. For more information about benefits, attend a benefit forum, or visit the Open Enrollment Web site:

-- > http://www.ohr.ohio-state.edu/oe01/home.htm

HUMAN RESOURCE FORMS GO ONLINE

-- Human Resource-related forms are now online for download and printing. The site provides easy access to a variety of employment, payroll, benefit and training forms for those who have human resource responsibilities. The form site also creates self-serve opportunities to faculty and staff in the form of Flexible Spending Account reimbursement forms, tuition assistance for dependents forms, and more. New forms will be added as available.

-- > http://www.ohr.ohio-state.edu/hrpubs/forms.htm

FAMILY AND MEDICAL LEAVE POLICY REVISION

-- Ohio State's Family and Medical Leave Policy and Procedures have been revised and are now available online. The site also includes downloadable forms and sample letters as well as a downloadable flyer that units can print and post. The intent of these policy changes is not only to clarify and update existing language, but also to address the needs of faculty and staff from an overall work/life perspective.

-- > http://www.ohr.ohio-state.edu/policy/605pol.htm

NEW EMPLOYEE ORIENTATION AVAILABLE APRIL 17
-- New employees are invited to attend New Employee Orientation on April 17. For information or to register, contact Organization and Human Resource Development at 292-4500 or visit the web:
-- > http://www.ohr.ohio-state.edu/ohrd/orient.htm

TUITION ASSISTANCE APPLICATIONS DUE APRIL 15

-- Eligible dependents of Ohio State faculty and staff must have applications for tuition assistance submitted by April 15 for summer quarter 2001. For more information or to verify receipt of application, contact the Office of Human Resources Customer Service Center at 292-1050, or download the form from the HR Form Web site:
-- > http://www.ohr.ohio-state.edu/hrpubs/forms.htm

SELF IDENTIFICATION OF VETERANS

-- Staff and faculty who were members of the U.S. military are invited to self-identify as veterans. Veterans are part of the university's affirmative action plan and are provided affirmative action consideration in employment and advancement. To self-identify, contact the Veterans Affairs at 292-4164 or mailto:hospodar.3@osu.edu or download the form:
-- > http://www.ohr.ohio-state.edu/vet/vetsaffr.htm

TRAINING OFFERED FOR MANAGERS AND SUPERVISORS

-- STEP, Supervisor Training to Enhance Performance, is a series of 12 workshops for OSU managers. Benefits of participation include developing and practicing management skills, increasing understanding of Ohio State's policies and procedures, and networking with other campus supervisors. Three to four STEP workshops are offered each quarter and there is no time limit for completing the series. Find course offerings and enrollment information on the web:
-- > http://www.ohr.ohio-state.edu/ohrd/step.htm

OPERATION FEED BEGINS APRIL 16

-- The annual Operation Feed community-wide food drive helps feed homeless and low-income residents in central Ohio. Sponsored by the Mid-Ohio FoodBank, the drive collects nonperishable food for distribution to 136 food pantries and 52 soup kitchens. For more information on how you can support this project, contact your Operation Feed coordinator or the Office of Human Resources Special Events office at 292-4341.

NEW FINANCIAL EDUCATION COURSES AVAILABLE
Because of the success of the winter quarter Financial Planning Series workshops, new courses are available this quarter. Topics include investing, tax planning, managing a checking account, home buying, insurance, and more. All workshops are free to faculty and staff and last one hour, beginning at noon. For a detailed course schedule or to register, call 247-7961 or visit the web:

http://www.ohr.ohio-state.edu/finseries.htm

REPORTS HELP WITH COMPENSATION DECISIONS

Management Information and Analysis provides a variety of reports that can assist managers and supervisors in making decisions about salary and compensation. The 2001 Internal Market Data for Staff Salaries report will be online within two weeks and includes comparative, university-wide data on salaries for compensation planning use. The 2000-2001 versions of the Departmental Faculty Salary Analysis, and the Public Benchmark Faculty Salary Analysis will be available in hard copy only.

http://www.ohr.ohio-state.edu/miar/miarmenu.htm

EMPLOYMENT AFFIRMATIVE ACTION FORMS UPDATED

The Affirmative Action Employment Data forms have been updated in order to meet legal requirements, to ease entry of information and use, and to conform to Affirmative Action tracking requirements. The new form and envelope will be available in Stores shortly and can be downloaded and printed from the Human Resources Web site:

http://www.ohr.ohio-state.edu/emp/AAED.pdf

VISIT the Office of Human Resources on the web at:
http://www.ohr.ohio-state.edu/
Ohio State offers all of the benefits of a large employer with a personal touch. Faculty and staff have the opportunity to get involved in a variety of campus activities while enjoying the camaraderie found in individual colleges and business units. Ohio State offers a diverse, challenging work environment and supports professional growth and personal achievement through education and rewards. It is easy to see the extreme pride shared by Ohio State faculty, staff, and students. As a matter of fact, many of our students return to the university in their alumni years as employees.

Office of Resources

Ohio State at a Glance

Established: 1870

Location: Columbus, Ohio's capital and largest city

Enrollment: More than 48,000 students on Columbus campus

Regional Campuses: (enrollments of 1800 or fewer) Located in Lima, Mansfield, Marion, and Newark, Ohio. Ohio State is also home to the Agricultural Technical Institute and the Ohio Agricultural Research and Development Center in Wooster, Ohio.

Faculty and Staff: More than 18,000 faculty, researchers, and staff. Ohio State is the largest non-military employer in Ohio.

Employment Services
Office of Human Resources
Northwood/High Building
2231 North High Street
Columbus, OH 43201
(614) 292-9380

Human Resources Office
OSU Medical Center
N164 Doan Hall
410 West Tenth Avenue
Columbus, OH 43210
(614) 293-4995

The Ohio State University is an Equal Employment Opportunity/Affirmative Action employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

STORES #53963
More than 18,000 talented faculty and staff, with a wide variety of skills and backgrounds, support university and medical center operations every day. Ohio State is a leading comprehensive teaching and research university. As one of the largest academic institutions in the country, we rely heavily on the service and professionalism of our faculty and staff.

Working at Ohio State is rewarding on many levels—our faculty and staff enjoy excellent benefits, a team environment, and challenging careers. We celebrate and learn from our diversity, and we value each individual’s uniqueness. At Ohio State, our people make us a world-class university.

Ohio State offers job opportunities in a wide range of fields, including education, agriculture, technology, business, office support, and skilled trades.

To find out more about the great opportunities available to you, contact the Office of Human Resources, Employment Services. Apply now—you can download application forms and view current job postings on our website at www.ohr.ohio-state.edu, or call the Jobline at (614) 292-1212. Subscriptions to the University Personnel Postings (UPP) are available via e-mail.

Benefits Overview

- Medical, Dental, Vision insurance—a comprehensive package that can be customized to fit your needs, including pharmacy coverage
- Life and disability insurance—a variety of options for your protection
- Retirement plan—choice of state retirement plan or alternative retirement plan and available supplemental retirement plans
- Child care benefits—excellent maternity, paternity, and adoption leave policies, up to a $4000 benefit toward adopting a child
- Flexible spending accounts—allows you to pay for some child care and medical services pre-tax
- Education benefits—tuition assistance for eligible employees and dependents for any degree program at Ohio State
- Personal enrichment—a variety of free wellness and fitness programs, recreation facilities, and professional workshops and classes
- Entertainment—access to hundreds of sporting, cultural, and theatrical events on campus and in the community
- Vacation and holidays—10 paid holidays per year as well as accrued paid vacation and sick time

Eligibility based on program guidelines.
MEMORANDUM

TO: Ohio State Faculty, Staff and Student Employees

FROM: Karen Carroll, Director of Payroll Services

DATE: 12-10-2002

SUBJECT: Receive Your W-2 Online

Register to receive your Form W-2 (Wage and Tax Statement) online now! This year, you have the option of downloading your W-2 from a secure site. If you want to continue to receive your W-2 by mail, you need not take any action. If you want to receive your W-2 electronically, you will need to register online before January 9, 2003. You can register from any computer with Internet access using your work or personal e-mail account.

There are many benefits to receiving the Form W-2 electronically versus through the mail:

- online delivery is faster than the traditional mail process and the W-2 can be accessed from any computer with Internet access
- the electronic format allows you to import the information into tax preparation software instead of rekeying it
- registering for online delivery is easy and secure
- you can receive discounts on Quicken TurboTax® software

REGISTER TO RECEIVE YOUR W-2 ONLINE:

- Visit www.theworknumber.com or call 1-800-996-7566.
- Under "Employees", click "LOGIN".
- Enter The Ohio State University Code which is 10380, then your Social Security Number (SSN) and PIN number. The PIN number is the last four digits of your SSN, and must be changed after you log into your account for your protection.
- Click on "Sign up for online delivery" and follow the prompts that will ask for an e-mail address, mailing address, and home/work phone number.
- You will receive a confirmation e-mail when registering for online delivery, as well as confirmations of any changes made to contact information.

In January, those who registered to receive the Form W-2 online will receive e-mail notification that their Form W-2 is posted on the secure site, along with instructions for retrieval. You just download the W-2 file to your computer and can refer to it, print it, or import it into a tax software package at any time. The files will be accessible on or before January 31, 2003.
**STEP Presenters:**

Don Chenoweth, OHRD

Sheryl Donaldson, Human Resources Consulting Services

Eunice Hornsby, OHRD

Lynn Geist, Human Resources Consulting Services

Todd Hunter, Human Resources Consulting Services

Anne Massaro, OHRD

Steve McDonald, Legal Affairs

Nancy Messerly, OHRD

Shari Mickey-Boggs, Human Resources Consulting Services

Jackie Parrill, Human Resources Compensation

Gabrielle Reinicke, Human Resources Consulting Services

Kim Shumate, Legal Affairs

Pam Spears, Human Resources Compensation
Welcome and Opening Remarks

- Anne Massaro
  Organization and Human Resource Development (OHRD)
  Office of Human Resources

- Larry Lewellen
  Associate Vice President
  Office of Human Resources

STEP Testimonials

- Susan Conrad, STEP Graduate
  Office of Sponsored Programs, Research Foundation

- Richard Mormon, STEP Graduate
  University Police

- Shirley Domer, STEP Graduate
  Office of Information Technology

- W. Michael George
  Associate Registrar, Office of University Registrar

- Anne Moffat
  Director, Office of Sponsored Programs, Research Foundation

Recognition

- STEP Graduates and their Supervisors

- STEP Presenters

Closing

STEP Graduates

Fanny Anderson
Supervisor: Lee Watkins

Betsy Blankenship
Supervisor: Greg Rose

Cyndy Bonsignore
Supervisor: Anne Moffat

Elizabeth Burns
Supervisor: John Riedl

Susan Conrad
Supervisor: Anne Moffat

E. Ellen Copeland
Supervisor: Frank Piorier

Joyce Davis
Supervisor: Susie Ward

Shirley Domer
Supervisor: Mitch Dysart

Cynthia Giles
Supervisor: Richard Widdows

Pamela Halsey
Supervisor: Deborah Helber

Carol Hinkle
Supervisor: M. Scott Herness

Anthony Howard
Supervisor: Anne Moffat

Larry Hurtubise
Supervisor: Tim Cain

Jeffrey Imhoff
Supervisor: John Ott

Jodie Joerg
Supervisor: Brad Harris

Joetta McCabe
Supervisor: Judy Neldig

Shelly Minck
Supervisor: John Riedl

Richard Mormon
Supervisor: John Petry

Marta Morris
Supervisor: Anne Moffat

Nancy Osborne
Supervisor: Jeffrey Rice

Alicia Perkins
Supervisor: Martin Jamison

Jacqueline Parris
Supervisor: Patrick Hall

Jane Pierce
Supervisor: Deb Henrichs

Lucy Schoyer
Supervisor: Susie Ward

Carla Sharon
Supervisor: Peter Culicover

Nicole Slee
Supervisor: Marie Mead

Rita Smolko
Supervisor: Phyllis Forbes

Diana Vanek
Supervisor: Robert Gold

Connie Voss
Supervisor: Ella Copeland

Molly Wambold
Supervisor: Johnathon Young
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<td>Susan Henderson</td>
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<td>226 St. John Arena</td>
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Lori Sams
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Peggy M. Fochtman 8-3150
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WOSU
Eric Fisher 2-9678
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2400 Olentangy River Road
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Regional Campuses

AGRICULTURAL TECHNICAL INSTITUTE
Phyllis Forbes
Rita Smolko 5-1213
Halterman Hall 216-263-7634 fax
1328 Dover Road
Wooster, OH 44691
forbes.46@osu.edu
smolko.3@osu.edu

OHIO AGRICULTURAL RESEARCH AND DEVELOPMENT CENTER
Eileen Kieffaber 330-263-3719 or 5-3719
330-263-3695 or 5-3695 fax
Human Resources
121 Research Services Bldg.
Wooster, OH 44691
kieffaber.1@osu.edu

OSU-LIMA CAMPUS
S. Nadine Lineback 419-995-8436
208B Public Services Bldg.
4240 Campus Drive 419-995-8483 fax
Lima, OH 45804
lineback.5@osu.edu

OSU-MANSFIELD CAMPUS
Helen Mitchell 419-755-4211 or 5-4211
419-755-4241 or 5-4241 fax
103 Ovalwood Hall
1680 University Drive
Mansfield, OH 44906
mitchell.420@osu.edu

OSU-MARION CAMPUS
Debbie Spencer 5-6210
Morrill Hall 5-6102 fax
1465 Mt. Vernon Avenue
Marion, OH 43202-5695

OSU-NEWARK CAMPUS
Ty Alexander 5-9407
Founders Hall 740-364-9566 fax
1179 University Drive
Newark, OH 43055
alexander.17@osu.edu

onCampus
Susan Wittstock 2-8421
University Communications 2-0154 fax
1125 Kinnear Road
Columbus, OH 43212
wittstock.3@osu.edu
November 15 – December 15:

Enrollment for Sponsored Dependent Benefits

Enrollment for sponsored dependent health benefit coverage will be held from November 15 – December 15 for a coverage **effective date of January 1, 2005.**

- Faculty and staff who are eligible for the university’s health plans will be able to enroll sponsored dependents in **medical, dental, and vision** coverage.

- Some eligible sponsored dependent relationships include:
  - opposite-sex domestic partner
  - siblings
  - parents
  - grandparents
  - dependent children of faculty
  - grandchildren
  - aunts and uncles
  - nieces and nephews
  - staff who do not otherwise meet university health plan eligibility criteria

- Eligibility for sponsored dependent benefits is based on meeting all of the requirements specified in the **Affidavit of Sponsored Dependency**, which must be notarized and filed with the Office of Human Resources at the time of enrollment.

- Obtain more information about this benefit, including a full eligibility listing and details on how to enroll at: [http://hr.osu.edu/oe/sd.htm](http://hr.osu.edu/oe/sd.htm)
  - Sponsored Dependent Health Election Form
  - Affidavit of Sponsored Dependency
  - Premium rates

Or, you may request enrollment information by contacting the **Office of Human Resources Customer Service Center** at (614) 292-1050, 1-800-678-6010; e-mail: service@hr.osu.edu.

Medical/prescription drug cards for eligible sponsored dependents enrolled by December 15 will be mailed prior to the January 1 coverage effective date.
Changes effective July 1, 2006

Administrator
• UnumProvident is the new plan administrator who provides the Long-Term and Short-Term Disability coverage for Ohio State faculty and staff.

Premiums
• The premium rates for the Long-Term Disability (LTD) plan are paid by the university.
• The premium rates for the Short-Term Disability (STD) plan are decreasing effective July 1, 2006:
  – Employee after-tax premium contributions listed below are effective July 1, 2006 – December 31, 2008.

<table>
<thead>
<tr>
<th>Base Annual Salary</th>
<th>Monthly Premium</th>
<th>Biweekly Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>$29,999 or less</td>
<td>$ 9.75</td>
<td>$ 4.50</td>
</tr>
<tr>
<td>$30,000 - $69,999</td>
<td>$19.29</td>
<td>$ 8.90</td>
</tr>
<tr>
<td>$70,000 or more</td>
<td>$39.57</td>
<td>$18.26</td>
</tr>
</tbody>
</table>

For more information
• Visit: hr.osu.edu/benefits/disability.htm

Or contact: OHR Customer Service Center
(614) 292-1050 1-800-678-6010
Fax: (614) 292-6235
E-mail: service@hr.osu.edu

Enrollment
• Enrollment into LTD coverage is automatic upon employment in an eligible appointment.
• Enrollment into STD coverage may be done:
  – During the 2006 Open Enrollment period, which is scheduled to be held during autumn quarter 2006 with coverage changes effective January 1, 2007
  – Within 31 days of a qualifying employment or family status change
  – By completing a medical Evidence of Insurability (EOI) statement
• Cancellation of STD coverage may only be done during the annual benefits open enrollment period.

Claims
• Claims with a date of disability prior to July 1, 2006, will continue to be administered by Hartford Life.

Changes
• For plan changes and program details, visit hr.osu.edu/benefits/disability.htm.
Hacker, thieves get OSU ID data

About 14,000 faculty and staff and 3,500 students affected

By Bill Bush
THE COLUMBUS DISPATCH

A hacker broke into an Ohio State University computer two weekends ago and stole the names, Social Security numbers, employee ID numbers and birth dates of more than 14,000 current and former faculty and staff members, the university said yesterday.

And in a separate incident, the same information about 3,500 OSU chemistry students dating back a decade — including Social Security numbers and grades — were on two laptops stolen from the home of a professor in late February, the university said.

Ohio State apologized in letters sent Saturday to the staff members and students whose information was stolen, university spokesman Jim Lynch said yesterday. Those affected will be offered a year of free credit protection from a private company to help them guard against the criminal misuse of their identities, he said.

In the case of the staff's information, Lynch said, someone using a foreign internet address broke through a computer firewall the weekend of March 31 to April 1 and accessed more than 14,000 records from an Office of Research database of about 190,000 current and former university employees.

Allan Silverman, chairman of the Faculty Council that represents OSU faculty members, said he will start looking into the matter today. One of the first questions he wants answered is why the Office of Research, which works to obtain research grants, had that database.

Silverman said he doesn't know yet whether his name and personal information were accessed. "It's a surprise," he said. "It's unfortunate."

The breach was discovered on Monday, April 12, and steps were immediately taken to block access to the data. The office discovered the intrusion involving 7,160 former and 6,354 current faculty
Coleman was burglarized. Coleman said he had transferred the contents of one laptop onto a new laptop just before they were both stolen, along with jewelry, watches, a shotgun and other items from his house.

"They stole a lot more than the computers," Coleman said. "We called 911 as soon as we got home."

The information on the laptops didn't just concern students, Coleman said. They also contained federal grant reports that list the names and Social Security numbers of post-doctoral students and a few undergraduate students working under the grants, Coleman said.

"All of those forms are electronic and would be stored in annual reports," Coleman said. Also, "in a couple of cases, they were staff evaluations of people I was the supervisor for," Coleman said.

But the vast majority of the information on the laptops was class rosters, including the students' Social Security numbers, Coleman said.

Lynch said university officials worked as quickly as they could to get to the point of being able to notify the victims. Ohio law requires state agencies to notify the victims of computer security breaches within 45 days of the discovery, he said.

"It took us several weeks to identify what records were on (Coleman's) computer," Lynch said.

The university is reviewing which records available to staff should use Social Security numbers as personal identifiers, Lynch said.

Universities have been the targets of thieves seeking to steal identities because the schools commonly use Social Security numbers as identifiers, experts have said.

Last year, Ohio University in Athens discovered three major breaches in a matter of months. In one, hackers accessed the Social Security numbers of 137,000 alumni.

In December, UCLA announced that a database containing 800,000 files of personal information, including Social Security numbers, had been accessed.

bbush@dispatch.com
MESSAGE FROM HUMAN RESOURCES

Dear faculty and staff

Recently the Columbus Dispatch delivered a public records request to the university, asking for an electronic file of selected information from the university's Human Resources System information on all faculty and staff. Under the public records statute in Ohio, we are required to comply and have done so. The Columbus Dispatch requested all faculty and staff salaries (including any compensation outside a normal salary) for 1998, 2003 and 2008.

We have sent a file containing name, title, salary, and any non-salary compensation for the years of 1998, 2003 and 2008, as requested. The file does NOT contain Social Security Numbers (SSNs), employee ID numbers, birthdates, addresses of any type, e-mail addresses or any phone numbers. All regular employees were included, as there are no provisions for any exceptions in the law.

We believe it is our responsibility to inform you that this information request has occurred, and hope that you understand our obligations under Ohio Law. We take our responsibility to protect your privacy very seriously, but also have to operate within the laws of our state.

We hope the Dispatch will continue to maintain security to preclude any possibility of identity theft. It is our belief that they intend to use this information only for news reporting purposes, which is what was done previously.

At this time, we do not believe there are any actions required of you.

Larry Lewellen
Office of Human Resources
To: Senior HR Professionals

From: Julie Snyder, Director of OHRC

Re: Breastfeeding Mothers and the Patient Protection and Affordable Care Act

Ohio State is working hard to help make our workplace family-friendly. Among these efforts is the establishment of lactation spaces in several University and Medical Center locations. Currently we have 21 lactation spaces on our main campus that provide a private and comfortable place where a mother can maintain her milk production using a University-provided or personal breast pump.

The recently adopted health care reform act – officially, the Patient Protection and Affordable Care Act – contains a provision that requires employers to allow breastfeeding mothers to take reasonable break time to express breast milk for up to one year following the birth of their children.

This provision is effective immediately.

We anticipate no difficulty in complying with this mandate based on our long, successful history of supporting breastfeeding mothers. Units will need to assess the length and number of breaks on a case by case basis, after consultation with the employee. Our experience is that women need to express milk every three to four hours. Milk expression usually takes around 15 minutes, plus travel time to and from the lactation rooms, but this varies from woman to woman. These breaks are routinely accommodated with regard to time and pay within the normal work schedule.

Should questions arise about providing reasonable break time for a mother to express her milk, please contact your unit’s Employee Relations consultant in OHRC.

As the unit’s senior HR professional, please take the lead on finding or creating either a permanent or temporary space for the nursing mothers in your unit.

We are sending this memo to you and asking that you share it with your unit/department leaders.

If you have general questions about implementing a permanent or temporary lactation space in your building contact Katie Purcell, Work Life manager in the Office of Human Resources, at 292-0583 or purcell.59@osu.edu.

To see a list of current lactation spaces please visit hr.osu.edu/worklife/lactationrooms.pdf.

Thank you for giving attention to this matter.
MESSAGE FROM LARRY LEWELLEN

This is a message regarding recommended changes to our termination and background check policies and practices, for your awareness. These are subject to regular policy process discussion and examination over the coming months.

Given recent events that have been occurring around the country, trends in employment processes, appropriate practices as an Ohio public employer, and a continuous examination to be sure we have the fairest, most responsible and respectful environment for our faculty and staff, we have been at work for the past several months on some important policies.

These are recommendations at this stage, and as noted will enter the policy process for discussion. Given that these will be important discussions, we wanted to be certain that these recommendations are broadly understood. They include the following:

1. Timing of termination at the end of classified civil service staff probation

   When a classified civil service staff member does not pass probation, and is notified of that decision, practices have varied as to when the actual employment ends. With this practice recommendation, the person will leave our employment the day of notification. We are making this a universal practice which will have no reflection on the individual, and allow for completely consistent process. The individual will be able to move forward immediately for the next job search with no expectation to complete any additional employment in the probationary position.

2. Technology system access for termination of employment

   These recommendations will include the implementation of a standard communication process to support the timely and
3. Pre-employment background checks for all faculty and staff university hires

During 2009, over 90 percent of total hires and 60 percent of faculty hires underwent a pre-employment background check. This recommendation is to require that 100 percent of final candidates for hire will go through the background check process. (This recommendation does not include current faculty and staff.)

4. Streamlining of our background check process

Currently, our background check system is decentralized, with five different vendors currently performing this function. Moving to one vendor and examining our internal processes are critically important actions to ensure the highest degree of quality, consistency and timeliness. We hope to have this implemented sometime during Winter Quarter.

5. Post-employment reporting of convictions for specified offenses

Pre-employment background checks only provide information prior to the beginning of employment. This recommendation is to require all faculty, staff and student employees to report convictions for a specified set of offenses that may occur at any time during university employment. A confidential process will be established to allow such situations to be examined. The process will be confidential, and as such will be handled by an Office of Human Resources-trained background check coordinator rather than a supervisor.

Once the information has been reviewed, a decision will be made whether the information requires an individual's employment to be modified. If there is no modification, which is the vast majority of cases, a record will be created stating that a background check was conducted, but the actual background check information will be destroyed. This method keeps public safety a top priority while protecting the privacy of our faculty and staff.

Given that no occupation these days can be considered a safe harbor from inappropriate or unsafe behavior, these policy modifications will allow us to create the best possible work environment so we can keep the focus on
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Sincerely,
Larry Lewellen
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Allan Silverman, chairman of the Faculty Council that represents OSU faculty members, said he will start looking into the matter today. One of the first questions he wants answered is why the Office of Research, which works to obtain research grants, had that database.

Silverman said he doesn't know yet whether his name and personal information were accessed.

"It's a surprise," he said. "It's unfortunate."

The breach was discovered on Monday, April 2, and steps were immediately taken to block access to the data. The office discovered the intrusion involving 7,160 former and 6,834 current faculty and staff members during a routine review of daily activity logs, the university said.

"This was a malicious attack," Lynch said.

The breach involving chemistry students took place Feb. 24, when the home of professor Robert

See OSU Page D2
Coleman was burglarized. Coleman said he had transferred the contents of one laptop onto a new laptop just before they were both stolen, along with jewelry, watches, a shotgun and other items from his house.

"They stole a lot more than the computers," Coleman said. "We called 911 as soon as we got home."

The information on the laptops didn't just concern students, Coleman said. They also contained federal grant reports that list the names and Social Security numbers of post-doctoral students and a few undergraduate students working under the grants, Coleman said. "All of those forms are electronic and would be stored in annual reports," Coleman said.

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Larry Lewellen
Office of Human Resources
To: Senior HR Professionals

From: Julie Snyder, Director of OHRC

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We are sending this memo to you and asking that you share it with your unit/department leaders.

If you have general questions about implementing a permanent or temporary lactation space in your building contact Katie Purcell, Work Life manager in the Office of Human Resources, at 292-0583 or purcell.59@osu.edu.

To see a list of current lactation spaces please visit hr.osu.edu/worklife/lactationrooms.pdf.

Thank you for giving attention to this matter.
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   These recommendations will include the implementation of a standard communication process to support the timely and effective removal of information technology (systems and data) access. More details will be forthcoming on this.
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Given that no occupation these days can be considered a safe harbor from inappropriate or unsafe behavior, these policy modifications will allow us to create the best possible work environment so we can keep the focus on preparing our students for the future.
The next step is to move these recommendations into draft policies for discussion among the appropriate faculty and staff governance committees, including Faculty Council and University Staff Advisory Committee.

Sincerely,
Larry Lewellen
Vice President for Human Resources
October 2010

Work/Life: Balance or Battle?
Come and explore some of the specific issues around work/life balance, the challenges, and how to integrate possible solutions in an effort to have a more balanced life and satisfying career.
Tuesday, October 5, noon–1 p.m.
Webinar at: csuchph.acrobat.com/leadership_forum

What Did You Say? Hearing and Memory Strategies for Our Aging Parents
Advice and resources for helping our aging parents maintain their quality of life will be shared by an audiologist and a speech language pathologist from Ohio State. Ways to identify and assess hearing and cognitive (memory) problems, as well as what to do about them, will be reviewed. Bring your concerns and questions to the discussion.
Wednesday, October 6, noon–1 p.m.
24 Pressley Hall, 1070 Carmack Road

Kids in the Kitchen
It’s tough to plan tasty, healthy meals that are easy to prepare during the week. A great way to get your family to enjoy what you make is to get them involved in the preparation. Learn how to involve your children when preparing healthy meals on the go. This is a participation class—you and your child (must be 8 years or older) will be preparing, cooking, and tasting together.
Wednesday October 6, 5:30–7:30 p.m.
215 Campbell Hall, 1787 Neil Avenue

Financial Planning: Advance Estate Planning
You are never too young to learn how to protect yourself and your family during unexpected life events. This session will help you determine your need for a will or a trust, discuss estate taxation, lifetime gifting, life insurance legacy planning, and planning for incapacity issues.
Tuesday, October 12, noon–1 p.m.
South Campus Gateway, 1590 North High Street, Suite 430

Ohio State Sustainability Initiatives
Ohio State is a leader in sustainability with initiatives ranging from increasingly energy-efficient buildings to a football game recycling program. Join us for a discussion about the “green” initiatives that are happening around campus and how you and your department can get involved.
Tuesday, October 19, noon–1 p.m.
South Campus Gateway, 1590 North High Street, Suite 430, Room 421

Caregiving for Aging Partners and Parents
Caring for another adult can be the toughest job you’ll ever do. It is demanding, time-consuming, and overwhelming. According to the 2006 Ohio State culture survey, one in six faculty and one in five staff indicated that they are caring for another adult and that number is expected to increase over the next three to five years to 50 percent of faculty and 30 percent of staff. Come and learn tips for caregivers and community information.
Tuesday, October 26, 1–2 p.m.
Stillman Hall, 1947 College Road, McMillen Room

Flexible Work Conversation
Come and share in an important conversation around ways to positively influence flexible work for faculty and staff at Ohio State.
Wednesday, October 27
8:30–11 a.m.
SEATING LIMITED TO 100
For more information and event location, visit hr.osu.edu/worklife/events.aspx.

hr.osu.edu/worklife

Office of HUMAN RESOURCES
THE OHIO STATE UNIVERSITY

For complete information about activities, registration, and links to other resources, visit hr.osu.edu/ohrc/ld_customizedtraining.aspx.
EVERYONE HAS A LIFE.

How's yours?
From: Kimberly Shumate, Interim VP for Human Resources [feedbackmail@hr.osu.edu]
Sent: Saturday, March 12, 2011 7:37 AM
To: Ihnat, Bertha L.
Subject: Self-Disclosure of Criminal Convictions and Background Check Policy 4.15

Office of Human Resources
1590 North High Street, Suite 300
Columbus, OH 43201-2190

To: Faculty and Staff

From: Kimberly Shumate, Interim Vice President for Human Resources

Date: March 11, 2011

Re: Self-Disclosure of Criminal Convictions and Background Check Policy 4.15

This message is to inform you that the revision to “Self-Disclosure of Criminal Convictions and Background Check Policy 4.15” will be effective April 1, 2011.

As part of this policy revision, please note that effective July 1, 2011, all current faculty, staff, graduate associates and student employees, appointees, volunteers, and staff provided by third party vendors will be required to self-disclose criminal convictions that occur on or after July 1, 2011 within three business days of the conviction.

In addition, as of April 1, 2011, background checks will be required for all post-offer, pre-employment hires of internal and external candidates for all regular faculty and staff positions, including auxiliary faculty, temporary, and term appointments (excluding graduate associates and student employees, except at the Medical Center, where graduate associates and student employees will continue to have required background checks).

If you have questions or would like more information, please contact:

Tammy Bethea, Office of Human Resources, 614-247-8138, Bethea.15@osu.edu - policy owner

Don Gibson, Office of Human Resources, 614-292-0465, Gibson.504@osu.edu - policy owner
Dear Colleagues:

We write to announce the appointment of Kathleen McCutcheon as vice president and chief human resources officer at the University. With more than 25 years of experience leading the human resources efforts of large organizations, she will bring particular expertise to Ohio State's ongoing commitment to supporting our academic mission, enhancing our culture, simplifying and streamlining our processes and systems, and refining and implementing our talent strategy.

Prior to joining Ohio State, Ms. McCutcheon served as senior vice president of human resources for American International Group's retirement services division. She has also held significant leadership positions at Smithkline Beecham, Citibank, and CIGNA, among other organizations.

Ms. McCutcheon, who was selected following a national search, will report jointly to both of us. To our good fortune, she is able to begin her duties here on June 27th.

We want to acknowledge the exceptional work of Kim Shumate, who has served as interim vice president for human resources since March. During the past few months, she has effectively combined her deep legal knowledge and leadership abilities to advance key human resources initiatives.

Please join us in thanking Ms. Shumate for her service and in welcoming Ms. McCutcheon to Ohio State.

Sincerely,

E. Gordon Gee
President

Joseph A. Alutto
Executive Vice President and Provost
Dear Colleagues:

I write to share news about a central leadership change.

I am happy to report that we have recruited a remarkable new leader for the University’s human resources functions. Andraea Douglass is a seasoned professional, with particular expertise in aligning organizational culture with strategy and structure. She has worked with a diverse range of organizations, from Nationwide Insurance to Merck Pharmaceuticals to the United States Air Force.

To our great good fortune, she joins us with a deep understanding of the University’s priorities and opportunities, having worked for the past four years as a consultant and partner with Ohio State. In that capacity, Andraea has helped us to refine and accelerate our transformational One University strategy through her expertise in innovative problem-solving, process implementation, culture enhancement, and management development. She joins the University as Vice President on February 25.

Understanding that the University’s most significant assets are its faculty and staff – and underscoring our commitment to strengthening their professional development and the institution’s culture – we are refining the name of the organization Vice President Douglass will lead. It will now be known as the Office of Talent, Culture, and Human Resources.

Please join me in welcoming Andraea to the University.

Sincerely,

E. Gordon Gee
President
Gaining Efficiencies from Recent Move to Electronic Hiring Forms and Personnel Records

With the implementation of electronic hiring forms and personnel records for campus faculty, staff and student employees, human resources processes at The Ohio State University are becoming more efficient and effective.

On October 3, 2016, Ohio State released standardized electronic hiring paperwork in DocuSign for new employees. This fully digital and automated process reduces the time required to complete the hiring process, reduces data security risks by eliminating manual transfers of hiring paperwork and increases the consistency of HR processes across the university.

Additional benefits of this new process include:

- new employees receive consistent materials from Ohio State starting with their earliest interactions with the university;
- significant time savings for HR and Service Center staff in creating and printing materials; and
- increased consistency and compliance with university records retention.

Detailed information on the electronic hiring forms for HR professionals is located on ASSIST.

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August 12, 2016 | HR Focus
Finalized Sexual Misconduct Policy to be Effective August 23

As part of a comprehensive effort to enhance the health, safety and wellbeing of our community, the university has finalized a campus-wide Sexual Misconduct Policy, to be effective August 23, 2016.

July 21, 2016 | HR Focus
BuckeyePass Boosts Security of Employees’ Personal Data

Beginning Sept. 12, all Ohio State employees will be required to use BuckeyePass to log into Employee Self Service (ESS) — the online portal for accessing important employee data, such as paychecks and benefits enrollment.

July 15, 2016 | HR Focus
Enhanced I-9 Database Improves Efficiency and User Experience
The implementation of electronic hiring forms also marks the start of electronic personnel records for Ohio State employees. In addition to estimated cost savings in reduced paper file printing and storage, electronic personnel files improve the ease of transferring employee records within the university and reduce the need for employees to complete duplicate paperwork when they transfer.

Both efforts are results of the HR Service Delivery initiative, which is a multiyear effort to improve the ease, consistency and effectiveness of HR at Ohio State.

Questions? Contact Gina Thorpe, Business Analyst and Project Manager, at thorpe.45@osu.edu.

An enhanced I-9 database for the Ohio State human resources community will be implemented on August 16, 2016. The redesigned database will streamline the employment verification process, leading to improved efficiencies and user experience.

June 17, 2016

Appreciation, Awards and Recognition
American Heart Association Recognizes Ohio State as Fit-Friendly Employer

The Ohio State University has been recognized as a 2016 platinum level recipient of the American Heart Association's (AHA) Fit-Friendly Worksites recognition program. Platinum is the highest level of recognition.

RECENT ARTICLES

November 1, 2016 | Open Enrollment
BENEFITS

OSU reacts to same-sex marriage option

By Mary Mogan Edwards and Emily Williams The Columbus Dispatch

Starting in January, Ohio State University would stop enrolling employees’ unmarried same-sex domestic partners in its health-insurance, tuition-assistance or other benefit plans under a policy change the Board of Trustees will consider at its June 9 meeting.

If approved, employees with same-sex partners and their dependents already enrolled in benefit plans will be able to keep those benefits an additional year, through 2018. That affects about 100 of Ohio State’s 42,691 employees. After Jan. 1, 2019, no employees’ unmarried partners would be eligible to share employees’ benefits.

The change comes in the wake of the 2015 U.S. Supreme Court decision legalizing same-sex marriage. OSU has offered benefits to same-sex domestic partners because marriage hasn’t been an option for them. It never has offered them to unmarried partners in heterosexual relationships.

“The university plans to be consistent in its benefits eligibility for both opposite-sex and same-sex domestic partners,” spokesman Chris Davey said.

Extending benefit coverage to all unmarried couples would be too expensive, the university said.

After the Supreme Court’s ruling, the university didn’t want to rush into a policy change, Davey said. University officials took the time between the 2015 ruling and this week’s announcement to understand the financial implications of possible changes to its benefits policy.

OSU started offering coverage for same-sex domestic partners in 2004, the same year that Miami University in Oxford, Ohio, offered the option. Miami already has discontinued coverage for employees’ domestic partners.

Miami employees receiving domestic-partner benefits were asked to either submit a marriage certificate or remove their partner from their benefit plan by Dec. 31, 2016.
Basso named senior vice president for talent, culture and human resources

May 16, 2017  |  HR Focus, News

Basso named senior vice president for talent, culture and human resources

Following a national search, Susan McGarry Basso has been named senior vice president for talent, culture and human resources at The Ohio State University.
Following a national search, Susan McGarry Basso has been named senior vice president for talent, culture and human resources at The Ohio State University.

She will play a vital role in ensuring that the university is a model for HR and supporting talent, aligned with work to strengthen Ohio State’s position as a leading national flagship public research university.

As Ohio State’s chief HR officer, she will provide leadership across all HR organizations to enhance overall culture and foster strategic collaborations that drive organizational effectiveness in support of the university's mission and vision.

Basso brings more than 25 years of leadership experience, most recently as vice president for HR at Pennsylvania State University. During her seven-year tenure, she served as the chief HR officer across multiple campuses — leading transformational efforts in shared services, efficiencies and innovative HR systems.

Prior to that, she led HR for Seton Hall University and served as chief of staff to the president at East Stroudsburg University. Basso serves as immediate past chair of the Association of American Universities Human Resource Institute. She has held numerous leadership roles with the College and University Professional Association for Human Resources, including eastern region board member as well as New York metro chapter founding board member and president.

She also recently served for three years on the national advisory council for the Teachers Partnership will recruit and retain individuals with disabilities for Ohio State careers

The Ohio State University and Opportunities for Ohioans with Disabilities (OOD), the state agency responsible for workforce development and placement of individuals with disabilities, have partnered to place an OOD career specialist exclusively at Ohio State.

Enrollment Window Now Open for Summer Term

Dependent Tuition Assistance

Insurance and Annuity Association of America-College Retirement Equities Fund.

Pending approval by Ohio State’s Board of Trustees, her role is effective September 5.

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**Workday Enterprise Project**

On February 17, Provost Bruce McPherson and Geoff Chatas, Chief Financial Officer, announced the enterprise-wide project to implement Workday, which will replace Ohio State’s current financial, student and human resources management systems, including PeopleSoft, over the next five years.

**RECENT ARTICLES**

**Seven key takeaways on how to influence**

Establishing influence is an important and powerful leadership skill that helps motivate others, achieve goals and create an effective work environment. On Thursday, May 11, about 100 Ohio State managers...

**Ohio State named best Columbus employer by (614) Magazine**

For the fourth consecutive year, The Ohio State University has been named “Best Columbus Employer” by the (614) Magazine ColumBEST awards.
Ohio State staff to receive cash distribution

November 15, 2017 | News

President Michael V. Drake, MD, has announced a special, one-time cash distribution
for university staff in recognition of their contributions to the advancement of Ohio State's collaborative strategic plan and in conjunction with the continuing success of the university's innovative funding and efficiencies program.

The one-time $375 distribution is being provided to all full-time university staff employed as of April 1, 2017, who have an annual salary under $120,000 and a satisfactory, successful or better performance rating.

"Paying forward through excellence is essential to who we are as Buckeyes. Our exceptional staff help define what it means to be a leading national flagship public research university in the 21st century," Drake said.

Employees paid biweekly will receive the cash distribution in their November 24 pay.
Employees paid monthly will receive the cash distribution in their November 30 pay.

Those eligible to receive the cash distribution include staff who:

- Were hired as of April 1, 2017, and remain on the payroll as of November 10, 2017
- Hold a full-time equivalency (FTE) of 75 percent or greater
- Have a successful or satisfactory performance rating in 2017

There are no exceptions to these criteria and no mechanism for appeals.

This discretionary cash distribution will not increase regular base salary, and it will be subject to applicable income taxes. For most recipients, it does not affect retirement...
contributions or overtime calculations. The Wexner Medical Center administered its established appreciation program separate from this cash distribution.

If you have questions about the cash distribution, contact the Office of Human Resources Customer Service Center at (614) 292-1050 or hr@osu.edu.

Make a difference through Bucks for Charity
Give back to the central Ohio community by donating to one or more local nonprofit organizations through the Bucks for Charity. Imagine the difference we can make together in our community. The more Bucks the better!

RECENT ARTICLES

Staff member advances growth of university and people
The Ohio State University is home to landmark buildings, and behind the creation of several of them is Associate Vice President for Student Life Molly Ranz Calhoun. While Molly’s job focuses on marquee buildings, she is also passionate about the development of something more important: people.

Ohio State staff to receive cash distribution
President Michael V. Drake, MD, has announced a special, one-time cash distribution for university