From: OCCC HR
To: Nix, Kathy R.
Subject: HR Resource
Date: Friday, April 15, 2022 11:25:47 AM

HR RESOURCE

FROM OCCC HUMAN RESOURCES

April 2022

OKLAHOMA CITY COMMUNITY COLLEGE

Dear Colleague,

Inside you'll find need-to-know updates from your strategic partners in Human Resources regarding:

- Benefits Info
- New Employee Orientation
- Training and Development Updates
- Policy Reminders
- Campus Events Highlights

Thank you for reading!

Try to be a rainbow in someone's cloud. - Maya Angelou

Save the Date: Open Enrollment

Want a refresher of our benefits package before confirming or changing your selections? Save the date for our Open Enrollment workshops!

- **Tuesday, April 26th** 10am & 2pm - JMC 131
- **Wednesday, April 27th** 10am & 2pm - JMC 131
- **Thursday, April 28th** 2pm - Zoom

Questions?

Contact Julie Green, Benefits Specialist ext. 7166 or email HRbenefits@occc.edu.

PSLF Limited Waiver

The next 6-months are critical for student loan borrowers to take advantage of the PSLF Limited Waiver. This is a one-time opportunity to achieve forgiveness or earn as many credits as possible towards the required 120 payments needed.

Any employee with a federally held student loan should review their PSLF eligibility and visit PSLF Waiver Offers Way to Get Closer to Loan

Forgiveness to review their loan status.

Want to learn more?

Here are some downloadable factsheets to learn more:

- PSLF Limited Waiver Fact Sheet
- PSLF Executive Summary: Student Loan Debt & Public Service Employees
- PSLF Study Infrographic

Retirement Planning

Meet with Paul Mariconda

As an OCCC employee, if you contribute a minimum of 1.5% (pre-tax) to the 403B with AIG, OCCC matches 3%.

Paul Mariconda, Senior Financial Advisor with AIG, is available to meet with you in-person on campus or virtually to discuss retirement planning and all things financial!

Here's a **flyer** with quick links to register and information about the OCCC 403B plan as a reminder to start saving for your future today!

Sexual Assault Awareness Month

April is Sexual Assault Awareness month and we want to provide employees with information on how to help someone that has been impacted by Sexual Assault.

Watch the video below to learn how you can help in your role as a mandatory reporter!

Years of Service

OCCC would like to congratulate and thank the following employees who have reached these milestones with the college in April:

1 year of service

Terri Perez

Tracy Curtis

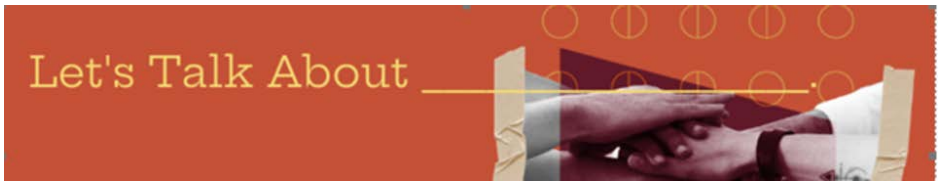
5 years of service

Eric Beecher

Training & Professional Development

Budgeting & Purchasing: Bi-weekly budgeting and purchasing training for new supervisors & those who need a re-fresher. Want to join? E-mail HRtraining@occc.edu.

Resilient Leadership: After the DiSC Training with Tim Hast, there are two more mandatory sessions in April & May - then we are wrapped up for the FY22! Check your cohort Team's space for details.



A series dedicated to providing space for employees to discuss important topics, learn strategies to cope with changes, and develop skills in key areas.

Sessions through June have been added!

- **Next up (April):** Best Practices in Allyship
- **Next up (May):** De-Escalation & Conflict Resolution
- **Next up (June):** Growth Mindset

Check out the **Let's Talk About** webpage or the **Professional Development** page to stay up to date on training opportunities like Let's Talk and share your ideas about training you'd like to see at OCCC!

ZOOM: Let's Talk About: Best Practices in Allyship

April 21st 9:30 AM

Let's Talk About: Best Practices in Allyship

April 21st 11:00 AM

Performance Appraisals

A huge thanks to everyone during this pilot year of our new performance appraisal systems!

Some reminders are below:

- Initial plans should be submitted for all employees within 45 days of hire.
- **Self-Reflection Due Dates:**
  - Friday, April 15th - Full-time Faculty
  - Friday, April 29th - Full-time Staff
- Please watch this short video (13 minutes) to learn how to submit

the self-reflection

Check out these webpages for additional information:

- Staff Performance Appraisals
- Faculty Performance Appraisals

Contact

For questions about training, please contact HRtraining@occc.edu.

For questions about Performance Appraisals, please reach out to appraisals@occc.edu.

For questions involving personnel matters, please contact Faustina Layne, the Director of Equity and Employee Relations, at faustina.layne@occc.edu or ext. 7823.

Welcome to OCCC!

Welcome, new employees! At OCCC, we care about giving our employees everything they need to perform their best.

If you have questions regarding your benefits or anything else, please contact us at hrrep@occc.edu. We

Welcome!

look forward to working with you and seeing you achieve great things!

New Hires

April

James Turnbow - Coordinator of Recruitment

Sheila Mejias-Shavers - ELL/HSE Coordinator

Fatemeh Radmard - Director of Diversity, Employee Experience, and Organizational Development

Marycruz Frausto - Student Accessibility and Support

Meet: John Flaming

John Flaming has joined OCCC as the new Payroll Manager. In his previous position, John served 8 years as a Sr. Accountant and Financial Analyst for the Fleet Accounting department for The Hertz Corporation. John has over 25 years of experience in finance and accounting, working for various non-profit organizations and large public companies. John has been married to his wonderful wife Lea for almost five years, and he has

3 sons and 1 daughter. In their free time John and Lea like to take their dog, Cooper, to the lake to hike and play in the water.

New Employee Orientation Dates

New Employee Orientation (NEO) is held at 8:00 AM on the first day of each pay period in accordance with a new hire's start date. New employees should plan to spend all day (if a supervisor), or part of their first day with the Human Resources department learning about the college, payroll, benefits, safety, and policies.

The following day, there will be an additional **Total Rewards presentation** from 8:00am - 9:30am. This will help new hires better familiarize themselves with our Total Rewards package and make appropriate selections. If the new hire is also a supervisor, they will attend a **Budgeting and Purchasing training** from 10am - 11am on Zoom.

Supervisors are expected to assign a mentor to new employees on their first day to welcome them and provide departmental orientation. Mentors are invited to lunch with their mentees in the Wheelhouse Cafe!

For more information about NEO or the role of a mentor, check out our webpage.

Upcoming NEO Dates:

April

Monday 4/18/2022: 8:00am - JMC 131

May

Monday 5/2/2022: 8:00am - JMC 131

Monday 5/16/2022: 8:00am - JMC 131

Upcoming Total Rewards & Budgeting and Purchasing Training:

April

Tuesday 4/19/22

Total Rewards: 8:00am - 9:30am - JMC 131

Budgeting & Purchasing: 10am -11am - Zoom

May

Tuesday 5/3/22

Total Rewards: 8:00am - 9:30am - JMC 131

Budgeting & Purchasing: 10am -11am - Zoom

Tuesday 5/17/22

Total Rewards: 8:00am - 9:30am - JMC 131

Budgeting & Purchasing: 10am -11am - Zoom

HELP WANTED

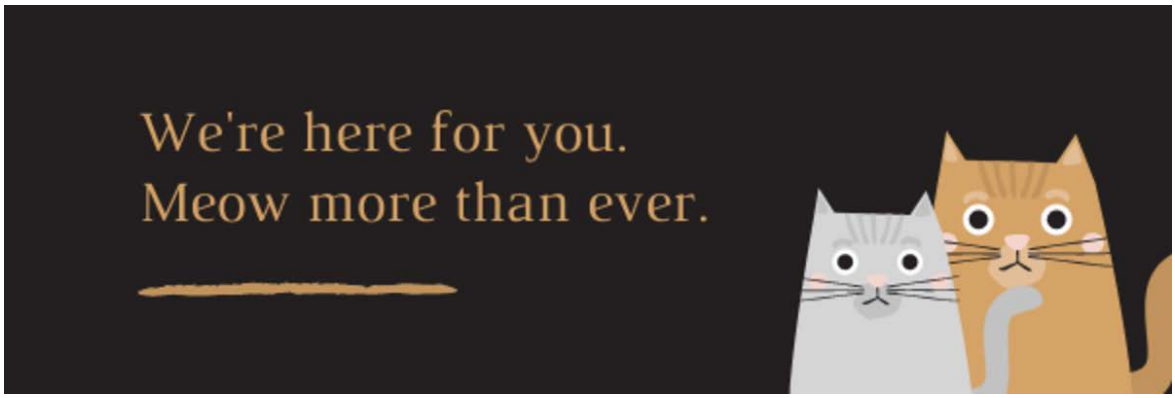
Send good people our way.

Now Hiring!

Do you know someone who would be a great addition to the OCCC team?

Ready for a change yourself?

Check the Job Board



OCCC Human Resources: We Work for You

Our team is dedicated to assisting academic and administrative departments in managing the College's most valued asset: its employees. We are available to assist you during normal business hours via email or phone, or just stop by the John Massey Center and say hello. If you have any questions or concerns, feel free to contact Human Resources at (405) 682-7542 or hrrep@occc.edu.

Meet Our Staff

6 free, confidential face-to-face sessions or unlimited telephonic counseling - for you and your family!
Supportlinc@curalinc.com
www.supportlinc.com

Access Code: occc

1-888-881-5462

SupportLinc Services

Watch this short SupportLinc **orientation video** to learn more about their services.

Counseling

- Depression, stress, or anxiety
- Relationship problems
- Grief and loss
- Family or parenting issues
- Substance abuse

Work-Life Benefits

- Legal consultation
- Financial expertise
- Identify theft recovery
- Dependent care referrals
- "Convenience" resources

Thank you!

Thank you for reading - especially if you've made it this far!

If you have suggestions, ideas, or content you'd like to include in the HR Newsletter, **please email HRtraining@occc.edu.** We generally publish around the middle of the month.

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hr@occc.edu

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