



HR RESOURCE

FROM OCCC HUMAN RESOURCES

FEBRUARY 2021



NEW HIRES:

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

If you have questions regarding your benefits or anything else, please contact us at hrrep@occc.edu. We are looking forward to working with you and seeing you achieve great things!

JANUARY

Riley S Stevens

Records and Graduation Assistant
Graduation Services

Keturah V Lee

Student Accounts Representative
Bursar

FEBRUARY

Patricia L. Brown

Professor of Nursing
Division of Health Professions

Janiece K. Matson

Human Resources Assistant
Human Resources

NEW EMPLOYEE ORIENTATION

Join Us Via Zoom for New Employee Orientation. New employees and their supervisors will receive an invitation to attend.

FEBRUARY

Monday, 2/22/2021 @ 8:30 a.m.

MARCH

Monday, 3/08/2021 @ 8:30 a.m.

Monday, 3/22/2021 @ 8:30 a.m.





FEBRUARY IS BLACK HISTORY MONTH

CIVIL RIGHTS IN OKLAHOMA

Visit *Realizing the Dream*, an exhibit about the Black experience in Oklahoma, at the Oklahoma History Center.

[CLICK HERE FOR MORE INFORMATION](#)



Usage of correct pronouns is a powerful affirmation of self for transgender/GNC individuals. Doing so validates one's identity, encourages authenticity, and builds truly inclusive and supportive cultures.

Understanding Pronouns

In place of an individual's name, people use pronouns like you, she, he, and they, to name just a few, in order to avoid repeating the same word over and over again. When we share our personal pronouns with others, we are communicating the third-person

singular pronouns that we'd like others to use when referring to us in conversation. These pronouns may change over the course of one's life and are not necessarily tied to sex assigned at birth.

For more information on understanding pronouns, select the link below.

Citation/Excerpt from:

<https://outandequal.org/wp-content/uploads/2020/05/Pronouns-Guide.pdf>

OCCC POLICY UPDATE

Colleagues,

Effective February 1, 2021, OCCC will adopt two new leave policies:

2201 Leave Benefits

(combines former policies 2201, 2202, 2203, 2204, 2205, and 2206)

2202 Required Court Appearance Leave

(previously numbered 2207)

2201 Leave Benefits combines and updates policies related to vacation leave, personal leave, and sick leave. The most substantive changes include:

Increases the maximum vacation leave accrual to 400 hours for all eligible employees. The accrual rates based on years of service remains the same.

Eliminates banked personal leave and sick leave. There is no accrual cap for either of these types of leave. Any banked leave will be placed back into your personal leave or sick leave balances. Note: Because the addition of your currently banked leave to your regular leave balance requires a manual intervention, your balances may not reflect all of your leave (inclusive of any banked leave) until February 5, 2021, at the latest.

Broadens the sick leave use definitions.

2202 Required Court Appearance Leave grants employees paid time off for jury duty or responding to court summons. The policy now allows part time employees the same benefit.



This is a reminder that your SupportLinc program is available for support. These are some of the many resources that you can immediately access for help:

- In-the-moment support from a licensed clinician is available by phone 24/7/365 at 1-888-881-LINC (5462).
- Visit your web portal at www.supportlinc.com to access a variety of flash courses – including *Coping with Civil and Political Unrest*, *Understanding Anxiety* and *Dealing with Difficult People* – for timely guidance and coping tips.
- Search for the Resilience Boosters for a 5-minute guided self-care exercise to relax, destress and regroup.

SupportLinc is the Employee Assistance Program (EAP) available for you and your immediate family. Supportlinc has a mobile application that gives you immediate access to information and resources.

The eConnect® mobile app provides employee assistance program (EAP) and member assistance program (MAP) participants with mobile access to secure and confidential counseling, as well as helpful resources on a variety of wellbeing and productivity-related topics.

The app also contains a summary of each client's unique program and – most importantly – the ability to connect immediately with a licensed and experienced counselor by phone or live chat.

[CLICK HERE FOR SUPPORTLINC RESOURCES](#)

We're here for you.
Meow more than ever.



Working Remotely During COVID-19:
Your Mental Health & Well-Being
The Coronavirus (COVID-19) is presenting new and unique major challenges. We are navigating uncharted waters with this virus making it important to find new ways to work and interact while also taking care of our mental health and well-being. Many are teleworking full-time for the first time, isolated from co-workers, friends and family. Our daily living routines are disrupted causing added anxiety, stress and strain physically, mentally, and financially.

It is completely natural for this disruption and uncertainty to lead to anxiety and stress. Now more than ever, we all must take care of our mental health and well-being. As we protect ourselves against potential exposure to the Coronavirus, keep in mind that social distancing does not mean social isolation. This resource provides practical tips on taking care of our mental health and well-being.

Excerpt from the CDC.

[CLICK HERE FOR MORE INFORMATION](#)



HELP WANTED

Send good people our way.

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

Ready for a change yourself? OCCC is now hiring for the following positions:

DIRECTOR OF DEVELOPMENT

Develop and lead efforts to increase, manage and retain the major gift portfolio and annual giving programs of OCCC including donor relations, cultivation, fundraising, campaign development and stewardship.

ACCOUNTING SPECIALIST FOR THE OFFICE OF DEVELOPMENT AND FOUNDATION FOR OCCC

The Accounting Specialist is responsible for performing key accounting functions and a variety of administrative duties, special projects and assignments for the Office of Development and Foundation for Oklahoma City Community College as directed by the Chief Development Officer.

[CLICK HERE FOR MORE INFORMATION](#)



CSA Training for 2021 is happening now. If you have Campus Security Authority, check your inbox for CSA training. If you have questions about Compliance Training via Everfi, contact Tarnya Washington-Brooks at hrtraining@occc.edu



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**.

[CLICK HERE TO MEET THE HR STAFF](#)

BLACK HISTORY MONTH

Celebrate
Life • Freedom • Diversity

We encourage you to bring your whole self to work each and every day. We know that together, we are an inclusive culture that celebrates our uniqueness.



Oklahoma City, OK 73159, USA

ref:0CCCM@rk3t1ng!

Hi. Part of being a student, faculty, or staff member at OCCC is receiving emails from us. Though we're legally required to put the unsubscribe language and link below, it **won't actually do anything**. We'll just re-subscribe you. You're traaaaaaaaapped! Kidding. Well, kind of. Anyway.

Please don't hit unsubscribe.

[Unsubscribe](#)