



HR RESOURCE

FROM OCCC HUMAN RESOURCES

JANUARY 2021



NEW HIRES:

Human Resources would like to welcome all of our 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!

NOVEMBER

Michael A. Craig

Professor of Anesthesia Technology
Division of Health Professions

Brianna P. Reading

Registration Specialist
Registrar

Samantha J. Hayes

Division Assistant
Career Transitions

DECEMBER

Catherine M. Cisneros

Student Success Advisor I
Office of Academic Advising



WASHINGTON-BROOKS ASSUMES NEW RESPONSIBILITIES AS DIRECTOR OF DIVERSITY AND ORGANIZATIONAL DEVELOPMENT

Under the leadership of Ms. Washington-Brooks, Director of Diversity and Organizational Development in HR, OCCC will begin implementing Diversity, Equity and Inclusion (DEI) initiatives, plans, strategies and partnerships, and will organize a committee for Institutional Diversity and Inclusion that will advise OCCC's Executive Leadership.

The committee – with support from all of us – will also be implementing cultural competency and related professional development trainings and programs to help ensure we provide an effective and thorough environment for positive change, support and equitable treatment of everyone.

Washington-Brooks joined the Human Resources department in July 2019.

IRS REDESIGNED THE W-4 FOR FEDERAL TAX WITHHOLDINGS

The Internal Revenue Service redesigned the W-4 for federal tax withholdings. Before 2020, the value of withholdings was based upon filing status and a withholding allowance for exemptions. The redesigned W-4 incorporates the tax law changes and removes the personal exemptions and dependency exemptions. The Form W-4, Employee's Withholding Certificate, is very different from previous versions.

If you do not submit a new form, withholding will continue based on your previously submitted form, which may not be as accurate as using the new form.

It is strongly recommended that you perform a review to determine if adjustments are necessary to your current withholding.

Because OCCC employees are unable to provide you with tax advice, please refer to the IRS website, Publication 15 & 15-T, or speak to your tax advisor if you need additional information.

For questions or to submit new W-4s contact Human Resources at to hrrep@occc.edu.

[CLICK HERE FOR IRS RESOURCES](#)



In light of the recent events that have unfolded at the U.S. Capitol, this is a reminder that your SupportLinc program is available for support. These are some of the many resources that your workforce 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.



POLICY UPDATE:

OCCC is working toward a comprehensive HR policy review. The goal is to eliminate unnecessary or redundant policies as well as update policy language.

If you have questions regarding OCCC policies or this process, contact Human Resources.



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:

SENIOR SYSTEMS

ADMINISTRATOR:

The Senior Systems Administrator performs installation, operation, administration and maintenance of information systems that support the mission of the institution including directory services, virtual environments, thin client solutions, storage area networks, servers, and backup systems.

This position is the senior technical staff member on the systems operations team and works under the supervision of the Director of IT Infrastructure.

[CLICK HERE TO LEARN MORE](#)

EMPLOYEE DEVELOPMENT AND TRAINING COORDINATOR:

This Coordinator of Professional Development will be responsible for assisting the Director in managing and supporting the assessment of organizational needs and planning, developing implementing, administering and evaluating programs that facilitate the professional development and continuous learning of college employees, particularly supervisors and emerging leaders.

Additionally, Coordinator will be responsible for tracking and facilitating compliance and safety training. The right candidate will have experience with the administration and integration of professional development programs and associated, multiple projects to achieve strategic plan, goals and operational objectives. Other responsibilities include scheduling and planning HR courses, activities and events and assisting the Institutional Diversity Committee.

[CLICK HERE TO LEARN MORE](#)



Compliance Training

via Everfi



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](#)



MLK Day is January 18

“Intelligence
plus character –
that is the goal
of true
education.”

– *Martin Luther King, Jr.*



7777 South May Avenue
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 traaaaaaaapped! Kidding. Well, kind of. Anyway. Please don't hit unsubscribe.

[Unsubscribe](#)