



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

November 2025

Updates & News

Holiday Schedule

The OCCC Campus will be closed:

November 11th in observance of Veteran's Day

November 24th-28th for the Thanksgiving Holiday

New Federal Overtime Deduction: What Hourly Employees Need to Know

Hourly Employees – Eligible for Overtime Compensation

The Office of Finance wants to inform you about a new federal law that may impact your taxes beginning with the 2025 tax year. Under the *One Big Beautiful Bill Act* recently passed by Congress, employees who earn qualified overtime pay may be eligible for a new federal income tax deduction.

What This Means for You

If you earn overtime under federal rules (more than 40 hours per week), you may be able to deduct the *premium portion*, which is the amount paid at a rate higher than your standard hourly wage for hours worked beyond 40 in a week, of your overtime pay on your 2025 tax return.

This deduction could reduce your taxable income and increase your potential refund.

You will still be taxed on this overtime in your regular paychecks during the year; the deduction is claimed when filing your taxes.

What You Need to Do

You do not need to take any action at this time. Our payroll team is preparing to track and report your qualified overtime compensation for 2025, and we will provide the necessary documentation early in 2026 to support your tax filing.

The Internal Revenue Service (IRS) is in the process of finalizing detailed reporting and filing procedures for this new deduction. Once that guidance is released, OCCC will share additional information about how the change will be reflected in your year-end tax documentation.

In the meantime:

For questions related to payroll processing or year-end reporting, please contact Payroll at payroll@occc.edu.

For questions related to overtime eligibility or policy, please contact Human Resources at hrcompensation@occc.edu.

Please note: OCCC cannot provide tax advice. Employees should consult the IRS or a qualified tax professional for guidance on how this deduction may apply.

Financial Literacy Series Kick-Off: Why Does Money Matter?

Join the Talent Management team for the launch of OCCC's new Financial Literacy Series with the first workshop, *"Why Does Money Matter?"*, on Friday, November 7th in the Keith Leftwich Memorial Library, Room 401.

This interactive session will explore budgeting, saving, borrowing, and credit basics. All designed to help faculty and staff strengthen their financial confidence.

Two sessions are available: 9:00–11:00 a.m. or 2:00–4:00 p.m.

[Register Now](#)



OCCC Fall Wellness Week & Mindful Mindset Challenge

Thank you to everyone who participated in OCCC's Fall Wellness. Employees joined chair yoga, mindfulness exercises, biometric screenings, flu shots, hearing screenings, and informative Well OnTarget and TimelyCare webinars. Participation lists are being finalized, and prize winners will be chosen soon!

The Mindful Mindset Wellness Challenge is still going strong! Sign up now to practice mindfulness and stay healthy through the holidays. Challenge ends November 16th!

Link to sign up: <https://occc.thrives.app/>

Looking ahead, the Wellness Committee will be revived in January 2026. If you're interested in becoming a Wellness Champion, reach out to our team at HRBenefits@occc.edu

Building Confidence, Saving Lives: OCCC CPR Awareness Workshop

OCCC employees recently participated in the *CPR Awareness Workshop*. A hands-on professional development opportunity designed to build confidence in responding to life-threatening emergencies in the workplace or out in the community.

Held in collaboration with the Division of Health Professions, the workshop allowed participants to learn and practice essential CPR techniques in a supportive, low-pressure environment.

While the sessions were non-certified, they offered a foundational introduction to recognizing cardiac arrest, performing proper chest compressions, and taking action during an emergency. The workshop also clarified the distinction between awareness-level CPR training and formal certification, including guidance on how employees can pursue credit-based certification courses offered through OCCC.

Participants also earned the OCCC CPR Awareness Micro-Credential, a digital badge that can be added to their résumé, LinkedIn profile, or email signature to demonstrate their commitment to workplace readiness and safety.

Thank you to everyone who attended and provided feedback. Programs like this reflect OCCC's ongoing investment in employee wellness, safety education, and continuous professional growth.



Together We Achieved Excellence!

November Spotlight: Celebrating Academic Achievement

We're proud to continue celebrating the educational accomplishments of our OCCC team members!

Please join us in congratulating our outstanding employee who recently earned advanced degrees:

Latrina Rich

Master of Business Administration, Human Resources Management

Mid-America Christian University

10/15/2025

Your commitment to lifelong learning and leadership serves as an inspiration across campus. Congratulations on this tremendous milestone!

Years of Service

At OCCC, we believe that dedication deserves recognition. Each year, we pause to honor the milestones our employees reach in their journey of service to the College. Whether it's one year or thirty, every year represents a story of impact, growth, and unwavering commitment to our students and community.

We extend our deepest gratitude to each staff and faculty member reaching a service anniversary this year. Your work makes a difference, and your contributions help shape Oklahoma City Community College.

15 Years

Regena Wright

1 Year

Kandese Green

A Warm Welcome to OCCC's Newest Team Members



Austin Slaten

Senior Director of Facilities Management

Kali Tevis

Student Account Specialist

Teresa Rivas

ESL Enrollment Specialist

Isabel Gabriel Lopez

ELL Guidance Specialist (Spanish HSE)

Christine Jeffreys

Senior Director of Development

Mikaela Chen

SEMA Division Secretary



Culture & Leadership Development Spotlight



Culture and Leadership Development Workshops

The Culture and Leadership Development Office (CLD) recently hosted a three-part professional development series led by Regina Joy, focused on enhancing communication,

adaptability, and teamwork across OCCC.

Workshops included Effective Communication: Negotiating Critical Conversations, Change in the Workplace: How to Stay Focused and Productive, and Workplace Trust and Healthy Conflict: Being a Team Player!

CLD remains dedicated to offering learning opportunities that strengthen connection and support a positive workplace culture. For future topic suggestions, contact ext. 7172 or visit SEM 1N1

Request for Hire Process

Hiring managers, great news!

The **Request for Hire** process has been simplified to save you time when hiring a student, temp, or adjunct or when submitting position reassignments.

Instead of downloading and emailing a form, you can now submit requests directly through a workflow in the OCCC Experience Portal. The form looks the same, but once submitted, it automatically enters a workflow for the Talent Acquisition team to process.

[CLICK HERE](#) to Submit a Request for Hire

What happens next?

- You'll receive a confirmation email once your form is submitted.
- Within 2 business days, you'll get a follow-up if a background check is required.
- Once the background check is complete, HR will send "OCCC HR Employment Next Steps" directly to the new hire to schedule their paperwork appointment.

If you have saved the form, please delete and start submitting your requests through our new workflow process in the OCCC Experience Portal.

If you have any questions about the new process, please email us at HRRecruiting@occc.edu.

Benefits & Wellness

November is American Diabetes Month

From November 1–30, we observe American Diabetes Month. An opportunity to raise awareness about diabetes prevention, management, and the impact this condition has on individuals and communities. According to the American Diabetes Association (ADA), more than 38 million Americans live with diabetes and nearly 98 million have prediabetes. Many without realizing it. [American Diabetes Association](https://www.diabetes.org)

This month invites each of us to take action: learn your risk, talk to your healthcare provider, and share your story. As part of that, take just 60 seconds to complete the free risk-test and it's a simple step that may make a meaningful difference.

Visit diabetes.org/tools-resources/tests-calculators or diabetes.org/diabetes-risk-test to get started.

World Vegan Month



Each year, the month of November marks World Vegan Month, a global celebration of veganism's ethical, environmental, and health benefits. Established in 1994 by *The Vegan Society* to commemorate the organization's 50th anniversary, this observance encourages individuals to explore plant-based living and its positive impact on animals, people, and the planet (*The Vegan Society*, 2025).

World Vegan Month invites everyone to take small, meaningful steps toward sustainability. Whether by trying new plant-based recipes, learning about animal welfare, or reducing carbon footprints. Here in Oklahoma City, residents can celebrate by visiting local vegan restaurants such as The Loaded Bowl in Film Row, Plant in Midtown, or Flower Child on NW 63rd Street. These eateries showcase creative, wholesome meals that make sustainable dining both accessible and enjoyable (*The Vegan Society*, 2025; *Oklahoma Wonders*, 2024).

The Vegan Society continues to lead awareness campaigns, provide educational resources, and promote the vision of a kinder, more compassionate world through conscious living. To learn more or get involved, visit www.vegansociety.com.



TimelyCare for OCCC Faculty & Staff

OCCC is partnering with TimelyCare to provide faculty and staff with easy, 24/7 access to virtual health and well-being services. This resource is designed to support your overall wellness anytime, anywhere.

With TimelyCare, you can:

- Connect with licensed providers for physical or mental health needs
- Access 24/7 on-demand emotional support

- Schedule medical or counseling appointments that fit your schedule
- Explore self-care tools such as meditation, yoga, and wellness resources
- Get connected to community resources for basic needs

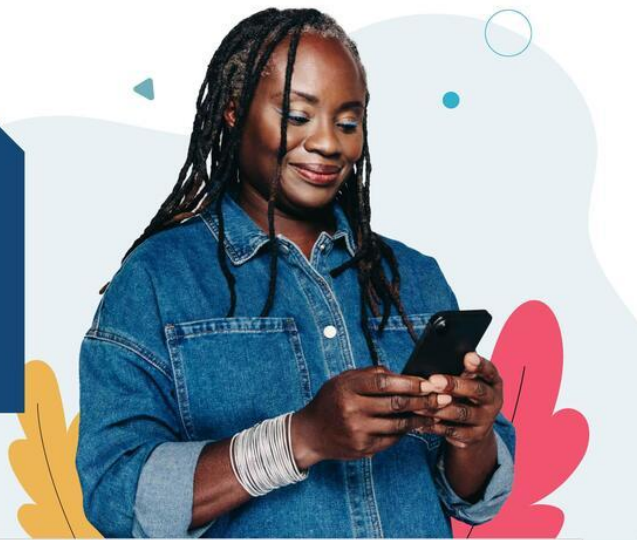
Learn More Here: <https://timelycare.com/>

Questions? Contact the OCCC Benefits Team at 405-682-1611 ext. 7569 or 7808 or email hrbenefits@occc.edu.



How to Access Free, 24/7 Virtual Care from Anywhere

It's simple! Follow these steps and you'll be connected to virtual health and well-being services in no time.



1 Access TimelyCare.

Scan this QR code.



2 Log in with your work email address.

Use the one that ends in .edu.

3 Fill out some information. Nothing too complicated!

TimelyCare is confidential, secure, and HIPAA compliant.

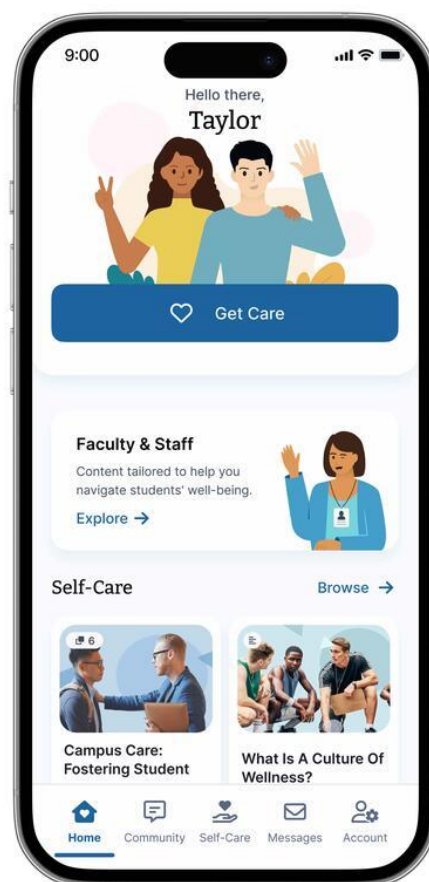
4 Click "Get Care."

Well, you get it.

**5 Don't need a visit right away?
Check out our Self-Care content.**

It's self-care at your fingertips.

Get care now at
timelycare.com/occc



Having trouble logging in? Call **1-833-4-TIMELY** for assistance. We've got you covered!

It's for You. **FOR FREE.**



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Six free, confidential face-to-face sessions or unlimited phone counseling - for you and your family!

OCCC EAP provider: SupportLinc

Supportlinc@curalinc.com

www.supportlinc.com

Access Code: occc

1-888-881-5462

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