Ohio State University Extension
Northeast Regional Office
1680 Madison Avenue
Administration Building, OARDC
Wooster, OH 44691-4096
Phone (330) 263-3831
Voice Mail (330) 202-3555
Fax (330) 263-3667
northeast.osu.edu

Northwest Weekly Summary (NEWS)
March 23, 2015

In This Issue:
• New Responsibility
• In the News
• Updates and Information
• Voluntary Request for Faculty and Staff to Indicate Disability Status
• Student Hires and Hours

New Responsibility . . .
• Robin Stone, Extension Educator, Cuyahoga County 4-H Youth Development, effective March 23, 2014.
  Robin was previously 4-H Program Coordinator in Cuyahoga County.
• David Crawford, Stark County 4-H Youth Development Educator and CED, also interim CED in Portage County, effective April 1

In the News . . .
Agencies promote gardening with monthly workshop series
Carrollton Free Press Standard
March 16, 2015
- Featured: OSU Extension Carroll County

Updates and Information . . . (Source: Amy Burns)

Dependent Eligibility Verification Reminder
Employees in your unit may soon be receiving a Dependent Eligibility Verification packet asking them to verify their dependents’ eligibility to receive health care benefits through Ohio State. Xerox HR Solutions is expected to mail packets to 6,900 employee home addresses today.

The Ohio State University is committed to offering high-quality health care coverage while being good stewards of its resources by managing costs of its benefits programs. To ensure that benefits are being appropriately allocated those who are eligible, the university requires all employees to verify their covered dependents’ eligibility. The 6,900 Ohio State employees who have not yet verified their dependents’ eligibility are being asked to do so by April 18, 2015.

What you need to do:
✓ If affected employees have not received a packet by March 24, they should call Xerox’s Helpline at 1-877-248-1595, Monday through Friday from 8am - 8pm or Saturday from 9am - 2pm (EST).
✓ Direct employees to the FAQs at: http://hr.osu.edu/benefits/hb_dependentcertification.

Training Opportunity: Sexual Harassment Policy
On April 2, faculty and staff can attend Sexual Harassment Policy Basics, a workshop dedicated to university policies and procedures related to sexual harassment. This training opportunity is open to all Ohio State employees who are interested in learning more about the university’s sexual harassment policy. Employees can register for the training through the last offering on this website: https://hr.osu.edu/ole/HRStaffPD.aspx.

Voluntary Request for Faculty and Staff to Indicate Disability Status . . . (Source: Office of Human Resources)
The Ohio State University is committed to growing and supporting its diverse community of people and ideas to foster the growth, development and success of our students, faculty and staff. Affirmative Action and Equal Employment Opportunity programs align with our institutional value of diversity, and are vital to the advancement of women, minorities, veterans and individuals with disabilities in our campus community.

It is important for Ohio State to measure its successes and challenges in employment equity. The University has reliable information on women, minorities and veterans who are currently employed by Ohio State; to more
accurately represent its diverse community, Ohio State needs additional information about individuals employed by the University who currently identify as disabled or have had a disability.

Current employees who identify as disabled or have had a disability now have the option to voluntarily log into Employee Self Service to indicate their disability status. To access the form, start with the “Main Menu” drop-down list on the top-left corner of Employee Self Service, then navigate to Employee Self Service, Personal Information, and then Disability. Please note that completing this voluntary form will not designate that an individual needs additional accommodations for a disability. That process will continue to be completed through the University’s Americans with Disabilities Act Coordinator. You can learn more about that process here.

This important information will not be used against an individual in any way. It will be kept by the Office of Human Resources to meet federal requirements regarding the collection of such information and will remain confidential. Current employees may voluntarily self-identify as having or not having a disability without fear of any adverse action.

The federal government defines a disability as having a physical or mental impairment or medical condition that substantially limits a major life activity. Please visit the Voluntarily Self-Identification of Disability form in Employee Self Service for a nonexclusive list of disabilities.

Faculty and staff should contact their human resource professional with any questions related to this request or the University’s Affirmative Action, Equal Opportunity and Discrimination/Harassment policy. Individuals may also contact the Office of Human Resources Customer Service Center at 614-292-1050 or service@hr.osu.edu.

Click here for a printable flyer to post in high-traffic work areas.

Student Hires and Hours . . . (Source: Amy Burns)
I wanted to remind you, as we are getting ready for summer, of the rule from University HR regarding the number of hours student employees may work:

During a semester, student employees (regardless of being an OSU student or not) may only work a maximum of 28 hours.

During a non-school periods, student employees (regardless of being an OSU student or not) may only work a maximum of 38 hours.

The student employee may not exceed 38 hours in a week.