



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

December 2024

Updates & News

Holiday Schedule

The OCCC Campus will be closed for Winter Break:

Thursday, Dec. 19 through Friday, Jan. 3

Return to work: Jan. 6, 2025

Overtime Regulations

We want to inform our employees of a recent development regarding overtime regulations under the Fair Labor Standards Act (FLSA). On Nov. 15, a federal judge struck down the Department of Labor's recent overtime final rule, which sought to adjust the salary threshold for overtime pay eligibility.

This decision means the previous FLSA overtime standards set in 2019 will remain in effect for now. We are closely monitoring this situation and will keep you updated on further changes or guidance that may impact our workplace.

If you have any questions, please feel free to contact the HR department at hrcompensation@occc.edu

Years of Service

10 Years

Lori Giachino

1 Year

Christian Maxwell

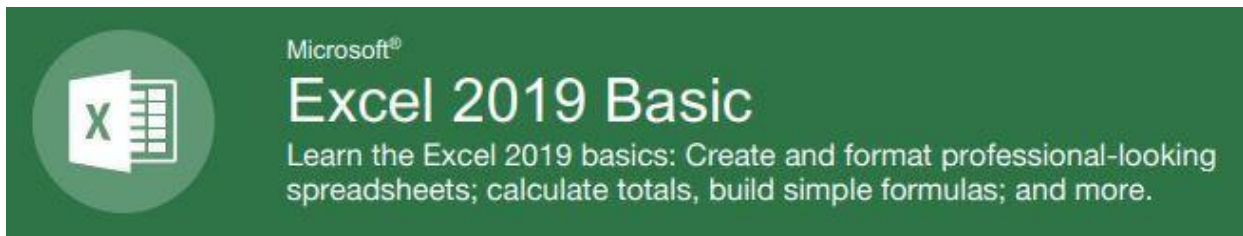
Ronnie Clay Jr.

A Warm Welcome to OCCC's Newest Team Members

Kandese Green

Box Office and Marketing Manager

Professional Development



Excel Trainings are coming back Feb. 24-28, 2025

Next year, we will be offering three different Excel Trainings: Basic, Intermediate and Advanced. Below are details for what is offered in each course.

In **Excel Basic**, you will learn to:

In **Excel Intermediate**, you will learn to:

In **Excel Advanced**, you will learn to:

- Create a Workbook from a Template
- Navigate Between Cells
- Excel Keyboard Shortcuts
- Save to Different File Formats

- Create a Formula
- Insert Images
- Replace Cell Data
- Transpose Data
- View & Edit Workbook Properties
- Use Quick Access

- Add Multiple Pivot Table Fields
- Insert a Timeline

- Drill Down Data
- AND, OR and NOT Functions
- VLOOKUP
- HLOOKUP
- Macros

Courses run from 9 a.m.-4:30 p.m. each day and a box lunch will be provided. Sign ups for each course will be available soon.

Benefits & Wellness

Introducing Pet Insurance

We are excited to share that, starting Jan. 1, 2025, we will offer pet insurance through Nationwide as a valuable benefit for our employees. We have listened to your requests, and we are proud to provide a way to protect your furry family members in an unpredictable world. Nationwide® Pet Insurance helps you care for your pets while also safeguarding your finances by reimbursing eligible veterinary bills for accidents, illnesses, preventive care, and more.

As an OCCC employee, you will enjoy exclusive pricing when you enroll, making this essential coverage even more accessible. Our plans cover dogs, cats, birds, and exotic pets, and you have the freedom to choose any veterinarian, including specialists and emergency care providers.

Nationwide is the oldest and largest pet health insurance provider in the nation and is the top choice for pet insurance in America. Here is what you can expect:

- **Exclusive employee pricing**
- **Visit any veterinarian, anywhere**
- **Flexible reimbursement options (70% or 50%)**
- **Affordable \$250 annual deductible**
- **Savings on pet prescriptions with Nationwide® PetRxExpress**
- **Simple online claim submissions**
- **Unlimited 24/7 pet health advice from experts at Vethelpline®**

[Join Us for Informational Webinar](#)

We have one more webinar available that you can attend. See the link below to sign up:

Wednesday, Dec. 4, 2 p.m.

Ready to Enroll?

To enroll in pet insurance starting in 2025, you have two easy options:

- Visit the dedicated OCCC Nationwide link [here](#).

- Call 877-738-7874 and mention you are an OCCC employee to access preferred pricing.

Important Enrollment Deadline

Please remember that elections made before Dec. 15, 2024, will take effect on Jan. 1, 2025. Any initial enrollments after this date will be effective on Feb. 1, 2025.

If you have any questions, please reach out to your Benefits Team at ext. 7808 or 7569.

Retirement Inquiries

Paul Mariconda, 403b Corebridge Financial Advisor, has added some dates to his meeting schedule for any employee who may need to meet with him concerning their 403b/Roth 403b retirement account. This would also be an excellent opportunity for new employees to meet with Paul to learn more about the 403b and Roth 403b benefits offered by OCCC. Paul will be available for both virtual and in-person meetings, or employees may arrange to schedule meetings on additional dates by contacting him at [**paul.mariconda@corebridgefinancial.com**](mailto:paul.mariconda@corebridgefinancial.com).

To schedule please click the links below or send Paul an email to schedule a different date.

[**Click here for in-person appointments**](#)

[**Click here for phone/virtual appointments**](#)

Please feel free to contact your Benefits Team at ext. 7569 if you need further information or assistance with your 403b.

Thank you,

Your OCCC Benefits Team

Keep Holidays Fun, Not Frazzled



It's supposed to be a wonderful time of year, right? Still, the holidays can be stressful for a lot of reasons. That's because we often put pressure on ourselves to please others. No one is superhuman. By taking care of yourself, you can make make holidays the enjoyable time they are meant to be. Keep these tips in mind:

- **Avoid last minute scrambling.** Map out a plan for shopping, baking and social gatherings using a calendar and to-do lists. A little planning can keep chaos to a minimum.
- **Stick to the good stuff.** Eat nourishing foods, get plenty of rest and work in some physical activity every day. It's tempting to overindulge, but healthy habits will serve you well.
- **Embrace your feelings.** Reach out if you feel lonely. We think of holidays as happy times, but if you've recently lost someone or can't be with loved ones, it's okay to feel sadness and grief.
- **Be flexible.** Hold on to some traditions, but be open to embracing new activities that are meaningful to others in your close circle. As families change and grow, traditions and rituals change, too.



Be good to yourself and unwrap holiday stress.

Employee Assistance Program

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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