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I. WELCOME AND INTRODUCTION

We would like to take this opportunity to welcome you, and introduce you to the employment policies and practices in effect at Oklahoma State University-Oklahoma City (OSU-Oklahoma City or OSU). We are pleased to have you with us, and hope that you are pleased to be here. We are committed to providing a positive learning environment for our students and a positive working environment for our employees. We welcome your involvement in the achievement of this commitment.

This handbook has been prepared to introduce you to our organization. It contains many of the policies, rules, and information about pay and benefits that apply to staff employees of OSU-Oklahoma City. It is presented as a matter of information only and should not be interpreted as a contract between the organization and any of its staff.

Please read this handbook carefully and become familiar with its contents. Many of the policies that are included in this handbook refer to OSU’s Policies and Procedures for more complete information and clarification. Unless otherwise specified, the scope of all OSU policies and procedures is applicable to all OSU campuses. Employees with questions regarding policies, procedures and rules mentioned in this handbook should consult with their immediate supervisor or the Director of Human Resources.

Reservation of Rights

The statements appearing in this Staff Handbook are intended only as general informational items to help inform staff employees of selected institutional policies. If any policy statements of the Board of Regents for Oklahoma State University, Oklahoma State University (where more specific OSU-Oklahoma City policy statements have not been specifically adopted), or Oklahoma State University-Oklahoma City are in contradiction to statements appearing in this handbook, such Board of Regent or institutional policy statements will be deemed to control over the references appearing in this document.

The Board of Regents, OSU and OSU-Oklahoma City reserve the right to alter the terms of official policy statements and/or this document at any time, without advance notice.
About Us

OSU-Oklahoma City is an accredited, state-assisted, public two-year college, serving one of the faster growing metropolitan cities in the country, located in the heart of Oklahoma City. For the last several years, we have enjoyed one of the largest enrollment increases of any university in the state. This is due to our ability to respond to the needs of local business and industry and capitalize on decades of successfully being the state’s premier technical university.

OSU-Oklahoma City offers Associates degrees in Applied Science, Associates degrees in Science, certificate programs and a Bachelor of Technology degree. We offer several degrees unique in the state of Oklahoma, including AAS degrees in Crime Victim/Survivor Services; Echocardiography Technology; Electrical Power Technology; Police Science with Crime Scene Investigation emphasis; Technical Spanish/Translation and Interpretation; Public Service; Turfgrass Management; Vascular Technology; and Wind Turbine Technology. Our responsibility to our students is an on-going commitment that is honored by all of our employees.

OSU-Oklahoma City is one of five campuses of the Oklahoma State University system. Oklahoma State University -- the main campus -- is located 80 miles northeast of Oklahoma City in Stillwater, Oklahoma. The other three campuses are Oklahoma State University-Okmulgee, Oklahoma State University-Tulsa and Oklahoma State University Center for Health Sciences- Tulsa.

The chief executive officer of the Oklahoma City campus holds the title of President. The governing board of all five OSU campuses, as well as Langston University, Oklahoma Panhandle University, Connors State University and Northeastern Oklahoma A & M College, is the Board of Regents for OSU and the A & M Colleges.

Mission Statement

Oklahoma State University-Oklahoma City develops and delivers collegiate level career and transfer educational programs, professional development and support services which prepare individuals to live and work in an increasingly technological and global community.

Vision Statement

Oklahoma State University-Oklahoma City will be the preeminent educational resource in Oklahoma City, enhancing people’s lives by providing:

- Unique and exceptional programs to serve the community
- Progressive, highest quality learning opportunities and
- Outstanding support service
II. YOUR EMPLOYMENT

Orientation / Introductory Period

The first 90 days of employment for newly hired classified (bi-weekly) staff employees are considered an introductory or orientation period. During this period, the new employee’s performance, behavior, work habits, skills and other job-related factors are observed and evaluated to determine if it is in the best interest of the institution to continue employment beyond the initial 90-days. Classified employees who are dismissed during the 90-day orientation/introductory period are not eligible for appeal under the rules and procedures set forth in the policy for Grievances and Appeals (Section IV of this handbook).

Definitions of Employment Status

The following terms will be used to describe the classification of staff and their employment status:

- **Exempt** - Meets the FLSA (Fair Labor Standards Act) tests for exemption from the timekeeping and overtime provisions of the Act.

- **Non-exempt** - Does not meet the FLSA tests for exemption from the overtime and timekeeping provisions of the Act. The employee must be compensated for overtime.

- **FLSA (Fair Labor Standards Act)** - The federal FLSA establishes minimum wage, overtime pay, timekeeping and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments.

- **Overtime** - Hours worked in excess of 40 in a workweek. Compensation for overtime hours is 1.5 times the employee’s regular pay rate. Only hours worked will be used in the calculation of overtime pay; (holidays, administrative leave, vacation/sick leave, inclement weather days) will not be used in the calculation of overtime.

- **Workweek** - A regular recurring period of 168 consecutive hours. OSU’s official workweek is from 12:00 midnight Saturday until 11:59 pm the following Friday.

- **Full-time** - Continuous (non-temporary) appointment, eligible for full benefits. Scheduled to work 40 hours per week (if a non-exempt position).

- **Part-time** - Continuous (non-temporary appointment), eligible for partial benefits. Scheduled to work less than 40 hours per week. If appointment is 30-39 hours per week, employee is eligible for benefits, such as insurance and retirement, as well as annual and sick leave accrual (proportionate to the appropriate FTE rate). If appointment is 20-29 hours per week, employee is not eligible for insurance and retirement benefits, but is eligible for annual and sick leave accrual and holiday pay
(proportionate to the appropriate FTE rate). Appointments less than 20 hours per week are not eligible for any benefits.

- **Temporary**- Hired for a pre-established period, usually during peak semester periods or for vacation relief (generally less than six months in duration). They may work a full-time or part-time schedule. Temporary staff employees are not eligible for benefits or leave pay.

- **Work Study**- Federally-funded, need-based program. Students are hired for a pre-established period, limited to 20 hours per week.

**Equal Opportunity / Affirmative Action**

OSU-Oklahoma City maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment will be influenced in any manner by race, creed, color, religion, sex, age, national origin, veteran status, sexual orientation, qualified disability, or any other basis prohibited by statute. OSU-Oklahoma City has a written affirmative action plan to implement its official policies of equal opportunity employment.

**Americans with Disabilities Act**

OSU-Oklahoma City embraces and commits itself and its faculty and staff employees to follow provisions of state and federal law prohibiting discrimination against persons with disabilities, including but not limited to, the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973.

**Employment of Relatives**

Near relatives of an employee may be employed by OSU-Oklahoma City in any department and in any position provided the level of training, experience and qualifications is commensurate with the needs of the position.

In instances where one member of the family is in a position to function as a judge or advocate in specific situations involving a member of the immediate family, it shall be the policy of OSU-Oklahoma City that one shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave, etc) to the other(s). For the purpose of this policy, the immediate family is defined as parents, siblings, spouse, children, grandparents, grandchildren or corresponding in-law relationships.
Personnel Records

Important events in each staff employee's history with the organization will be recorded and kept in the staff employee's personnel file. Performance evaluations, change of status records, commendations, corrective action warnings and educational attainment records are examples of records maintained.

Employees are responsible for changing personal contact information, such as address and phone number. They are also responsible for notifying Human Resources of changes to their family status (births, marriage, death, divorce, legal separation, etc.), as group insurance and retirement may be affected by these changes. This responsibility includes staff on lay-off status and leaves of absence.

The Web for Employees website may be accessed to view certain personnel records, such as current address, marital status, emergency contact, benefits and deductions, and payroll information. This site can also be used to update some personal information, such as address, phone number, emergency contact, and veteran’s status. However, this site will only update personnel records for OSU. To make address and other personal information changes, other entities such as insurance and retirement vendors will also need to be contacted. To access Web for Employees, go to OSU-Oklahoma City website, click on Faculty/Staff and then Web for Employees. Or if viewing this handbook online, click here- http://webemp.okstate.edu

Rest Periods

Non-Exempt Staff

Each department or division head shall allow full-time non-exempt staff one rest period during the first half of the work shift and one rest period during the second half of the work shift, provided that:

Rest periods are scheduled by the unit administrator, considering the needs of the unit and, when possible, the wishes of the staff member.

- No single rest periods shall exceed fifteen (15) minutes absence from the staff member’s work station.
- Staff may not accumulate unused rest periods
- Rest period time shall not be authorized for covering a late arrival on duty, early departure from duty or for off-campus personal business.
- Any time taken off beyond the stated limits shall be subject to disciplinary action and amounts in excess of 20 minutes will be charged to annual leave
- Each unit administrator may allow part-time staff a rest period if it is in accordance with departmental or divisional policy.
LUNCH PERIODS

Lunch periods are scheduled by the department supervisor based on operational and service needs and when possible, the preferences of the period of time of the staff member. Lunch periods are encouraged as they give the employee an opportunity to refresh, get away from the work area and take care of personal matters.

While some departments have areas where the employee can sit down to eat at tables and/or use a refrigerator or microwave to prepare and store food, the Student Center is considered the most appropriate place to eat. Food can be purchased there or microwaves can be used to prepare food that is brought in. Food, other than small snacks, should not be eaten at employees’ work areas. Not only is it considered to be unprofessional to eat at work areas, but food or drinks that are spilled can damage or destroy electronic equipment and other office supplies.

Non-Exempt Staff

Lunch periods are considered unpaid time, as long as the employee is completely relieved from duty. The length of lunch periods may vary from department to department, but should be a minimum of 30 minutes to a maximum of one hour. To provide continuous office coverage, most departments are expected to remain open during the lunch periods. To prevent service disruption, lunch periods may have to be changed or not taken during very busy times or short-staffed situations.

Exempt Staff

Exempt staff is expected to take work breaks, lunch periods, etc. with professional care and propriety. Excessive time taken during these periods shall be considered unprofessional conduct.

Job Descriptions

Job descriptions identify and describe position requirements, responsibilities, reporting relationships, working conditions and physical requirements.

From time to time, in order to better assist OSU-Oklahoma City’s mission, it may be necessary for individual job assignments to be altered temporarily or on a continuous basis. In such instances, supervisory officials and/or Human Resources will give consideration as to whether or not any upgrade in position status or pay rate should also be initiated as a result of any such significantly changed job assignments.
Supervisors are responsible for ensuring that their staff job descriptions are kept current and that employees receive and review a copy of their job description.

**Performance Reviews**

Performance reviews are used as a positive means of communication between supervisors and staff employees. The review process is an exchange of information about the status and quality of work and its results. This communication ensures that the supervisor and employee are in sync with job standards and expectations. They can also be a good way to correct misperceptions, identify goals and objectives and provide constructive feedback for performance improvement and continuous growth and development.

On an official basis, staff employees will initially be reviewed approximately after 90 days of new employment or transfer into a new position. Thereafter, staff employees will be reviewed once per year, or more frequently if needed. However, open communication and feedback between supervisors and employees should be constant and not limited to official performance reviews.

In the OSU-Oklahoma City system, all staff employees with at least one year of service are reviewed at the same time of year, usually in April or May. The results of the reviews may be used in making decisions regarding merit increases, promotions, transfers, corrective action plans and lay-offs during reduction in work force situations. Performance reviews must not reflect personal prejudice, bias or favoritism on the part of those conducting the reviews.

The written results of a performance review will be retained in the staff employee’s personnel file. A copy of the evaluation shall be provided to the employee.

**Promotions / Job Posting**

OSU-Oklahoma City has a policy of promoting internal candidates whenever possible, to fill more responsible positions within the organization. OSU-Oklahoma City strives to promote the most capable and qualified individual, based on demonstrated ability to assume greater responsibility.

At the same time, OSU-Oklahoma City may need to recruit and hire outside the organization to attract the most qualified individual for a particular opening. Current job openings are posted on the online employment application system, OESC (Oklahoma Employment Security Commission), various other web sites, agencies and publications.

**Resignations**

When an employee resigns from employment with OSU-Oklahoma City, as much advance notice as possible should be given to the supervisor, so that satisfactory arrangements can be
made for a replacement. A two (2) week notice is considered customary for employees who are non-exempt and at least 30 days notice for employees in exempt positions.

Resignations should be presented to the supervisor in writing, with a statement of the reasons for the action. Resignations, once given, whether verbally or in writing, are not rescindable by the employee except where expressly approved in writing by the President of OSU-Oklahoma City. An exit interview and/or survey may be conducted by Human Resources upon being notified of a resignation.
III. YOUR PAY AND BENEFITS

Pay Information

Hours of Work / Time Records for Non-Exempt Employees

The pay period for a non-exempt staff employee is bi-weekly (every two weeks). The pay period for an exempt staff employee is monthly (month-end). Non-exempt staff employees will record time worked and absences on a timesheet. The timesheet will include full name, CWID, hours worked, including any overtime hours worked during the workweek and leave taken (if applicable). A timesheet is a legal record of the hours worked and the staff employee’s paycheck is calculated from the time recorded on the timesheet.

All timesheets must be verified and signed by the staff employee and the employee’s supervisor. It should be received by Human Resources no later than 12:00 noon on Thursday of the week they are due. Since timesheets are due before the workweek is completed, time must be estimated for the remainder of the week. Once the timesheet has been submitted to Human Resources, any changes must be made in person or by e-mail to Human Resources by the supervisor. Timesheets not received by the deadline may result in a delay in pay.

The work for which non-exempt employees must be paid (at the rate of at least the current minimum wage) and which must be counted in computing liability for weekly overtime pay is described as the time the employee is actually at work, regardless of location, or required to be on duty.

Time Worked

A. Approved rest periods are counted as working time, in addition to time actually worked.

B. Lectures, meetings and training programs when attendance is required by the supervisor.

C. Travel Time (time en-route) may be considered working time under certain conditions:

   1. Travel time from job to job site during a workday, after reporting for the day’s work.
   2. Travel time from home to work and return on a special one-day assignment in another city. Deduct the usual time from home to regular work site and return and meal time(s).
3. Travel time for out-of-town assignments of more than one day. The travel time that coincides with the employee’s normal work-day schedule is counted as time worked. This applies to any day of the week.

4. Time for work performed while traveling. The time is counted as hours worked whether or not it occurs within the employee’s normal working hours.

D. Not counted as working time are bona fide meal periods, vacation, sick leave, other leave and holidays not worked.

**Hours of Work / Time Records for Exempt Employees**

A. The work schedule for exempt staff employees shall be whatever is deemed appropriate to meet the operating needs of the department. In general, a 40-hour workweek is considered minimal for exempt staff members and such personnel are expected to work hours in excess of 40 hours per week when the work load requires such additional hours.

B. Records of time may be kept for exempt employees to determine project assignment, time management or for other reasons. However, in no case shall such records be used in the determination of actual payment of compensation.

C. Exempt employees are required to keep an accurate record of leave taken and report such leave to the unit administrator at the end of each month, for accurate reporting to the Human Resource System (HRS).

**Overtime Pay**

A. Non-exempt employees shall receive overtime compensation or compensatory leave at the rate of time and one-half (1.5) their regular rate for all hours worked in excess of 40 hours in any workweek. Each workweek shall stand alone and may not be averaged with any other week. Only hours worked will be used in the calculation of overtime pay; (holidays, administrative, vacation and sick leave, inclement weather days) will not be used in the calculation of overtime.

B. Payment for overtime should be made within the same pay period, if possible, or no later than the pay period following the one in which the overtime hours were worked, unless hours are accumulated as compensatory time.

C. Supervisors are responsible for managing overtime work and keeping it minimal as possible. Occasionally however, it may be necessary for staff employees to work overtime and they are expected to do so as conditions warrant. Circumstances where employees may work overtime include heavy enrollment periods, unusual busy periods or unexpected absences.
D. Under no circumstances may a non-exempt staff employee perform work of any nature for the institution at his/her normally assigned work station, or elsewhere on the institution’s premises, in excess of his or her normal work schedule, unless such overtime work has been specifically authorized by the supervisor.

E. In the OSU system, the normal method of overtime compensation is accrual of compensatory time, in lieu of actual payment. Situations that may warrant actual payment include heavy enrollment periods or other unusual situations. Since the payroll system will automatically put overtime compensation into compensatory accrual, supervisors must mark on the timesheets to pay overtime and their respective Vice President must approve this method of payment.

Compensatory time will be given according to the following:

1. Non-exempt employees may not accrue more than 240 hours of compensatory time (160 hours of overtime work x 1.5 = 240 hours). When a non-exempt employee’s compensatory time balance exceeds the accumulation limit of 240 hours, the employee must be paid for any additional hours over the limit at time and one-half (1.5) the employee’s regular rate of pay.

2. The use of compensatory time will be taken within a reasonable period when it will not be disruptive to department operations. Upon reasonable notice, a department head may request that an employee use all or a portion of the accrued compensatory time, at any time that is deemed advisable.

3. At termination of employment, payment for accrued compensatory time shall be calculated at the employee’s regular rate of pay at the time of termination.

4. When an employee with a compensatory time balance transfers to a non-exempt position in another department, accumulated compensatory time will be transferred to the new department unless the new department requires it taken as time off before the effective date of the transfer, paid as compensation, or a combination of these. The new department may agree to accept the accumulated compensatory balance but request a budget transfer of funds from the former department to reflect the financial liability of transfer. Transfers between departments funded by the E&G budget (regular budget) do not need to be concerned about financial liabilities.

5. When a non-exempt employee changes to exempt status, the accumulated compensatory time must be eliminated by payment, taking the time off, or a combination of these, before the non-exempt employee transfers to the exempt position. If the change involves moving to another department, a cooperative decision by the two departments may be necessary.
6. A non-exempt employee may not “volunteer” his/her work hours in order to avoid overtime.

7. When a non-exempt employee performs additional non-exempt work at a different pay rate than the employee’s normal pay rate, outside the scope of their primary non-exempt position duties and/or normal working hours, the hours spent performing the duties will be calculated at a blended rate and compensated at one and one-half times (1.5) that blended rate. Supervisors must consult with Human Resources prior to the employee engaging in additional work to determine the blended rate to use in calculating overtime payment.

Payroll

A. The responsibility of reporting the amount of time worked and leave taken in a timely and accurate manner is assigned to each individual employee and their supervisor. The responsibility for collecting new employee sign-up information, initiating pay actions, collecting/reporting of time worked and leave taken is assigned to the Payroll Services function of the Human Resources office.

B. A partnership therefore exists between Human Resources, individual departments and every employee to ensure that employees are paid what is due them in a timely and accurate manner. In order for Human Resources to meet this objective, it is imperative that all departments/units involved with the pay process meet the payroll deadlines. Furthermore, every employee must meet the deadlines set by their departments/units for reporting time worked and leave taken.

C. Salaries, wages, payroll taxes and employee benefits are a significant part of the college’s expenditures and are subject to various federal and state regulations. The college has established pay structures, systems, and processes which promote compliance with these regulations as well as its own policies and procedures.

D. There are three types of payrolls: monthly (salary), bi-weekly (wage), and Exception to Normal Pay (ENP). As required by state law (Section 75-250.6(b)), all state officers and employees shall not be paid any salary, fee, wage, remuneration, expense allowance, or other compensation on warrants issued by the State Treasurer except when claim for payment is made on the prescribed payroll form of the agency for which services are performed.

E. The Board of Regents must approve certain personnel/payroll actions for full-time continuous OSU employees per Section 3.08 of the Policy Manual of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

F. Employees cannot be paid until all employment and pay documents are completed and routed through the prescribed approvals and administrative offices. All new
employees are required to complete all sign-up documents before being placed on payroll. It is the responsibility of the hiring department to ensure that all new employees (whether continuous or temporary) go to Human Resources to complete new-hire documents before the employee starts working. An employee’s start date may be delayed if certain required documents are not in place (such as the I-9). Employees must be able to provide required identification and eligibility to work in the United States within three days of the start of employment.

G. In addition, in most cases, OSU requires that the employee provide their actual social security card (not a copy) to ensure accurate tax reporting to various entities such as the IRS, State of Oklahoma and Social Security Administration.

H. International employees have certain restrictions and guidelines to follow for employment in order to maintain their legal status in the United States. These employees require clearance from the Office of International Students and Scholars (ISS) in Stillwater. ISS is responsible for determining the work status of the international and what does the employee is allowed to work. Departments shall not appoint international employees past their work clearance end date.

I. Employees may have certain items either deducted or reduced from their pay. Deductions have no effect on an employee’s taxable income and can include both voluntary and involuntary items. Reductions decrease the taxable income for the employee. For a list of the most common deductions and reductions, see below:

Voluntary deductions and reductions are established when employees complete the appropriate form. Involuntary deductions are established from court-ordered documents.

Payroll Deductions (do not reduce taxable income)
- Voluntary deductions (employee’s discretion)
  - Life Insurance for self, spouse, or children
  - Long-term Disability Insurance
  - Long-Term Care
  - Credit Union
  - United Way
  - OSU Foundation
  - Bursar Deduction
  - Oklahoma College Saving Fund
- Involuntary deductions (court-ordered)
  - IRS Levy
  - Child Support
  - Bankruptcy
  - Garnishment
  - Student Loan
  - State Levy
  - Processing Fee

Payroll Reductions (reduce social security, Medicare, federal, and state taxable gross)
- Health Insurance
- Vision Insurance
- Dental Insurance
• Cancer Insurance
• Salary Deferral – (Payback would increase the taxable gross)
• Flex Medical Reimbursement
• Flex Dependent Care Reimbursement
• Health Savings Account

Payroll Reductions (reduce federal and state taxable gross only)
• OTRS reductions
• 403(b) reductions – tax deferred annuities
• 457(b) reductions – tax deferred annuities

Bi-weekly staff will normally have two pay periods per calendar year in which insurance premiums may not be deducted. After the beginning of each calendar year, staff employees will be sent the Wage and Tax Statement (W-2) form for the previous year. Employees also have the option of obtaining their W-2 through Web for Employees. http://webemp.okstate.edu This statement summarizes income and deductions for the year. Any questions regarding these deductions should be directed to Human Resources.

Paydays

A. Employees working for state agencies or under the Oklahoma State Regents for Higher Education system are required to be paid by direct deposit to an account at the employee’s financial institution. The exception to this rule includes work-study employees.

B. Employees who are unwilling or unable to have an account at a financial institution must use the Oklahoma PayCard to receive their pay. Access to the funds on this card (which come from electronic deposits of OSU paychecks), is only available electronically either through ATM cash withdrawals or store/vendor purchases. Fees are associated with the PayCard. Questions regarding direct deposit or the PayCard should be directed to Human Resources.

C. Hourly staff is paid bi-weekly (every two weeks on Friday). A bi-weekly staff employee will normally be paid two weeks after they have completed work in a given two-week work period. A schedule of work periods and pay dates is available in the Human Resource Office or website. Monthly staff is normally paid on the last working day of the month.

D. Every possible attempt will be made to adhere to these schedules, but in unusual situations, adjustments may be necessary.

E. OSU does not issue paper pay stubs or vouchers. Instead, detailed information about the employee’s pay information (including past paychecks and W-2’s) can be obtained from Web for Employees, http://webemp.okstate.edu. Additionally, employees who activate the O-key (informational services) system will receive
automatic email notifications of the net amount of their paycheck several days prior to payday.

BENEFIT INFORMATION

Insurance Plan

A. OSU-Oklahoma City provides a generous package of employee benefit programs for eligible employees. Employees with a continuous regular appointment of at least six months who work at least 30 hours per week (.75 FTE) are eligible for insurance benefits.

B. Insurance benefits become effective the first of the month following the hire date. Flexible benefits (Section 125) become effective the first of the month following completion of enrollment forms. Employees must enroll within 31 days of hire for insurance benefits and within 90 days of the hire date in the Flexible Benefits plan.

C. An orientation session, conducted by Human Resources soon after the employee is hired, will introduce the employee to the various benefits available to them. Human Resources will also provide information and other resources that will assist the employee through the enrollment process.

D. Due to the variety and complexity of the insurance benefit program, details of the insurance and flexible benefits plan are not available within this handbook. Enrollment options include:

 ✓ Medical
 ✓ Dental
 ✓ Group Life
 ✓ Supplemental Life
 ✓ Vision
 ✓ Long-Term Disability
 ✓ Long-Term Care
 ✓ Cancer
 ✓ Flexible Benefits

E. Coverage is available for just the employee or for the employee and dependents. The most current source for obtaining information on the insurance is to go to OSU-Stillwater’s benefits website- http://hr.okstate.edu/benefits/benefits.htm. This site will provide details as to each type of coverage as well as the rates. You may also click here for a summary of the benefits- http://hr.okstate.edu/benefits/BenatGlance09.pdf.
F. Employees who fail to enroll in the insurance plans within the first 31 days of hire will lose the opportunity to enroll in the health care plan of choice until the next annual option enrollment period. The employee will also lose the opportunity to participate in the optional dental and vision plans and be unable to cover dependents until the next annual option enrollment period. Late enrollments in other benefit programs can also have serious consequences, such as coverage limitations (dental) or proof of insurability requirements (life, long-term disability, and long-term care).

G. The plan year will begin January 1 and end December 31. Each year a deadline is established to end the option enrollment period in which you may enroll or change your election. If the election form is not received by Human Resources by the deadline date, the previous election, if any, will remain in effect.

COBRA-Continuation of Coverage

A. Continuation coverage under federal law is provided under COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985). A similar right is provided under a federal law called USERRA, if the employee takes a leave of absence for military service.

B. Continuation coverage means the employee’s right, or participant’s right, to continue the same coverage under any component medical benefit plan (major medical insurance under the Health Insurance Plan and the Health FSA Benefits) that was in place the day before a qualifying event, if participation otherwise would end due to the occurrence of such qualifying event.

A qualifying event under COBRA is:

- Termination of employment (other than by reason of gross misconduct) or reduction of work hours
- Death
- Divorce or legal separation
- Becoming entitled to receive Medicare benefits
- Dependent ceases to be a dependent

C. For a qualifying event other than death or change in employment status, it will be the employee’s obligation to inform the Employer of the qualifying event within 60 days of its occurrence. The Employer will in turn furnish the participant with separate, written options to continue the coverages provided at stated premiums costs with respect to each health plan in which that person is participating. The notification will explain all the rest of the terms and conditions of the continued coverage.

D. Certain participants with Health FSA Benefits will be eligible for COBRA if they have positive Health FSA account balances at the time of a qualifying event (taking into account all claims submitted before the date of the qualifying event). The participant will be notified if he/she is eligible for COBRA. However, even if
COBRA is offered for the year in which the qualifying event occurs, COBRA coverage for the Health FSA account will cease at the end of the year and cannot be continued for the next Plan Year.

Flexible Benefit Plan

A. OSU sponsors an employee benefit program known as a “Section 125 Flexible Benefit Plan” (“The Plan”). Employees who are eligible for insurance benefits sponsored by the institution are also eligible to participate in the Flexible Benefits Plan.

B. The Plan is called a cafeteria plan because it lets the employee choose from several different insurance and fringe benefit programs, according to individual needs. The flexible benefit plan provides the employee an opportunity to pay for selected benefits by entering into a salary reduction arrangement. Through this arrangement, insurance premiums and flexible account contributions are deducted from the employee’s paycheck before taxes are calculated, thereby lowering taxable income.

C. The Plan includes the following benefit plans:

   **Premium Payment Component**- permits an employee to pay for his/her share of premiums (that is, contributions for the cost of coverage) for the Insurance Plan(s) with pre-tax dollars.

   **Health Flexible Spending Arrangement (Health FSA)**-also called a medical expense reimbursement plan-permits an employee to pay for his/her qualifying medical care expenses or the medical care expenses of an eligible dependent, that are not otherwise reimbursable by insurance, with pre-tax dollars. An employee may elect to reduce the salary by an amount up to $5,000 per plan year to cover certain out-of-pocket unreimbursed medical expenses. Samples of eligible medical expenses include deductibles, co-pays, prescription drugs, many over-the-counter medications, eyeglasses, contacts, dental care, as well many other items.

   Health FSA expenses may be incurred over a 14 ½ month period. Upon the original election to participate, the employee will be provided a debit card that allows access to the Health FSA. The debit card can be used for eligible expenses at medical, dental, and vision providers that accept signature based MasterCard debit cards.

   For medical care expenses to be reimbursable, they must have incurred during the Plan Year. A medical care expenses is incurred when the service is provided, not when the expense was paid. Expenses that may not be reimbursed are those that arise before the Plan became effective, before the election form became effective, for any expenses incurred after the close of the Plan Year or after a separation from service (except for COBRA coverage, as explained above).
Other expenses that are not reimbursable are health insurance premiums, long-term care services, certain cosmetic surgery, vitamins and food supplements (unless prescribed by a physician), as well as other exclusions.

**Dependent Care Assistance Program (DCAP)**—also called a dependent care flexible spending account—permits an employee to pay for his/her qualifying dependent care (such as day care) expenses with pre-tax dollars. An employee may elect to reduce the salary by an amount up to $5,000 (married or head of household) or $2,500 (married filing separately) per plan year. As with the Health FSA, only eligible dependent care expenses may be used.

For more complete information and further details about the Flexible Benefit Plan, refer to the Summary Plan Description—

http://www.okstate.edu/osu_per/benefits/SPD%20Rev.pdf

**Wellness Program**

OSU-Oklahoma City offers wellness services and programs at the Wellness Center to all of the campus community. Whether new to exercise or active for years, the Wellness Center has an array of activities and classes suited for the experienced athlete to new beginners. Stop by the Wellness Center to meet the friendly staff and to help with fitness goals.

The Wellness Center services are provided free of charge to the employee.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 am to 7:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 am to 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am to 2:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td><em>Hours may change during interim periods</em></td>
<td></td>
</tr>
</tbody>
</table>

**EAP (Employee Assistance Program)**

The EAP is a confidential resource for faculty, staff and their families who are experiencing personal difficulties. Developed to improve well-being, the service is provided free of charge to employees.

Access to consultation services (provided by a licensed psychologist) is currently available on the Stillwater campus. But the EAP has a variety of helpful items and resources
available online for the employee’s education and general information. Click here for Self-Assessment Tools, Resources and News

http://eap.okstate.edu/assessment.asp

To set up a confidential appointment, call (405) 744-6415. Attempts will be made to accommodate people who cannot visit during regular business hours. The EAP office is located in the Seretean Wellness Center, room 103C.

Retirement Programs

A. OSU offers a very generous retirement program for eligible employees. To be eligible for retirement benefits, an employee must be working at least .75 FTE (30 hours per week) in a continuous position.

B. Those hired after July 1, 2004, have a choice between two great retirement plans, Oklahoma Teachers’ Retirement System Plan (OTRS) or the OSU Alternate Retirement Plan (TIAA-CREF).

C. New employees have 90 days from the date of hire to make the decision between the two programs. This decision is irrevocable, meaning it can never be changed. If the employee fails to make their retirement election within the first 90 days of hire, state law requires that OSU enroll employees (working .50 FTE or greater), into the Oklahoma Teacher’s Retirement System. Employees working .50 to .74 FTE will be required to pay the contribution. OSU pays the contribution on employees working .75 FTE or greater.

D. Participation in the Alternate Retirement Plan (TIAA-CREF) will never be allowed if the election is not made within the first 90 days of hire.

Oklahoma Teachers’ Retirement System (OTRS)

OTRS is a state-supported retirement program for employees of Oklahoma public educational institutions. OTRS provides the opportunity for a lifetime income benefit at retirement, based on a formula. The benefit formula includes an employee’s years of service and total compensation salary level during employment with an OTRS employer, including OSU.

OSU pays the member contribution to OTRS an amount equal to 7% of member’s total compensation (annual base salary plus the amount paid by OSU for your health, life and retirement benefits). OSU also pays an employer fee to OTRS but this fee is not credited to member’s account.
Alternate Retirement Plan (ARP)

The Alternate Retirement Plan focuses on cash value, based on contributions made to the employee’s account and performance of personal investment decisions. OSU makes a contribution in amount equal to 11.5% of participant’s annual base salary. This contribution is paid to TIAA-CREF (Teachers Insurance and Annuity Association). This company was founded in 1918 as the portable pension for education. TIAA's companion organization is the College Retirement Equities Fund (CREF). It was established in 1952 as an open-end diversified investment company. OSU also pays 2.5% funding surcharge to OTRS for some employees.

TIAA-CREF offers a variety of investment instruments, with a variety of risk and return alternatives and provides participants access to a wide range of retirement planning and investment decision-making tools. A participant’s account balance will fluctuate with the performance (gains and losses) of the participant’s investments. A participant may change investment allocations at any time with a phone call to TIAA-CREF or through the TIAA-CREF web site.

For more complete information and program comparisons, click here…

http://hr.okstate.edu/docfiles/retirementprog.pdf

Additional Savings and Investment Opportunities

Regardless of the OSU retirement plan elected, an employee can also choose to participate in the voluntary tax-sheltered annuity and deferred compensation programs. These voluntary pre-tax savings vehicles can help the employee set aside more money toward savings and/or retirement.

Voluntary contributions to the 457(b) Deferred Compensation Plan and/or 403(b) Supplemental Tax Deferred Annuity program are deducted before federal and state tax from regular paychecks and invested through each of the plan’s investment sponsors that were chosen by the employee.

The Human Resource Office will be able to answer questions and provide all necessary paperwork.

Statutory Benefits

Statutory benefits are those that are mandated by law of the employer to provide. Often, they are not thought of as benefits because they are “behind the scenes”. But they do provide tremendous value and are considered part of the total compensation package to the employee, due to the significant cost to the employer. Types of statutory benefits are as follows:
Social Security/Medicare Taxes

Participation in the Federal Social Security System is mandatory for all staff employees, unless exempt by law. The staff employee and OSU-Oklahoma City each contribute to Social Security according to the schedule established by law. OSU pays 6.2% of FICA gross salary (up to the limit) for social security taxes and 1.45% of all salary in a calendar year for Medicare taxes. Social Security benefits are based upon the worker’s earnings as reported to the social Security Administration. The worker’s earnings are also used to determine insured status for entitlement to retirement, survivors, and disability insurance benefits.

Medicare provides coverage for Part A-Hospitalization and Part B-Supplemental Medical Insurance.

Unemployment Compensation Insurance

The provisions of the Employment Security Act apply to most OSU employees. Student employees (exempt from FICA) are not covered. Unemployment compensation provides economic security for a worker during temporary periods of unemployment.

Determination of a terminated staff employee's eligibility for unemployment benefits is made by the Oklahoma Employment Security Commission, based on the circumstances of the separation. OSU-Oklahoma City pays the full cost of this benefit.

Workers’ Compensation Insurance

OSU-Oklahoma City provides workers’ compensation coverage for all employees who are on payroll (except those who have federal workers’ comp coverage). Workers’ Compensation Insurance protects employees against accidental injuries or occupational diseases arising from employment. The coverage provides for reasonable and necessary medical treatment. These benefits are not subject to a deductible.

An injured employee may also be entitled to prosthetic devices, physical rehabilitation, vocational rehabilitation, job placement services, permanent disability compensation, or disfigurement compensation. If the injury or occupational disease causes death, the employee’s dependents may be entitled to additional benefits. OSU-Oklahoma City pays the full cost of this benefit.

Paid Time Off

Continuous regular employees whose regular work assignment is .50 FTE or greater (20 hours or more) are eligible for certain paid time-off benefits. Annual and sick leave accrual and maximums are proportionate of full-time employment (FTE). Employees paid monthly must have an active assignment on the 16th day of the month to accrue leave for that month.
Employees paid biweekly must have an active assignment on the first Friday of the pay period. Leave accrued in excess of the maximum is forfeited. Employees can check accrual balances for sick, annual and compensatory leave (if applicable) by looking at Leave Balances on the Web for Employees - http://webemp.okstate.edu

Employees should monitor leave records and discuss any discrepancies with Human Resources. Annual, comp and sick leave balances reported on the Web for Employees reflect the last pay period that has been processed by Payroll Services. Because the payroll is processed several days before the actual pay date of that pay period, the information may differ from the accurate records maintained by your department. Also, remember that for individuals paid on the monthly payroll, leave taken is not reflected on HRS until the following month.

**Annual Leave (Vacation)**

Annual leave is approved by the department head after consideration of both department and employee needs. Annual leave is not available during the first three months of regular service for classified employees. Upon resignation, the maximum accumulation that can be paid as terminal annual leave is equivalent to the number of hours earned in one year.

Annual leave for staff is accrued as follows:

**Hourly Positions (Classified Staff)-Full-Time-1.00 FTE**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>0-5</th>
<th>6-10</th>
<th>11+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Accrued Monthly</td>
<td>9.33</td>
<td>13.33</td>
<td>14.67</td>
</tr>
<tr>
<td>Hours Accrued Biweekly</td>
<td>4.31</td>
<td>6.15</td>
<td>6.77</td>
</tr>
<tr>
<td>Hours accrued Per Year</td>
<td>112</td>
<td>160</td>
<td>176</td>
</tr>
<tr>
<td></td>
<td>(14 days)</td>
<td>(20 days)</td>
<td>(22 days)</td>
</tr>
<tr>
<td>Maximum Hours Accumulation</td>
<td>224</td>
<td>320</td>
<td>352</td>
</tr>
<tr>
<td></td>
<td>(28 days)</td>
<td>(40 days)</td>
<td>(44 days)</td>
</tr>
</tbody>
</table>
Accrual of Annual Leave

A. Annual leave accumulations are credited at the end of the pay period. The entire accrual is credited for employees in active pay status on the first Friday of the pay period, if paid biweekly and the 16th day of the month, if paid monthly. There is no proration of leave accrual.

B. At any time, the maximum accumulation balance of earned but unused annual leave shall not be in excess of the amount of leave accrued in the immediate past two-year period (24 months), subject to provisions of payment for terminal annual leave.

C. Annual leave shall continue to accumulate at the normal rate during periods of paid leaves of absence except during terminal annual leave and when receiving disability supplemental pay.

Payment of Annual Leave

A. Staff who resign or who are otherwise terminated or separated from OSU employment for any reason, except as noted below, shall be paid for accrued but unused annual leave, except in no case shall payment be made for more than one full year’s accumulation.

B. Staff who is separated from OSU employment for reason of death shall be paid for accrued annual leave, except in no case shall payment be made for more than two full year’s accumulation.

C. It is the policy of OSU to prohibit the “lump sum payment” method for accrued leave balance for the purpose of removing excess annual leave from the record or for the purpose of avoidance of forfeiture of excess leave accumulation.

Use of Accrued Annual Leave

A. Each supervisor should make every effort to ensure that earned annual leave is used on a current yearly basis, in order to provide staff with vacation and proper rest and relaxation.
B. Annual leave may not be “anticipated” meaning that annual leave shall not be authorized prior to the time it is accrued and credited to staff and will only be used with the approval of proper authority within the department or division.

C. Upon reasonable notice, a unit administrator may request staff to use a portion of their accrued annual leave for vacation purposes at any time this is deemed advisable.

D. All personnel receiving cash, deposits cash over the counter, through the mail, and/or recording or accounting for cash transactions shall be required, without exception, to take annual leave each year. Leave is granted as provided in leave policies of the respective institutions and/or the Board of Regents and provided further that such employees be required to take annual leave each year in a manner that at least five continuous working days be taken at one time. Refer to OSU Policy and Procedures Letter 3-0331, Section 1.03.

Recordkeeping of Annual Leave

It is the responsibility of the staff member to keep track of annual leave taken and provide accurate and timely documentation of annual leave taken on the appropriate forms (such as biweekly timesheets or monthly absence reports). It is the responsibility of the staff member’s supervisor to verify the accuracy of this documentation before it is submitted to Human Resources.

Sick Leave

Sick leave is defined for the purpose of this policy as an absence from assigned duty with pay, such absence resulting from an illness or disabling injury which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.

Sick leave for staff is accrued as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>All Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Accrued Biweekly</td>
<td>6.77</td>
</tr>
<tr>
<td>Hours Accrued Monthly</td>
<td>14.67</td>
</tr>
<tr>
<td>Hours accrued Per Year</td>
<td>176 (22 days)</td>
</tr>
<tr>
<td>Maximum Hours Accumulation</td>
<td>1600 (200 days)</td>
</tr>
</tbody>
</table>
Accrual of Sick Leave

A. Sick leave accrues during periods of paid leave proportional to FTE, except during terminal annual leave. Sick leave does not accrue during periods of leave without pay.

B. Sick leave accrues and is credited at the end of the pay period for employees in active pay status on the first Friday of the pay period, if paid biweekly and the 16th day of the month, if paid monthly. Accrued sick leave is available to be used by an employee during the time period in which it is credited.

C. The maximum accrual of sick leave for staff is 200 working days (1,600 hours). There is no accumulation where 1,600 hours are already credited. Amounts in excess of the 1,600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account. For more information on the Extended Sick Leave Account, refer to Policy and Procedures Letter 3-0716, Section 4.01.

Use of Sick Leave

A. The supervisor may require the staff member to furnish certification of illness or disabling injury for either the employee him/herself or satisfactory proof of need for the employee to care for a member of the immediate family who is ill or incapacitated.

B. A qualifying family member is considered to be a member of the immediate family who is ill or incapacitated. The immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren or corresponding in-law relationships. Sick leave may be used for staff or eligible dependents personal appointments with a doctor, dentist or other recognized licensed medical practitioner. Wherever possible, such appointments should be scheduled in coordination with the departments’ work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment.

C. Sick leave may also be used by the employee for counseling by the OSU Employee Assistance Program or for annual screening under the Wellness Program. Such visits must be scheduled at the convenience of the department.

D. Sick leave is not intended for or to be used as “vacation time” or other absence from work, except as defined with the sick leave policy.

E. Employees are not paid for unused sick leave.
F. Staff who terminates employment with OSU shall forfeit all unused sick leave. If an employee terminates and then is reemployed by the OSU system within six months, may have up to ten working days (80 hours) of their previous balance of sick leave reinstated with approval of the employee’s current department head.

G. Employees who are members of the Oklahoma Teachers’ Retirement System (OTRS) may be able to apply unused sick leave to receive additional service credit for OTRS upon retirement.

H. Notification of absence due to personal or eligible dependent illness or injury shall be given to the appropriate supervisor by the staff member or his/her designated representative as soon as possible. Failure to give such notice may be considered as cause for disciplinary action including dismissal from employment.

I. Unless otherwise instructed by the supervisor, direct communication of absences to the supervisor or designated representative is required. Electronic messages, such as voice mail, email or text messages are not considered appropriate notification.

Recordkeeping of Sick Leave

It is the responsibility of the staff member to keep track of sick leave taken and provide accurate and timely documentation of sick leave taken on the appropriate forms (such as biweekly timesheets or monthly absence reports). It is the responsibility of the staff member’s supervisor to verify the accuracy of this documentation before it is submitted to Human Resources.

Return to Work

A staff employee on a disability leave or medical leave of absence must return to work when the physician or an OSU-Oklahoma City appointed physician determines the ability to resume normal duties. A physician's release is required before reinstatement to the active payroll. To extend leave beyond this point, the staff employee must apply for a personal leave of absence. The supervisor will advice the staff employee of this requirement, which depends on case-by-case circumstances.

Holidays

Following are the paid breaks/holidays that OSU-Oklahoma City normally observes each year:

- New Years Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Two Fall Break days
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Three additional workdays

A. To be eligible for holiday pay, the staff employee must be in a continuous assignment with at least a .50 FTE (20 hours per week). Holiday pay for non-exempt (hourly paid) employees is calculated on the straight-time pay rate in effect on the date of the holiday times the employee’s regular FTE assignment.

B. As an example, a full-time, 1.00 FTE employee would receive 8 hours holiday pay. A part-time, .50 FTE employee would receive 4 hours holiday pay. Exempt employees will be paid in proportion to their assignment in effect on the date of the holiday.

C. Holiday pay is not granted when the holiday immediately precedes the first day of employment, is adjacent to or is surrounded by a leave without pay, is the first or last day of an absence without pay, or occurs immediately before, during or immediately following terminal annual leave.

D. If the university holiday is not a regularly scheduled work day of an employee, the regularly scheduled work day nearest the holiday will be selected as a day off with pay. In the event no single regularly scheduled work day is closest to the holiday, a determination of the day off with pay will be made by the department head one week prior to the holiday and all affected employees so notified.

E. Official holidays are observed through closing all offices and facilities. Essential activities can be continued as determined by mission.

Work on a Holiday

A. If it becomes necessary for a nonexempt or an hourly paid employee to work on a holiday other than Thanksgiving or Christmas Day, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate for each hour worked.

B. If it becomes necessary for a nonexempt or hourly paid employee to work on Thanksgiving or Christmas Day, the employee will receive compensation for each hour worked at the rate of time and one-half for each hour worked in addition to holiday pay or a total of two and one-half times the straight time for each hour worked. Exempt employees may receive comparable time off for work performed on a holiday.
C. The institution will make a good faith effort to reasonably accommodate requested time off for the observance of a staff employee’s religious practice. Such leave will be deducted from vacation and/or “comp time.”

**Religious Holidays**

OSU will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled work days. To avoid disruption to normal work schedules, employees must request in writing to the department head at least one week in advance. Employees will use annual leave, compensatory leave or personal leave without pay for the time requested. Time off will be granted unless such leave would cause undue hardship to the department.

**Other Paid Time Off**

**Administrative Leave**

The following types of leave are considered administrative leave. Any type of administrative leave that is requested by staff and approved by proper authority shall be charged as administrative leave and not be deducted from sick leave or annual leave accumulations, unless otherwise stipulated in policies and procedures. Unused administrative leave cannot be accrued by staff or received as payment in lieu of taking administrative leave.

**Funeral Leave**

A. Staff members shall be granted upon request up to three working days of funeral leave with pay upon the death of a related person in the immediate family; or for one day upon request of funeral leave with pay upon the death of a related person not in the immediate family. For the purpose of this policy, immediate family is defined as: spouse, children, parents, grandparents, grandchildren, brothers, sisters, or corresponding in-law relationships.

B. In some cases, the three days of funeral leave are not sufficient. In such cases, additional administrative leave with pay may be authorized by the appropriate department head and Vice President.

C. When covered funeral leave occurs while the staff employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the staff employee is on annual leave or sick leave, or other paid leave, the funeral leave will supersede the other type of leave.
Catastrophe Leave

A. A staff employee who suffers individual, personal misfortune as a result of an event such as fire, explosion, flood or violent weather may be granted up to three working days of paid administrative leave, if the event occurs while the staff employee is not on leave without pay.

Inclement Weather

A. At times, usually in winter, travel to and from the campus for work will be difficult due to bad weather. In rare instances the administration of the University will make the decision to close all offices except those recognized as necessary to maintain essential services.

B. The OSU-Oklahoma City campus has a call notification plan in place so that all employees will be timely notified. Additionally, social networks and the media (local television stations), will be notified of campus closings. If no such announcement is made to close the campus, the following policy will apply for staff who are absent.

C. Staff within the initial 90-day period may use compensatory leave, if available, or leave without pay. Staff past the initial 90-day period may use annual or compensatory leave, if available, or leave without pay if there is no leave balance available.

D. It is understood that in a very few cases a staff member’s illness or dependent’s illness may coincide with a bad weather day. If sick leave is claimed by the staff member, it must be documented in writing to the supervisor.

Court Leave

A. Staff who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.

B. When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual or sick leave, the paid court leave will supersede the other type of leave.

C. A leave of absence with pay shall be granted the staff employee when the court appearance is the result of an act performed by the staff employee as part of his/her official duties as a staff employee of OSU-Oklahoma City. The staff member is not entitled to receive any fee for serving as a witness pertaining to his/her OSU employment. If the employee is required by subpoena to testify in a county other
than the county of residence or employment, the staff member shall be entitled to receive court reimbursement for mileage.

D. In no case shall a leave of absence with pay be granted to any staff member when the court appearance is the result of the staff employee being involved in a personal litigation case outside his/her scope of employment. Annual leave or compensatory leave, if applicable, may be used in lieu of a leave of absence without pay.

Voting Leave

A. Under Oklahoma statutes, a staff member may have two hours or more time off to vote, if distance to polls requires it, provided all of the following conditions are met.

B. A request for such time off must be made in writing by the staff member the day prior to the election. The supervisor will decide what time in the work schedule to give for voting.

C. Staff will not lose any compensation or incur penalty for the absence if they provide proof of voting.

D. Time off for voting is not required if the staff member has three hours after the opening of polls before the work day begins or three hours after the close of the work day before close of polls. A supervisor may change work hours to provide for such a three-hour period.

E. If the above conditions are met, such time-off to vote would be considered administrative paid leave.

LEAVES OF ABSENCE

OSU, in addition to its own paid time off policies, offers the following types of leaves of absences for employees.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family employees. To be eligible for FMLA leave, an employee must have been employed by OSU for 12 months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date the leave commences.
Qualifying Event

An eligible employee will be provided up to 12 weeks of family medical leave for a qualified event:

A. For the birth and care of a child or placement of a child with the employee for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement.

B. For care of a family member (see explanation below) with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or

C. Because an employee’s own serious health condition makes the employee unable to do his/her job due to illness, injury, impairments or physical or mental condition that involves inpatient care or continuing treatment.

Definition of Serious Health Condition

A. Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either inpatient care or continuing treatment by a health care provider. A more complete definition can be found as part of the Certification of Health Care Provider form, available in Human Resources.

B. Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds and flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary.

FMLA Definitions of Family Member

A. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage.

B. Parent means a biological parent or an individual who stands in the place of a parent to an employee when the employee was a child. This term does not include parents “in-law”.

C. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent standing in the place of a parent, who is under the age of 18, or incapable of self-care because of a mental or physical disability.

D. FMLA definitions of family differ from OSU’s Sick Leave policy definitions as found in Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03a and
Policy and Procedures 2-0113 (Faculty Sick Leave) section 3.01e. Because OSU provides an extended definition of “family”, an employee may qualify for sick leave but not Family Medical Leave.

National Defense Authorization Act Amendment

A. A spouse, son, daughter, or next of kin may take up to 26 workweeks of leave to care for a family member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness or to manage their affairs—“qualifying exigencies”.

B. Qualifying exigencies are defined as: (1) short-notice deployment (2) military events and related activities (3) childcare and school activities (4) financial and legal arrangements (5) counseling (6) rest and recuperation (7) post deployment activities and (8) additional activities where the employer and employee agree to the leave.

C. The next of kin is the nearest blood relative of the injured/sick service member. The serious injury or illness is one that incurred in the line of duty while on active duty.

Employee Notice and Certifications

A. The employee must provide 30 days advance notice when the leave is “foreseeable.” On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.

B. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.

C. Continued medical certification will be required if the situation warrants, but not more frequently than every 30 days unless the department has reason to believe the employee is able to return to work.

D. Forms for medical certification are available from Human Resources. This form is also acceptable for documentation of sick leave under Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03f.

E. Leave may be denied if the employee fails to provide the required medical certification.

Concurrent Use of Accrued Paid Leave

A. FMLA Leave is taken concurrently with other OSU leave policies. The employee should be so notified of the leave. Any paid leave remaining after exhaustion of
Family and Medical Leave would be taken in accordance with applicable OSU leave policies.

B. An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid sick leave is granted only when conditions in OSU Policy and Procedures for such leave are met.

C. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of his/her child. The 12-month employment requirement of the Family and Medical Leave Act will not apply. Additional accrued leave can be used, as applicable, under the conditions in OSU Policy and Procedures.

For further details of the Family and Medical Leave, refer to OSU Policy and Procedures 3-0708 (Family and Medical Leave Act).

Long-Term Disability (LTD) Leave

A. OSU-Oklahoma City is committed to assisting employees when they suffer from a debilitating illness or injury by providing an opportunity for long-term disability (LTD) insurance coverage and related benefits.

B. To be eligible for LTD and related benefits, an employee must be in a continuous regular position of at least .75 full-time equivalent (FTE) with an assignment of six months or more and must be enrolled in the LTD insurance program. Provisions of this policy do not cover temporary or student employees.

C. Elimination period-The LTD insurance program requires 180 days from the onset of disability before insurance benefits commence payment. This first 180 days is called the “elimination period”. No benefits are received from the LTD insurance program during this time.

D. Once approved by the insurance vendor for long-term disability insurance benefits, the employee may be placed on LTD status.

For more information about LTD, contact Human Resources. Refer to OSU Policy and Procedures, Long-Term Disability 3-0750.

Military Leave

OSU, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and the Military Leave policy is intended to outline the rights and obligations of OSU and its employees regarding such service.
Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage noncareer service in the armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces.

Leaves of Absence for Military Service

A. All regular employees are entitled to leaves of absence from their employment at OSU in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required.

B. Employees engaging in military services are required to give notice of such service in advance in writing or orally to their immediate supervisor, either in person or through an appropriate officer of the uniformed service unit in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their supervisor.

Military Leave Pay/Use of Annual Leave

Employees engaging in military service as set forth in this policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins October 1.

A. Employees engaging in military service as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.

B. A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty or thirty scheduled workdays, as applicable, each federal fiscal year.

C. Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.

D. In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee
transfers from one administrative unit to another, the new unit administrator is responsible to obtain military leave records from the previous administrator.

Benefits While on Military Leave

A. During a military leave of absence, certain benefit rights are protected. Details regarding specific rights should be obtained from OSU Human Resources.

B. Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, OSU will continue to provide coverage as long as law requires.

C. Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law.

D. Upon returning to work, OSU will pay retirement contributions that would have been paid if the employee had remained an active employee during the leave without pay military status.

Leave Accrual and Seniority While on Military Leave

A. Leave does not accrue during a leave of absence without pay.

B. The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to work with OSU as required by law and this policy statement.

For more details and to view the complete policy, refer to OSU Policy and Procedures, Military Leave, 3-0719.

Personal Leave Without Pay

A. Staff may make written request for a leave without pay for personal reasons, including child care. All such requests will be considered on an individual basis and will generally not exceed six months. Authorization shall be based on department and employee needs, on the employee’s plan to return to the job and on availability of funds to return.

B. All appropriate accrued leave accumulation must be exhausted before personal leave without pay begins. Any exception must be approved by the appropriate Vice President.
Employee Training and Educational Assistance

OSU-Oklahoma City and its Board of Regents value learning for employees. Training and educational programs are designed to encourage employees to be lifelong learners and to inspire personal responsibility in professional growth. Training priorities will include job skills, communication, technology, safety and compliance with laws and regulations. Classes will also be offered to promote wellness and a healthy lifestyle. Resources for learning are made available through credit courses, external conferences/seminars, on-campus employee training sessions, Technical Education Center classes and through OSU-Stillwater’s training program.

Tuition and Fee Waivers for Credit Courses at OSU-Oklahoma City Campus

With the approval of the department supervisor, a full-time continuous, benefit-eligible employee (FTE=30 hours per week) may receive a tuition and fee waiver (one-half) for a maximum of six (6) credit hours for the fall and spring semesters and a maximum of three (3) credit hours for the summer semester. New employees are eligible once they have completed the first 90-days of employment and have received an overall satisfactory performance evaluation.

The first-half of tuition and fees will be waived upon receipt and approval of the Employee Tuition Waiver Request form. Employees must follow regular enrollment procedures and must submit the request form to Human Resources before the first day of the course.

An employee may also receive a waiver for the second-half of the tuition if the employee earns a grade of at least a C grade upon completion of the course. The second-half of tuition and fees will be waived upon the employee’s request and verification of the grade requirement. If the employee does not complete requirements for the course, he/she must pay the remaining tuition and fees and may not enroll in other courses until balance has been paid in full. The second-half tuition waiver is only applicable to OSU-Oklahoma City campus employees.

- Taking Classes During Work Hours

Only one (1) course may be taken during the normal hours of employment, upon the supervisor’s approval. Approval will primarily depend on the affect the absence will have on the department’s operations, considering factors such as time of day of class compared with peak hours of the department and adequate staffing to cover the absence.
Procedures for Requesting Tuition and Fee Waivers

It is the responsibility of the employee to request a tuition/fee waiver by the designated deadline date. For first-half tuition/fee waiver, the deadline date for submission of the form will be prior to the first day the course begins. The employee must submit a completed "Request for Tuition/Fee Waiver" first to his/her supervisor for approval. The form should then be routed to the Office of Human Resources for eligibility verification. Human Resources will then route to the Office of Financial Aid for entry of waiver on the student financial waiver system.

For second-half tuition/fee waiver, the request form must be submitted to the Office of Financial Aid for verification of the grade requirement and must be submitted prior to the beginning of the next semester.

Tuition and Fee Waivers for Credit Courses at other OSU Campuses

OSU-Oklahoma City employees may also receive tuition and fee waivers from the Stillwater campus and other branch campuses. Since policies may vary on employee tuition waivers, please check the policy in effect at the time of your intended enrollment.

Cancellation of Waiver Benefit upon Separation of Employment

If an employee of the OSU-Oklahoma City campus separates from employment (either voluntary or involuntary) before the end of the semester in which he/she is enrolled, the second-half of the tuition waiver will be cancelled and all tuition and fees associated with the second half tuition/fee waiver will immediately be owed by the employee to OSU-Oklahoma City.

Technical Education Courses

OSU-Oklahoma City’s Technical Education Center (TEC) is a business services resource for individuals and organizations. Non-credit courses and training offered through TEC are offered at no cost to the employee. Pre-registration and supervisor approval is required.

Time Sheets and Course Attendance

- Time spent attending a class or training program when the supervisor requires or requests attendance is considered as worked time, whether it meets inside or outside the employee’s work schedule. The time away from the job does not have to be made up. If taken during the employee’s normal work hours, non-exempt staff should not clock in and out on the timesheet. If taken outside the employee’s normal work hours, the non-exempt staff should clock in and out on the timesheet.
Equivalent time off during the same week may be given, but if that is not possible, time will be calculated in accordance with the overtime policy.

- Time spent attending a class or training program when the supervisor has not required or requested attendance is not considered worked time. Time may be made up during the same week (upon an agreeable schedule); such as with an earlier start time, later end time or shorter lunch break. But if this is not possible, annual leave or comp leave must be used.

**Educational Assistance Program-GED Program**

Educational assistance for college courses is only valuable to those who are able to attend. For employees who may not be able or ready to attend college, educational assistance is also available in obtaining the GED. Time to attend preparatory classes and to take the test will be supported and the cost of the first test will be covered by the university. Opportunities are also available to obtain a high school degree (not a GED) through the State Board of Education upon obtainment of 30 college credit hours.

**OSU Foundation Payroll Deduction**

Personal donations to OSU-Oklahoma City through payroll deductions can be made to benefit any department, division or project. As little as $5.00 per month may be directed from your paycheck toward the program of your choice. Staff employees can help build their own departmental funds with the OSU Foundation for scholarships, endowments, equipment, professional development or other worthwhile activities that would not otherwise be possible.

All donations are tax deductible. For more information or for a payroll deduction form, please contact the Office of Institutional Advancement.

**OSU-Oklahoma City Bookstore**

The Bookstore is located on campus in the Student Center. Full-time Classified and Administrative/Professional staff employees are eligible for a 10% discount on purchases.

**Child Development Center**

OSU-Oklahoma City sponsors a Child Development Center (CDC), located on the southwest corner of 10th and Portland. CDC is a developmental program providing quality childcare to children (ages six weeks to five years) of students, faculty and staff and the community.
The National Academy of Early Childhood Programs accredits the CDC. At times, CDC has a waiting list for enrollment. Please contact the Director of CDC at extension 244 for further information.

*The following OSU system policies apply to this section*

3-0320 (Payroll)
3-0708 (Family and Medical Leave Act)
3-0709 (University Holidays)
3-0713 (Attendance and Leave for Staff)
3-0716 (Sick Leave for Staff)
3-0719 (Military Leave)
3-0742 (Timekeeping and Overtime)
3-0750 (Long-Term Disability)

*OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.*
IV. GRIEVANCES AND COMPLAINTS FOR STAFF

Whenever there is interaction between two or more people, there is the potential for misunderstanding and difference of opinion. These misunderstandings and differences cannot always be resolved without outside assistance.

To the end of justice and fair play for all persons concerned, this section is to provide an avenue for the resolution of differences and misunderstandings between supervisors and those who are supervised.

These policies and procedures statements are applicable to all staff personnel assigned to all agencies of the OSU system. Persons holding a “joint appointment” (faculty and staff combination) shall use the grievance procedure most germane to the nature of the complaint; e.g. if the grievance is relevant to the work assignment as a member of the staff, then the staff grievance procedure shall be used.

It is the policy of OSU that all staff who have a bona-fide grievance, as defined herein, that cannot be resolved informally, may request the formation of a Grievance Committee, which shall conduct an examination of the issues and make recommendations(s) for review by the appropriate Vice President or other senior administrator reporting directly to the President (of the Oklahoma City campus).

Definition of terms:

A. Complaint: A complaint is a timely informal expression of dissatisfaction with particular aspects of employment outside the control of the staff employees.

B. Grievance: A grievance is a timely and written complaint filed by a staff employee, with regard to good faith assertion of substantial administrative error relating to appointment, reappointment, disciplinary actions, dismissal, retirement or safety in working conditions. Excluded from the grievance definition are complaints concerning wages and salary judgments, performance-related dismissal during a formal probationary period of employment and University statements concerning policies and rules.

C. Discrimination: A complaint or grievant must state whether he or she believes that discrimination due to race, color, religion, national origin, sex, age, sexual orientation or qualified handicap or veteran's status is involved. Employees are eligible to file complaints due to unlawful discrimination regardless of status as a probationary employee.
D. Staff personnel who state their interest in filing a complaint or grievance shall be given copies of written policies and procedures pertaining to the disposition of such complaints and grievances. Human Resources will provide the copies.

E. For a complaint relating to a form of alleged illegal discrimination listed in the Definition of Terms, the person entering the complaint shall advise the Director of Human Resources/Affirmative Action Officer of the complaint. The Director of Human Resources/Affirmative Action Officer may serve as consultant to either or both parties involved. However, the Director shall serve in an advisory or informal capacity only, and shall not be requested to make an administrative decision.

For obtain more information and further details, please review the complete policy- OSU Policies and Procedures- Grievances and Complaints for Staff, 3-0746.
V. SAFETY AND SECURITY

General Policy for Campus Emergencies

Campus security is provided 24 hours a day, 7 days a week by OSU-Oklahoma City Security. Security Officers can be reached by calling 945-9111 or extension 111. Campus Security constantly patrols parking lots, buildings, and grounds. As a precaution, car doors, office doors, classroom doors, and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

Security is available to escort students, faculty, and staff to vehicles. The Office of Safety and Security may be called to provide jump-starts for vehicles in need. They will not unlock vehicles with keys locked inside, or due to lost keys.

The Office of Safety and Security will dispatch necessary emergency personnel, police, or fire to handle the situation. Please standby in case your assistance is needed.

Employee Identification Protection

The OSU/A&M System is committed to maintaining the confidentiality of sensitive and personal information. All electronic systems requiring a unique OSU/A&M system wide identifier for faculty, staff and students must use the campus-wide identifier (CWID) as assigned by the enterprise administrative system. Therefore, the collection and use of SSNs will be limited to what is authorized by law or administrative exception.

Identification Cards

OSU-Oklahoma City employee identification cards are issued through the Admissions area of the Student Center during working hours Monday – Friday. ID cards are required for the Library and Wellness Center and are also used for identification after hours and/or on weekends by Security as authorization for access to areas on campus. Employees must activate their O-Key account in order to be able to obtain an ID card.

Parking

OSU-Oklahoma City employees enjoy free parking! Employees are required to obtain an OSU-Oklahoma City hang-tag before parking their vehicle on campus property. Hangtags are obtained from the Human Resources office. Upon obtaining a hangtag, eligible employees may park in available parking spaces designated as “Faculty-Staff”. Employees who are on temporary assignments will be issued a temporary hangtag, and are not allowed
to park in “Faculty-Staff” parking spaces. Hangtags must be hung from the vehicle’s front windshield’s rearview mirror. Failure to place hangtag from the proper area may result in a parking fine.

Employees who are permanently or temporarily disabled may obtain a special permit for parking in designated “handicapped” parking spaces, upon proper certification of need. These permits are issued by the Office of Safety and Security located in the Business Technologies building, Room 100. They are valid only for the duration of the disability, or for a three-week basis, whichever is less. Permits issued by the state of Oklahoma will be honored for handicapped parking and must be properly displayed.

Motorcycles may park at the end of any parking row provided the area has been lined off.

An employee who is leaving his/her vehicle overnight on campus must e-mail or phone the following information to the Security office:

- Make, model, and color of vehicle,
- Location in which it will be parked,
- What date you are leaving, and the date you will be returning.

Vehicles left on campus without prior arrangements may be subject to tow at the owner’s expense. Contact the Security office at extension 111 for questions and concerns.

Reference is made to OSU-Oklahoma City’s Parking and Traffic Regulations brochure, as a source of information and clarification.

**Hazardous Communication Program**

A. Almost every workplace contains some substances which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Oklahoma State University recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed.

B. The Hazardous Communications Program shall be administered by the Office of Safety and Security.

C. The Hazardous Communications policy intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Title 40, Oklahoma Statutes, Section 401-424 and the Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200.

D. A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers,
carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

E. Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

F. Department Heads must assure that MSDS's for all hazardous substances in the work place are obtained. A copy of the MSDS's must be kept in the department and be readily accessible to employees who work with the hazardous substances. The original copies of MSDS's must be sent to the Office of Safety and Security to be placed in the master file.

G. Purchase orders for any hazardous substance, regardless of the quantity ordered, shall require that a MSDS be obtained. It is the responsibility of the ordering department (Department Head) to make every effort to obtain an MSDS from the manufacturer. If difficulties are encountered, the Office of Safety and Security can assist.

H. All employees of OSU must receive Hazardous Communication training. All employees include temporary, work-study, part-time and full-time. Department-specific training will also be conducted for employees who may be exposed to hazardous substances or working conditions.

I. Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this policy indicates.

For further information regarding this program, refer to OSU Policy and Procedures-Hazard Communication Program, 3-0535.

**Workplace Threats and Violence**

It is the goal of OSU-Oklahoma City to provide a safe and secure workplace. The safety of employees and students is very important both in terms of enhancing the educational environment and promoting a supportive working atmosphere for employees.

However, the University cannot absolutely ensure that unanticipated acts of violence, or serious threats or harassment, will never occur. The purpose of Workplace Threats and Violence policy is to establish a framework for responding to situations involving serious threats or harassment, and acts of violence against employees and students in order to increase employee and student protection and minimize the probability of recurrence of dangerous situations.
Definitions

A. An "act of harassment or abusive behavior" is a threat, obscenity, or other serious annoying communication or action. b. An "assault" is an action which puts a reasonable person in fear or apprehension of immediate bodily harm. c. A "serious threat" is one which puts a reasonable person in fear of harm to him/her self or to another, even in the absence of fear of immediate bodily harm. d. An "act of violence" is one involving physical battery of another person, with or without the use of a weapon.

Application

A. This policy applies to all situations involving acts of harassment or abusive behavior, assaults, serious threats, or acts of violence engaged in by all faculty, non-faculty staff, and students, full-time or part-time, permanent or temporary.

B. Serious threats or acts of intimidation (i.e., statements or physical act which put a reasonable person in fear of harm to him/her self or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at OSU. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

C. All employees, regardless of position with the University, shall immediately report acts of violence and any serious threats which a reasonable person would consider potentially dangerous made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor, the Office of Human Resources, the Office of Safety and Security, or any administrative unit management official.

D. Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat or an immediately dangerous situation when the employee in good faith is fearful for their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus - such as spouses, job applicants, etc.

E. Reports made as authorized in this policy may be in oral or written form, but if in oral form shall be memorialized in writing as soon as reasonably possible after the initial oral report.

F. The University will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error.
G. Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take appropriate steps as reasonably possible, including communicating with the Office of Safety and Security, to reduce or eliminate any threats of immediate danger. Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety and security of employees is threatened and time is critical.

H. Such action may include notification of the Office of Safety and Security, suspension, or the temporary physical separation of employees in the work place. Similarly, this policy does not replace routine management actions such as counseling, reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective and the possibility of violence is such that police and others need to be involved.

For further information regarding this program, refer to OSU Policy and Procedures-Hazard Communication Program, 3-0535.

**Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals**

The students, faculty, and staff of OSU can best learn, work, and live in an environment free from the dangers and constraints, both physical and psychological, which can arise from the presence or use of weapons, firearms, ammunition, fireworks, explosives, and dangerous chemicals on the campus. It is therefore the policy of OSU to prohibit or strictly regulate the possession or use of any of these items on campus, in OSU vehicles, or on OSU-sponsored trips.

**Definitions**

**Campus** shall include any real property, buildings, or other structures or improvements owned or controlled by OSU.

**Firearm** shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. By way of example and without limitation, firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other similar devices.
**Weapon** shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, bayonets, clubs, knives other than small pocket or kitchen knives, and other similar devices.

**Fireworks** shall mean any combustible or explosive composition, or any substance or combination of substances, or article, prepared for the purpose of producing a visible or an audible effect by combustion, explosion, or detonation. By way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles, and other similar devices.

**Ammunition** shall mean any device which contains gunpowder or any other substance designed to propel a projectile and intended for use in a firearm.

**Explosives and dangerous chemicals** shall mean any substance whose chemical properties make them inherently dangerous. By way of example and without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane. Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facilities maintenance functions or in the operation of equipment or motor vehicles.

**Certified police or peace officer** shall include those persons employed by municipal, county, state, or national agencies who comply with the statutory requirements for certification as a police or peace officer.

**Policy**

Except as expressly provided in this policy, no person is allowed to possess, display, or use firearms, weapons, ammunition, or fireworks on campus at any time.

**Procedures and Exceptions**

Exceptions include:

1. Police and peace officers employed by OSU-Oklahoma City, persons who have been called to assist or to perform law enforcement duties on campus, police/peace officers in their official on-duty capacities and in the performance of their duties may possess or use firearms, ammunition, or weapons in a manner consistent with professional standards which prevail in the State of Oklahoma.

2. Collegiate Officer Program (COPS) students during supervised training.

3. Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the
licensee’s motor vehicles at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

For further information regarding this policy, refer to OSU Policy and Procedures-Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemical, 1-1301.
VI. STANDARDS OF CONDUCT and EMPLOYMENT POLICIES

Attendance Standards

Punctuality and regular attendance are expectations for every staff member, as it is essential to proper operation and efficiency of our institution. If a staff employee is unable to report for work for any reason, expects to arrive late, or must leave early, the staff employee is expected to notify the immediate supervisor, or other designated official.

Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, OSU-Oklahoma City notifies all employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition might be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at OSU-Oklahoma City, all employees will:

1. Comply with the terms of this statement; and

2. Notify OSU-Oklahoma City (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

As a further requirement of the Drug-Free Workplace act, OSU has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace, the University’s prohibition of controlled substances in and on OSU property, any available drug counseling, rehabilitation and employee assistance
programs, and the penalties that may be imposed for drug abuse violations. An Employee Assistance Program has been created in furtherance of the drug-free awareness program. Information about the drug-free awareness program and the Employee Assistance Program may be obtained the Human Resource Office.

Reference is made to OSU Policy and Procedures 1-1205, Drug-Free Workplace and the Drug Free Workplace Act of 1988 as sources of information and clarification.

Drug-Free Schools Policy

As set forth in local, state, and federal laws, and the rules and regulations of OSU-Oklahoma City, OSU-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by OSU-Oklahoma City or as part of OSU-Oklahoma City activities.

Internal Sanctions

Any student or employee of OSU-Oklahoma City alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to expulsion, termination of employment, referral for prosecution after and/or completion, at the individual’s expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of OSU-Oklahoma City.

External Sanctions

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Drug/Alcohol Counseling and Rehabilitation Programs

The Wellness Center, Family Resource Center, Counseling Center has information of this nature for students and employees. The Employee Assistance Program is also available for employees. Other resources in the community may also be available from these centers or programs. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

Reference is made to the Drug-Free Schools and Communities Act of 1989 as sources of information and clarification. See Appendix B.
Outside Employment

OSU-Oklahoma City reserves the right to establish and change work days and hours as may be necessary for the orderly and efficient operation of the institution. Employment with OSU-Oklahoma City is considered the employee’s primary employment in all cases. If it is deemed necessary or convenient for OSU-Oklahoma City to call employees in to work additional hours in order to promote the efficient operation, or to alter the hours of employees to meet the needs of OSU-Oklahoma City, affected employees are required to conform to those directions, even though this situation might conflict with a “second job” or other personal interests of the employee. Failure to do so constitutes grounds for separation.

Gender Discrimination and Sexual Harassment Policy

General Statement of Policy

It is the policy of Oklahoma State University (OSU) that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e (Title VII), and Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

The University encourages victims to report instances of gender discrimination prohibited by Title IX or Title VII, including but not limited to, sexual assault or other sex offenses, either forcible or nonforcible in nature. In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with the Office of Safety and Security or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The Office of Safety and Security is available to assist victims in filing reports with other law enforcement agencies.

All students, members of the faculty, and non-faculty staff personnel are required to comply with the policy and procedures outlined to address complaints about gender discrimination, sexual harassment and sexual assault. In addition to the procedures outlined in this policy statement, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission (involving employment) or U.S. Department of Education, Office for Civil Rights (involving education programs or activities). Any complaint of gender discrimination or sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S.
Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University is committed to providing an environment of study and work free from gender discrimination and sexual harassment as prohibited by Title VII and Title IX, and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender discrimination and sexual harassment, including sexual assault. The University reserves the authority to independently deal with gender discrimination, sexual harassment, and sexual assault issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

Members of the University community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions are not sexually coercive, abusive, or exploitative.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or condonation of hostile working or educational environments will not be tolerated and students and employees at all levels are subject to potential disciplinary action if engaged in such actions.

The University will (1) respond to every complaint of gender discrimination, sexual harassment, or sexual assault reported, (2) take action to provide remedies when gender discrimination, sexual harassment, or sexual assault is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Information and Assistance

Any individual, who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:

1. Director of Human Resources (Affirmative Action)/Title IX Coordinator
   Administration Building, Second Floor, Human Resource Office
   (405)945-3297
2. Vice President for Finance and Operations
   Administration Building, Second Floor, Room 201B
   (405)945-8631

3. Vice President for Student Services/Student Conduct Officer
   Student Center Building, First Floor
   (405)945-3204

4. Vice President for Academic Affairs
   Admin Building, Second Floor, Room 200
   (405)945-3376

If an apparent conflict of interest prevents use of the assistance of the above offices, the
person complaining of gender discrimination, sexual harassment, or sexual assault may
request assistance directly from the Office of the President, Administration Building,
Second Floor, (405) 945-3230.

Definitions

"Gender discrimination" is unequal or disadvantageous treatment of an individual or
group of individuals based on gender. Sexual harassment is a form of illegal gender
discrimination. "Sexual harassment," as prohibited under federal and state law and
University policy, is defined as unwelcome conduct of a sexual nature, and may include
unwelcomed sexual advances, sexual assaults, or requests for sexual favors. This and
other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

A. submission to such conduct is made either explicitly or implicitly a term or
   condition of an individual's employment or academic standing;
B. submission to or rejection of such conduct by an individual is used as the basis
   for employment decisions or academic decisions affecting such individual; or
C. such conduct is sufficiently serious that it has the purpose or effect of
   unreasonably interfering with an individual's work or academic performance
   or creating an intimidating, hostile, or offensive working or academic
   environment. Harassment does not include verbal expressions or written
   material that is relevant and appropriately related to course subject matter or
   curriculum, and this policy shall not abridge academic freedom or the
   University's educational mission.

Examples of Sexual Harassment

It is not possible to exhaustively list all examples of conduct which can constitute gender
discrimination or sexual harassment. The following list of examples of conduct
prohibited by this policy statement is intended to aid in the understanding of this area.
Conduct prohibited by this policy statement may include, but is not limited to:

A. Verbal Conduct
Unwelcome sexual flirtation, advances or propositions for sexual activity. Asking about someone else's personal social or sexual life or about their sexual fantasies, preferences, or history may constitute sexual harassment. Discussing your own personal sexual fantasies, preferences, or history or repeatedly asking for a date from a person who is not interested may also constitute sexual harassment.

Continued or repeated verbal abuse of a sexual nature. Suggestive comments and sexually explicit jokes, or turning discussions at work or in the academic classroom to sexual topics may constitute sexual harassment. Making offensive sounds such as smacking or licking lips, making kissing sounds, or "wolf whistles" may constitute sexual harassment.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling a person a "hunk," "doll," "babe," "sugar," or "honey," or similar descriptive terms may constitute sexual harassment if the person being so described is offended by such terms or if others hearing the references are offended.

Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances.

B. Non-Verbal Conduct

Displaying sexually demeaning or offensive objects and pictures. Nude or semi-nude photographs and drawings, or computer software is very likely to be viewed as sexual harassment.

Staring repeatedly at someone, blocking another person's path or otherwise restricting their movements. Such acts, particularly when in conjunction with other acts or comments, may be viewed as sexual harassment. Invading a person's personal body space, such as by standing closer than appropriate or necessary for the work being done may similarly constitute sexual harassment.

Bringing physical items to work which express sexually offensive comments regarding men or women. Messages of this nature such as might be contained on coffee mugs, hats, or tee shirts may be offensive and be viewed as sexual harassment.

Making sexual gestures with hands or body movements. Looking a person up and down in a suggestive or intimidating manner may also constitute sexual harassment.

Letters, gifts, or materials of a sexual nature. Such attention may not be appreciated in the manner intended, may be offensive to the subject of the attention, and may constitute sexual harassment.
Treating a student differently based upon his/her gender in academia or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

C. Physical

Offensive physical contact. Possible problem areas include: Massaging a person's neck or shoulders; touching a person's clothing, hair, or body; hugging, kissing, patting, or stroking a person's body; touching or rubbing oneself in a sexual manner around or in the view of another person; brushing up against another person; tearing, pulling, or yanking a person's clothing, may all constitute sexual harassment.

Sexual assault, coerced sexual intercourse or other sexual contact.

For review of the complete Gender Discrimination and Sexual Harassment Policy, see the Appendix at the end of this handbook.

Confidentiality

During the course of employment, staff employees will be working with students, personal student data and other information that is considered confidential. Maintaining this confidentiality is important to the success of the institution. Under the federal Family Educational Rights and Privacy Act, sometimes referred to as the “Buckley Amendment”, it is a violation of federal law to release student educational records or personally identifiable information about a student without the student’s prior permission, in most instances.

Dress and Personal Appearance

Staff employees are expected to maintain an appropriate appearance that is professional, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to students or other staff.

1. Unless otherwise notified, Friday of each week will be considered OSU-Oklahoma City Pride Day. On this day, it is acceptable for staff to wear a shirt or blouse that displays OSU-Oklahoma City or OSU insignias in lieu of their regular professional apparel. The slacks or skirts worn with this spirit apparel should still be professional and appropriate for the area where they work. If the activities in an area make the wearing of Pride Day apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.

2. Unless otherwise notified, the first Friday of each month is Jeans Day as well as Pride Day. On this day, it is acceptable to wear denim jeans or skirts along
with the shirt or blouse that displays OSU-Oklahoma City or OSU insignias in lieu of their regular professional apparel. If the activities in an area make the wearing of Jeans Day or Pride Day apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.

3. On all Fridays, employees will be expected to comply with the neat, clean and non-offensive aspects of the Dress and Personal Appearance policy.

Obviously there are areas of the campus that wear jeans and work shirts every day because of the nature of their work. Areas such as Horticulture, Grounds, Housekeeping, Building Maintenance, Printing Services and others are expected to dress appropriately for the type of work they perform. It is understood these areas are involved in activities that require them to be outside in the elements, involve physical labor and involve work environments that are often hazardous and unclean. However, these employees are also expected to comply with the dress code when it speaks of neat, clean and not offensive to others.

OSU-Oklahoma City believes in giving each employee the freedom to express him/herself by being able to choose the style, color, and fashion of the attire they wear, within the stated guidelines of this policy. In deciding what attire is professional or business-like, employees should keep in mind the personal image they create, as well as the public image of OSU-Oklahoma City. We are proud to share a common goal of having a positive, productive, and safe work environment. Our appearance should reflect our pride.

Questions concerning this policy should be directed to your supervisor or the Director of Human Resources.

Telephone Use

OSU-Oklahoma City telephones are to be used for business purposes in serving the interests of our students and in the course of normal business operations. Answer all calls promptly and courteously. On occasion, personal calls may be necessary, but cooperation is requested in limiting them to emergencies or essential personal business and in keeping them brief.

Party Policy

Department luncheons involving only the employees of a particular department are not to exceed one (1) hour in length, and should be scheduled during the regular lunch hour. If the luncheons are held in a departmental office complex, it is important that extra attention be paid to cleanliness. Parties and other activities that involve employees of the staff from other than the sponsoring department are to be scheduled to begin no sooner than 4:30 p.m. on any given day.
Appropriate Computer Use

As an institution of higher learning, OSU-Oklahoma City encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines.

Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom while protecting the rights of others. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Usage of these facilities is a privilege rather than a right. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet.

OSU-Oklahoma City reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Users are responsible for their own computer accounts and the usage thereof. Users will be subject to disciplinary action, including termination and/or loss of privileges for misuse of computers or computing systems under their control. Anyone who accesses, uses, destroys, alters, or damages University information resources, properties or facilities without authorization, may be guilty of violating state and federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the University, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.
Use of Electronic Mail

Appropriate Use

- As with other University resources, e-mail is appropriately used for purposes that further the goals of the University.

- Individuals may not use e-mail for entrepreneurial activities except in cases of University-sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the University community.

- No one shall be added to an e-mail listing for other than official University business without his or her consent. Mailing lists may be used only for their intended purposes.

- All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual.

General Policy Statements

- It is the intent of OSU-Oklahoma City to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that universities place high value on open communication of ideas, including those new and controversial, the intention of the University is to maximize freedom of communication for purposes that further the goals of the University.

- All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation.

Individual Expectations

E-mail messages shall be delivered to the addresses and not censored or interfered with in any way by the University. Individually addressed e-mail communications may not be read by third party except as noted below. Any access of individual e-mail communications other than noted below is in violation of University policy and action will be taken accordingly.

University Requirements

(1) University officers and supervisors shall have the right to read any e-mail when written permission for such access had been given by the individual.

(2) Under certain circumstances the Postmaster may, in the course of his or her professional duties, access an individual’s e-mail for legitimate management or maintenance purposes.
(3) If an occasion arises when a University officer or supervisor believes that access to an individual's e-mail account is required for the conduct of University business, the University individual is not available, and a system administrator is required to access the individual's e-mail account, the following procedure shall be followed:

(a) The University official or supervisor shall secure permission to access the e-mail account from the Chief Academic Officer of this institution.

(b) An appropriate form with the signature of the Chief Academic Officer shall be presented to the system administrator allowing the system administrator to proceed to access the e-mail account.

(c) The individual whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form.

(4) Keeping in mind the University's intent to preserve the privacy of e-mail, if an occasion arises when a University officer or supervisor believes that access to an individual's e-mail account is required because there is reason to believe the individual is engaged in wrongdoing, and a system administrator is required to access the individual's e-mail account, steps 3.a. and 3.b. above shall be followed. The individual whose e-mail account has been accessed will be notified upon conclusion of the monitoring process. Such notification shall be made in a timely manner.

(5) Prior to termination or resignation, faculty and staff members are expected to make all e-mail files related to University business available to his or her supervisor.

(6) On termination or resignation, the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted.

Access to University Electronic Mail Accounts

(1) Any member of the University community who requests it shall have an electronic mail account established and made available for his/her use. This does not guarantee unlimited or unrestricted opportunities to use the e-mail account.

(2) While account holders may expect reasonable access to e-mail, this cannot be guaranteed to be at all times and in all circumstances.

(3) Violation of this policy may result in the loss of e-mail privileges at this University.
Objectionable Material, Violations and Sanctions

(1) The University cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the University community are expected to demonstrate good taste and sensitivity to others in their communications.

(2) It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

(3) Users of campus communications are subject to local, state, and federal laws and regulations and applicable Oklahoma State University policies and procedures. Users must comply with copyright laws.

Reference is made to OSU Policy and Procedures Letter, Use of Electronic Mail, 1-013 as a source of information and clarification.

Tobacco-Free Policy

OSU-Oklahoma City is committed to the promotion of wellness and healthy living for its employees and students. Part of that commitment involves taking a role in discouraging the usage of tobacco, by prohibiting its use on campus, by offering information on cessation programs and by offering educational materials on the dangers of Oklahoma’s biggest public health issue and leading cause of death.

Policy

It shall be the policy of OSU-Oklahoma City that the use of all tobacco products including but not limited to cigarettes, cigars, pipes and smokeless tobacco be prohibited on the campus of OSU-Oklahoma City.

1. The use of tobacco products is prohibited anywhere on campus, including buildings, grounds and parking lots leased, owned or operated by OSU-Oklahoma City. Tobacco use is also prohibited in any vehicle leased or owned by OSU-Oklahoma City.

2. This policy applies to all persons on campus, including but not limited to employees, students, and visitors to the campus.

3. No Tobacco Use signs and posters are posted in all OSU-Oklahoma City facilities and in vehicles.
4. The sale or promotion of tobacco products is prohibited anywhere on campus. This also includes prohibiting sponsorship of any school activity by tobacco companies.

5. The on-line employment application site contains information about the tobacco-free environment.

6. The Office of Human Resources will ensure that new employees receive information about the tobacco-free policy during new-hire orientation.

7. Departments that allow employees to take scheduled breaks may continue to do, but may not allow extra breaks for smoking. Employees will not be allowed to leave the campus to smoke during regularly scheduled breaks.

Compliance

Compliance with this policy by all students and employees is expected based on our commitment to a healthy environment to live, work and learn. Emphasis will be placed on creating a positive and healthy culture, free of tobacco and should be a cooperative effort, encouraged by all faculty, staff and students.

Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.
Corrective Actions and Dismissals for Staff

Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedures by which supervisors communicate as early as possible with a staff person a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/performance issues.

These policies and procedures are applicable to all continuous regular staff personnel assigned to all agencies of the University. This procedure does not apply to a new employee during the initial orientation period or to periodic/temporary employees or student employees.

Responsibility

Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by OSU and the staff member’s department or unit. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective or disciplinary action.

Employees of the University are at-will employees. However, consistent with the University’s values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action.

Corrective Action

Behaviors which may be subject to corrective action may be a result of poor work performance or misconduct.

When making the decision for corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended.

Even though the University’s philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal.

Work Performance Issues

The term “work performance” may include all aspects of an employee’s work and is determined by the supervisor’s evaluation of the quality and quantity of work performed by the employee.
Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months.

If work performance has not improved to an acceptable standard by the end of the period, the employee is terminated. In rare circumstances, the performance improvement period may be extended.

If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be terminated immediately.

If the performance of the employee is acceptable during the year following, the performance improvement plan documentation will be considered inactive.

Misconduct Issues

All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct. Each work rule violation is evaluated on the basis of the severity of the infraction and the importance of the rule. A serious violation, including but not limited to, inappropriate use of computers, theft of University property, falsification of University documents, or conduct resulting in harm to another person, may result in immediate termination.

Misconduct that may result in corrective action (and/or termination) include (but are not limited to):

A. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;

B. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;

C. Disorderly or immoral conduct or horseplay on University property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on University premises or on institutional time;

D. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
E. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee’s employment, refusal to adhere to established rules and regulations, insubordination or insolence;

F. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the University or fellow employees or resulting in serious injury to fellow employees;

G. Violation of established departmental dress codes; use of tobacco in violation of University policy and state law;

H. Giving false information or falsification of University documents including timesheets, personnel records and application for employment;

I. Destroying or defacing institutional property or records or the property of a student or employee;

J. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;

K. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;

L. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;

M. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);

N. Failure to comply with appropriate computer use policies.

O. Violation of policies or rules of the unit or Oklahoma State University; and

P. Failure to comply with the income tax laws of the State of Oklahoma.
Dismissal

A. Any unauthorized absence for more than three consecutive workdays may be considered as an involuntary resignation from service and would not therefore be subject for corrective action.

B. Under Oklahoma Statutes, any state employee who is found guilty or pleads guilty or *nolo contendere* to a felony shall immediately forfeit employment and is not eligible for future employment with Oklahoma State University as long as the felony record exists.

C. In all cases of dismissal, the particulars of the case shall be reduced to writing with a copy to be filed in the staff member's permanent personnel file maintained in OSU Human Resources.

D. An employee terminated for misconduct or an employee who resigned in lieu of termination will be placed on a restricted hiring list and not be eligible for hire within the OSU System for at least one year.

E. Any person terminated from University employment shall have the right of appeal as outlined in Grievances and Appeals, Policy 3-0709.

F. The Director of Human Resources will serve in an advisory capacity in matters of corrective action and termination.

*OSU reserves the right to change this Policy and Procedure or any portion thereof at any time.*
Oklahoma State University Policy for All Students and Employees Regarding the Drug-Free Schools & Communities Act

1.01 Purpose
The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Oklahoma State University to comply with this statutory directive.

2.01 Policy
As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities.

3.01 Internal Sanctions
Any student or employee of the University who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual’s expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the University.

4.01 External Sanctions
Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of $250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the
marijuana use, then you are subject to not less than 20 years or life, a fine of $1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000 but not more than $100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of $250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to $20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to $40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma “Trafficking in Illegal Drugs Act” which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed $100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed $100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver’s license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also Oklahoma City laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction
for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the Student Activities Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.