



Southeastern Oklahoma
State University

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF

EMPLOYEE HANDBOOK

Current Edition Online:

www.se.edu, Faculty & Staff, University Policies and Procedures

and

[Human Resources](#) website



Southeastern Oklahoma
State University

The SE Employee Handbook contains information about employment, benefits, services, etc., at Southeastern Oklahoma State University. Please refer to the Handbook whenever you have a question concerning employment at Southeastern Oklahoma State University, and feel free to contact your supervisor or the Human Resources office if further assistance is needed.

The SE Employee Handbook does not create a contract of employment. None of the benefits or policies in this Handbook are intended by reason of their distribution to confer any rights or privileges upon you, or to entitle you to be or remain employed by Southeastern Oklahoma State University. The contents of this Handbook are presented as a matter of information only.

Although the administrative representatives of Southeastern Oklahoma State University support the plans, policies, and procedures prescribed herein, they are not conditions of employment. In this regard, the provisions of the Handbook are subject to change at any time by the University, without notice. Any portion of this Handbook which is determined to be invalid is severable from the other policies and statements in the Handbook and does not invalidate the entire Handbook.

By signing this form, I acknowledge my duty to read the SE Employee Handbook, I understand the SE Employee Handbook is provided on the Human Resources web page, and that I may request a hard copy. In addition, I have also read and understand the statements above relative to the contents of the Handbook.

Received by

Date



Southeastern Oklahoma
State University

Dear Staff Member:

The Human Resources office of Southeastern Oklahoma State University has recently updated the Employee Handbook. Its purpose is to set forth the policies and procedures which serve as guidelines for good employment practices.

Our intent in communicating consistent and effective policies and procedures is to assist employees in accomplishing objectives which are in the best interest of the University. Additionally, it is our desire that the Employee Handbook will serve as a useful reference for you in achieving your professional goals.

You are encouraged to become familiar with the provisions of the Handbook so that you may understand the policies and the practices of the University, as well as the benefits and opportunities which are available to you while employed at Southeastern Oklahoma State University.

Please feel free to contact the Human Resources office with any suggestions you may have to improve these policies and procedures.

Sincerely,

Thomas W. Newsom
President

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PREFACE

The Employee Handbook has been updated by the Office of Human Resources as a reference for non-faculty employees. This Handbook is intended for informational purposes only and does not constitute an employment contract. It contains information about employment conditions, opportunities, policies, and procedures. It is to be used as a working guide throughout your employment at Southeastern Oklahoma State University.

The Human Resources Officer is designated by the Vice President for Business Affairs to provide administrative interpretation of these policies, and to act in a staff advisory capacity to the President and Vice President for Business Affairs in matters of personnel policy. In the event of disagreement or misunderstanding of any item presented in the Handbook, the official interpretation rests with the Human Resources Officer.

It is the responsibility of each department chair or supervisor, faculty or non-faculty, to enforce all provisions of these policies with respect to non-faculty employees under his/her supervision. This Handbook will assist supervisors in providing an equitable environment for employees. It will also help to ensure uniformity of personnel policy interpretation and application throughout the University.

Southeastern Oklahoma State University retains the right to change any of the provisions in the Handbook at any time. When revisions are warranted, new pages will be updated and will be made available online at www.se.edu and notification distributed via email to all employee. Any portion of this Handbook which is determined to be invalid is severable from other policies and statements in the Handbook and does not invalidate the entire Handbook.

Should a conflict arise between the provisions of the Handbook and the provisions, laws or regulations of the federal or state government or the governing or coordinating boards of regents for the University or the University Academic Policies & Procedures Manual, the latter shall take precedence.

After reading this Handbook, should you have any questions, please do not hesitate to discuss them with your supervisor or to call the Human Resources office.

This edition of the Employee Handbook supersedes any previously written handbooks or policies.

HISTORICAL INFORMATION

Southeastern Oklahoma State University was established as Southeastern Normal School on March 6, 1909, by the State Legislature of Oklahoma. Initially, \$25,000 from the public building fund of the state was appropriated to erect a suitable building; however, later that month the State Legislature increased the appropriation by \$75,000 with the stipulation that the city of Durant would provide twenty acres of land.

Dr. J.L. Schuler conveyed title of his peach orchard to the State Normal Board of Regents by warranty deed dated May 15, 1909, and Southeastern Oklahoma State University first opened its doors to students on June 14, 1909, as Southeastern Normal School. The early program of instruction consisted of four years of high school and the freshman and sophomore college years. The first sessions of the school were held in temporary quarters pending the completion in January, 1911, of the first building which was later named Morrison Hall (in memory of Dr. W.B. Morrison).

To help alleviate the shortage of qualified teachers for the public schools of Oklahoma, Southeastern was established for the purpose of training two-year graduates, who would be eligible for life teaching certificates. In 1919, the institution became a four-year college and was renamed Southeastern State Teachers College. In 1921, the first degrees were awarded to a class of three at the spring commencement. The primary function remained that of teacher education, and the degrees of Bachelor of Arts in Education and Bachelor of Science in Education were authorized. In 1939, the College was renamed Southeastern State College and its mission was expanded with courses leading to the Bachelor of Arts and the Bachelor of Science degrees. Again in 1954, the curriculum offering increased to include a graduate program leading to the Master of Teaching degree (changed to Master of Education, 1969).

On May 27, 1968, the Oklahoma State Regents for Higher Education designated Southeastern as an Area Community College. In addition to maintaining high standards of excellence in its current mission, the College extended the curriculum to even broader boundaries by providing post-secondary educational opportunities in the areas of business, technology, aviation, and conservation. On June 1, 1972, the University submitted to the Oklahoma State Regents for Higher Education its "Plan for the Seventies," which was subsequently approved on March 29, 1973. The Master of Education degree was changed to the Master of Behavioral Studies and the University was approved to offer a graduate program in business, which culminated in the degree of Master of Administrative Studies. The Master of Education degree, which comprised of four options previously available in the Master of Behavioral Studies degree, was restored in August, 1979. The Master of Technology degree was approved by the Oklahoma State Regents for Higher Education on September 28, 1983, and was implemented in the 1984 fall semester.

By act of the Oklahoma State Legislature on August 15, 1974, the institution's name was changed to Southeastern Oklahoma State University. Since 1974, the University has continued to diversify and advance its mission, offering a wide range of programs and courses for senior citizens, as well as establishing a non-credit community course program.

More than 90 years have passed since Southeastern Oklahoma State University first opened its doors. Southeastern Oklahoma State University has distinguished itself as a leader in maintaining high standards in education for the students and the community it serves.

STATE ADMINISTRATION OF THE UNIVERSITY

Southeastern Oklahoma State University is under the control and jurisdiction of the following boards of regents and departments:

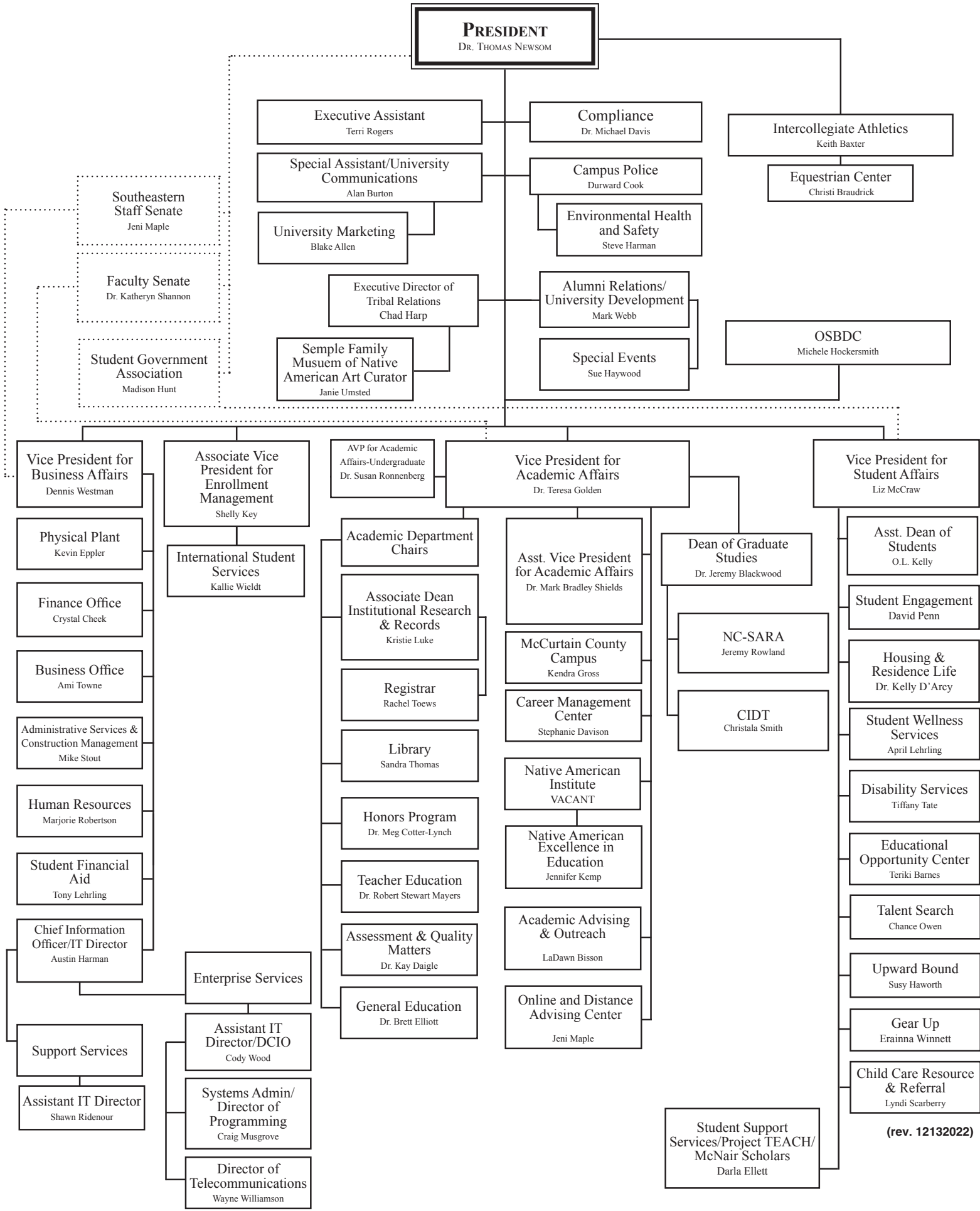
Oklahoma State Regents for Higher Education: *This is a constitutional board of nine members, appointed by the Governor and approved by the Senate, with one member's term expiring each year. The duties of the Board are as follows: (1) It shall prescribe standards for higher education applicable to each institution; (2) It shall determine the functions and courses of study in each of the institutions to conform to the standards prescribed; (3) It shall grant degrees and other forms of academic recognition for completion of the prescribed courses in all such institutions; (4) It shall recommend to the State Legislature the budget allocations to each institution; (5) It shall have the power to recommend to the Legislature proposed fees for all such institutions, and any such fees shall be effective only within the limits prescribed by the Legislature; (6) The appropriations are made by the Legislature for higher institutions as one amount, and the Board distributes this by certifying to the State Treasurer the amount for each institution; (7) It then has the authority to transfer funds from one account to another in the institution, but it cannot reduce the allotment to the institution; (8) It has no control or jurisdiction over the operation of the University other than the responsibilities enumerated above.*

Regional University System of Oklahoma: *This Board is a constitutional board, consisting of nine members, eight appointed by the Governor and approved by the Senate. The ninth member is the State Superintendent of Public Instruction. Members of the Board serve a nine-year appointment with one member's term expiring each year. Duties and powers of the Board are as follows: (1) to make rules and regulations governing the University; (2) to employ all people in the service of the University; (3) to construct all buildings; (4) to make purchases of all equipment and supplies or authorize the University authorities to do so under the state laws governing purchases; (5) to recommend the annual budget to the Oklahoma State Regents for Higher Education; and (6) to authorize and regulations set up by the Oklahoma State Regents for Higher Education to be implemented by the University.*

State Treasurer: *All claims for purchases made by the Regional University System of Oklahoma, or the University, and approved by the Director of State Finance are paid by the State Treasurer.*

Administrative Organization

Durant Main Campus



MISSION STATEMENT

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

SCOPE AND FUNCTION

The major emphasis at SE continues to be a quality undergraduate education. The University offers an array of baccalaureate-level programs that prepare students for a changing society. In addition, selected graduate level programs are provided to serve the needs of the region.

In fulfilling its mission, Southeastern fosters the region's cultural opportunities, economic growth, environmental quality, scientific and technological progress, as well as social and personal well being.

Consistent with SE's mission and regional focus the University concentrates on achieving the following objectives:

For students Southeastern will:

- 1. Provide an opportunity to succeed through a challenging, learner-centered academic environment.*
- 2. Offer an undergraduate foundation in the liberal arts and sciences, with an emphasis on integrating critical thinking, communication skills and appropriate technological applications into the curriculum across all disciplines.*
- 3. Provide a general education program that familiarizes students with major areas of scholarship.*
- 4. Provide professional, academic and career-oriented undergraduate and graduate programs to meet the changing needs of the workforce.*
- 5. Provide an environment for non-academic experiences, which fosters the development of personality, social living and effective citizenship.*
- 6. Present a system of governance that provides reliable information and, as appropriate, involves the students in the decision-making process.*
- 7. Actively recruit traditionally under-represented students and offer scholarship programs to attract students of various socio-economic and academic levels.*

For the faculty and staff Southeastern will:

- 1. Provide opportunities for professional development.*
- 2. Use assessment to improve student learning and effective teaching.*
- 3. Adhere to well-defined organizational structures, policies, and procedures.*
- 4. Adapt to a changing higher education environment.*
- 5. Administer a system of shared governance that provides dependable information to the institution's constituencies.*
- 6. Nurture a campus community responsive to the needs of a diverse population.*

For the region Southeastern will:

- 1. Provide in-service instruction for educators and other professionals needed to make Southeastern competitive in national and world markets.*
- 2. Continue its historical preparation of quality educators for Oklahoma.*
- 3. Provide advanced graduate studies and research in areas of particular strength and need for the region and the state of Oklahoma.*
- 4. Provide opportunities for global awareness.*
- 5. Share human, academic, and technological resources with schools, industries, and public agencies through economic development, partnerships, and outreach activities.*
- 6. Serve as a cultural, artistic, and information center.*

NONDISCRIMINATION EQUAL OPPORTUNITY AFFIRMATIVE ACTION POLICY

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Southeastern Oklahoma State University shall, in all manner and respects, continue to be an Equal Opportunity Employer, and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, genetics, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

It is the policy of Southeastern Oklahoma State University to take every available opportunity to ensure that each applicant who is offered a position at the University shall have been selected solely on the basis of qualification, merit, and professional capability alone.

It is further the policy of the University to be in voluntary compliance with any and all statutes, regulations, and executive orders which deal with equal opportunity and nondiscrimination, regardless of whether such statutes, regulations, or executive orders be of federal or state origin.

The University subscribes to the fullest extent the principle of the dignity of all persons and of their labors. In order to insure complete equal opportunity, the University shall actively recruit applicants for positions from all segments of the population locally and nationally.

1. RECRUITMENT AND SELECTION

1.1 EMPLOYING PERSONNEL

1.1.1 Replacement Position

When replacing a terminated employee, an administrative supervisor must send an "Employment Request" form (Exhibit A) attaching any specific experience requirements to be emphasized through administrative channels for authorization before forwarding to the Human Resources office. When the completed authorization form is received by the Human Resources office, a copy of the form will be returned to the supervisor to begin the recruitment process.

1.1.2 New Position

All new positions must be authorized by the President. When requesting a new position, the administrative supervisor must send an "Employment Request" form attaching any specific experience requirements to be emphasized through administrative channels for authorization before forwarding to the Human Resources office. If the position is a new job classification, a detailed job description, in standard university format, must accompany the request.

1.2 ADVERTISING (updated July 2008)

Vacancies are publicized in accordance with position level and work availability. Advertisements will be placed by the Equity, Compliance and Diversity office or Academic Affairs office. Advertisements may be paid for by the department account.

1.3 SELECTION AND EMPLOYMENT

1.3.1 Selection Committee

The administrative supervisor will utilize a selection committee to assist with the selection process when hiring for professional level positions.

1.3.2 Screening

All responses are received and assembled by the Equity, Compliance and Diversity office, then referred to the appropriate administrative supervisor for screening. The supervisor determines the type of screening, interviewing, and selection process to be used.

1.3.3 Recruitment Record

After all interviews have been completed and the applicant to be recommended has been selected, a "Recruitment Record" form (Exhibit B) is sent to Equity, Compliance and Diversity office along with all the employment applications.

1.3.4 Employment (updated July 2008)

When it is evident that university policy has been followed, the "Employee Transaction Form" (Exhibit C) is executed and routed through assigned required executive administrative channels.

After the "Employee Transaction Form" and the employee is notified, the administrative supervisor shall schedule a time that the employee can meet with a representative of the Human Resources office in obtaining necessary information to complete the official employment process. This needs to be done on or before the first day the employee reports to work, to comply with state and federal regulations.

Any payment for services to an employee of the University must be authorized on an "Employee Transaction Form" regardless of the nature of the services. Payment for services cannot be processed until the properly authorized form is received by the Human Resources office.

1.4 FOLLOW-UP

1.4.1 Administrative Supervisor

Once the selection has been made, all original applications, recruitment records, and supporting documents shall be forwarded to the Human Resources office for reference and file.

1.4.2 Human Resources Office

The Human Resources office is responsible for sending letters to the unsuccessful applicants notifying them that the position has been filled.

The Human Resources office should verify that all necessary employment documents are complete. (See Section 1.5, Conditions of Employment)

1.5 CONDITIONS OF EMPLOYMENT (updated July 2008)

The following forms are to be completed in the Human Resources office or as otherwise designated. An employee cannot be entered into the payroll system until the required forms are completed and, per IRS requirements, their social security card is presented to Human Resources. An employee without a social security card can get one by completing and filing the IRS application Form SS-5 at a Social Security Administration office. There may be other forms which are required in addition to those listed:

1.5.1 Loyalty Oath (Exhibit D)

An act of the 1968 Oklahoma Legislature requires that each new university employee sign a "Loyalty Oath." The requirement extends to all employees and must be satisfied before an individual can be paid on a state payroll.

1.5.2 Employee's Withholding Allowance Certification (W-4) (Exhibit E)

All employees are required by federal law to complete and sign a "W-4" form. Proof of a social security number is required for completion of the "W-4" form.

1.5.3 Employment Eligibility Verification (I-9) (Exhibit F) (updated July 2008)

All persons employed after November 6, 1986, are required by federal law to complete "Form I-9" and must provide certain documents to prove eligibility for employment on or before the first day of employment.

1.5.4 University Policies (Exhibits G, BB, NN) (updated July 2008)

All employees are required to sign an "Acknowledgement of Understanding and Compliance" with the Drug-Free Workplace Policy, the Sexual Harassment Policy and Grievance Procedure, and the Nepotism Policy.

1.5.5 Health Policy (updated July 2008)

If position may have occupational exposure to blood-borne pathogens, the departmental supervisor will offer the Hepatitis vaccine.

The university may request a physical, psychological, or psychiatric examination from an applicant for employment after a job offer is extended or from an employee returning to work from leave that resulted from an injury or illness. When such a request is made it will be determined solely by the administration and at university expense. Compliance with a request for examination will be a condition of employment.

If the examination shows that the individual is unable to perform the principle job duties, with or without reasonable accommodation, the job offer will be withdrawn, or in the case of a returning employee, he/she may not be permitted to return.

1.5.6 Staff Degree and Transcript Verification (updated March 2009)

Southeastern Oklahoma State University follows the recommended policies and procedures for verification of credentials approved by the Regional University System of Oklahoma Board of Regents by employing staff that have earned from accredited institutions the degrees appropriate to the level required or preferred for the position. The job description must state the required or preferred degree(s). The granting institution(s) must meet the standards of the Carnegie Classification System. The earned degree(s) or graduate work should be in a field relevant to the individual's assignment.

Southeastern uses the following criteria to verify academic credentials of regular and temporary staff in positions that require or prefer earned degrees or graduate work:

- All affected staff must have on file official transcripts or transcripts that provide documentation as to degrees earned from a *regionally accredited or internationally recognized institution*.
 - Official transcripts required for staff hired on or after July 1, 2004.
 - Official transcripts or copies of transcripts required for staff hired before July 1, 2004.
- Official transcripts are provided to the Office of Human Resources from the granting institution(s), employee or prospective employee.
- Verification of educational credentials is undertaken by the Office of Human Resources.
- If there are any questions as to the validity of the transcripts, the Director of Human Resources reviews the credentials.
- A visual search is undertaken using the Higher Education Directory. If necessary, the appropriate accrediting agency may be contacted for verification of accreditation.
- Once verification is confirmed, all transcripts are placed in the employee file.

1.6 TYPES OF APPOINTMENTS

Appointments extend from July 1 to June 30 (fiscal year) unless otherwise stated on the "Employee Transaction Form." Employment is not guaranteed beyond the ending date of the appointment, and reappointment is solely at the discretion of the University. Positions at Southeastern Oklahoma State University are categorized as one of the following: (For benefits information see Section 5, Employee Benefits.)

1.6.1 Regular Full-time Employees

Regular full-time employees are those employees who work at least 30 hours per week (75%) and maintain continuous regular employment status. Leave shall accrue in proportion to the percentage of full-time (40 hours per week) job assignment.

1.6.2 Regular Part-time Employees

Regular part-time employees are those employees who work less than 30 hours per week and who maintain continuous regular employee status. Employees in this classification may work more than 30 hours per week on occasion, but should not average 30 hours per week or more during the appointment.

1.6.3 Temporary Employees (updated July 2008)

Temporary employment is expected to last no more than one year. A temporary assignment should not be extended without the prior approval at least the unit vice president or President.

1.6.4 Graduate Assistant

Graduate Assistant is defined as a regular student with at least a one-quarter time graduate assistantship in the functions of instruction, research, or extension. If graduate students receiving current graduate assistantship do not fall under the functions of teaching, research, or extension, they should be classified as part-time employees and indicated as code 313 on the "Employee Transaction Form."

1.6.5 Student Employees

Student employee status applies to those employees currently enrolled in Southeastern Oklahoma State University whose primary purpose for being at the University is to obtain an education.

2. COMPENSATION AND CLASSIFICATION

The compensation and classification program of Southeastern Oklahoma State University is administered by the Human Resources office, based on the University's ability to pay. The program also provides recognition for differences in individual ability and performance.

2.1 POSITION CLASSIFICATIONS (updated July 2008)

Each classification is placed in a salary range sufficient to allow incentives for improved performance, job proficiency, years of service, and individual efforts.

The Human Resources Officer shall, upon need or request from the unit vice president, or approval by the Vice President for Business Affairs, conduct classification reviews and studies of any position or classification, and may revise the classification plan or any individual position classification according to findings.

2.2 JOB DESCRIPTIONS

Each position of the University has been classified in accordance with its function, duties, responsibilities, and relationship to other positions. A description has been developed for each position specifying the duties, responsibilities, supervision given, the education, training, and experience necessary for a person to function effectively in that position.

2.3 EXEMPT AND NON-EXEMPT CLASSIFICATIONS

The Human Resources Officer shall determine and specify, subject to the provisions of the "Fair Labor Standards Act" (Exhibit H), those classifications which shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications (Exhibit I).

2.3.1. Exempt Classification

Exempt classifications are those classifications which shall neither be entitled to the earning of, accrual of or credit for overtime and /or compensatory time. The department supervisor has the discretionary authority to arrange the work schedule of an exempt employee.

2.3.2 Non-Exempt Classification

Non-exempt classifications are those classifications which shall be eligible for earning of and credit for, appropriately authorized overtime and/or compensatory time. These employees, whose work must be documented and maintained in accordance with federal regulations, must maintain detailed records reflecting the actual time worked. Working overtime must be approved in advance by the employee's supervisor except in cases of emergency.

2.4 SALARY INCREASES (updated July 2008)

The salaries of employees are reviewed at the beginning of the fiscal year during budget preparation for the next fiscal year. Any adjustments are based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints.

2.5 DISBURSEMENT OF PAYROLL (updated July 2008)

Employees are paid according to the fiscal year Payroll Schedule, which is available at <http://homepages.se.edu/hr> or from the Human Resources office. All new employees are given a current Payroll Schedule upon completion of payroll sign-up. Any changes to the schedule will be announced well in advance to the campus community. Payroll Advices may be retrieved at <http://homepages.se.edu/hr> and selecting "Online Pay Advice".

2.6 PAYROLL CHANGES (updated July 2008)

Any change in the amount of a payroll deduction should be submitted to Human Resources by the tenth of the month in order for it to be effective.

Changes in insurance should be made in the Human Resources office. (See section 5.9, Change of Employee Information.)

2.7 HOLIDAY PAY

To be eligible for university approved holiday pay, an employee must be a regular full-time (75% or more) employee and be in paid status the day before and the day after the holiday.

If a designated holiday falls within an annual leave period, it shall not be charged against annual leave time.

An employee who is on sick leave when a university-approved holiday occurs will receive holiday pay instead of sick leave pay.

A regular full-time employee scheduled to work on a university-approved holiday will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and department supervisor. If an employee is scheduled to work on a university-approved holiday and becomes ill, the employee will receive sick leave for that day and receive his/her substitute holiday as previously scheduled by the supervisor.

2.8 GARNISHMENTS / INCOME REASSIGNMENTS (updated July 2008)

Each employee is expected to take care of his/her financial obligations independent of the University.

The University will accept court-ordered wage assignments, garnishments, and tax levies, and will process them in the legally prescribed manner.

3. HOURS OF WORK

3.1 WORK WEEK (updated July 2008)

For payroll record-keeping purposes, the work week at Southeastern Oklahoma State University begins at 12:01 a.m., Sunday, and ends at 12 midnight, Saturday. An employee will be scheduled to work 40 hours per work week, and normal work hours are from 8 a.m. to 5 p.m. with one hour off for lunch. With approval of the Human Resources Officer prior to its implementation, a supervisor may designate the lunch hour and make adjustments in the beginning and ending times of an employee's workday to meet the needs of the University.

Revisions for the summer to a 40 hour, four day work week are determined on an annual basis and implemented if approved by the University President.

3.2 ABSENTEEISM

An employee who expects to be late or absent from work shall be responsible for notifying his/her supervisor as soon as possible after the beginning of the shift, indicating when he/she will report back to work. This is not only a courtesy, but also allows the supervisor to make other work arrangements as necessary. Any employee who fails to comply with this rule will be subject to disciplinary action.

In chronic or unusual cases of absenteeism, the University reserves the right to require documentation/verification of the reasons for absence. Excessive absenteeism will be reflected in the employee performance evaluation and may lead to dismissal.

3.3 TARDINESS

An employee is expected to be at his/her work station at the scheduled work time. Habitual tardiness will be a matter for disciplinary action.

3.4 ABANDONMENT OF POSITION

An employee who has failed to report to work for three consecutive workdays without notifying his/her supervisor will be considered to have voluntarily resigned his/her position.

3.5 LUNCH PERIOD

The lunch period consists of one hour daily unless otherwise scheduled by the supervisor to meet special needs. An employee may not forego the lunch period to shorten the workday or work week, or rearrange the lunch period without prior consent of the supervisor.

3.6 WORK BREAKS

At the discretion of the supervisor, an employee may take two fifteen-minute rest periods during the day (one during each four-hour period). Breaks should be considered a privilege, rather than a right, and should not interfere with the proper performance of the job responsibilities within the department. Break time cannot be accumulated, added to lunch periods, or otherwise used to shorten the workday or work week.

3.7 LEAVE RECORDS

Each employee must accurately maintain his/her own leave records and is responsible for reporting such time to his/her supervisor.

Supervisors must maintain a monthly leave report form (Exhibit K) for each employee showing his/her accumulated leave time. Usage of leave time must be to the nearest quarter hour. This report is due in the Human Resources office by the tenth of each month.

An individual employed with restricted funds (federal grants, special projects, etc.) may not accrue annual leave beyond the date that such program terminates. All annual leave should be taken prior to such ending date because restricted fund account balance limitations may cause leave not taken to be forfeited by the individual.

3.8 OVERTIME PAY/COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

The University's policy is to give compensatory time off in lieu of payment of overtime worked. This policy should be followed in every possible situation. Any request for exception to this policy must be directed to the Vice President for Business Affairs.

3.8.1 Rate and Computation

Should a non-exempt employee work more than 40 hours during the established work week (see Section 3.1, Work Week), he/she will be given compensatory time at the rate of one and one-half hours for each hour worked. For the purpose of computing compensatory time, holidays, annual leave, sick leave, and compensatory time off will not be treated as hours worked. Payment of overtime is at one and one-half times the hourly rate. For salaried, non-exempt employees, hourly rate = monthly salary divided by 173.

3.8.2 Authorization

Overtime hours worked and compensated with compensatory time off at a time mutually agreeable between the employee and his/her supervisor must be approved in advance by the employee's supervisor except in cases of emergency. Payment for overtime worked must be approved in advance by the Vice President for Business Affairs.

Each department will assume the responsibility for maintaining adequate overtime/compensatory records for its employees. A record must be maintained of each employee's compensatory time balance and documented on the monthly leave report form and submitted to the Human Resources office. (See Section 3.7, Leave Records.)

3.8.3 Time Limits (updated July 2008)

Compensatory time off is to be taken before the end of the fiscal year during which it was accrued. The maximum compensatory time which may be accrued by an employee shall be 180 hours (120 hours of actual overtime hours worked as defined in Section 3.8.1). Federal law prohibits accrual of more than 240 hours.

An employee transferring from one department to another is required to use accumulated compensatory time prior to transferring unless circumstances prevent using the overtime and provided the Vice President for Business Affairs approves payment.

When an employee takes a medical leave of absence, accumulated compensatory time can be added to other appropriate leave time for additional time off when necessary. This must be approved by the employee's supervisor.

A discharged employee is to use compensatory hours prior to separation or be paid at the regular rate of pay.

3.9 ON CALL

Some jobs require an employee to be placed "on call" subject to being available should his/her services be required. In some instances this may require the assignment of a personal pager to the employee.

4. EMPLOYMENT POLICIES

The state of Oklahoma is an “at-will” employer, and Southeastern Oklahoma State University, as an agent of the state, also employs “at-will.” The contents included in this handbook in no way modify or amend the right of the University as an “at-will” employer in originating or terminating employment of personnel. “At-will” employment is for no specified term and is terminable at the will of either the employee or employer. Further, promises or representations made by anyone concerning the conditions of employment express or implied, does not negate the right of the University to terminate employment at any time, with or without cause.

4.1 MANAGEMENT PROVISIONS

The University has the right to exercise customary functions of management, which include, but are not limited to the following:

1. hiring, promoting, transferring, disciplining, and terminating employees in accordance with university policies;
2. reassigning an employee from one position to another position;
3. directing the work force; determining its composition, organization and structure; and scheduling and assigning work;
4. establishing reasonable job standards, expectations, work rules, policies and regulations;
5. determining the extent and schedule of its operations;
6. maintaining the orderly conduct of the work force;
7. amending, revising, revoking, or issuing policies and rules governing university employees.

4.2 EMPLOYEE PROVISIONS

Regular full-time employees may:

1. be appraised on job-related criteria;
2. express employee concerns and complaints;
3. expect to work in a safe environment;
4. expect reasonable and nondiscriminatory application of the Regional University System of Oklahoma, university, and departmental policies and rules; and
5. expect termination proceedings and other disciplinary action to be made in accordance with the Regional University System of Oklahoma and university policies.

4.3 FALSIFICATION

Any false, incomplete, or incorrect statement, answer or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, division, classification, or position at Southeastern Oklahoma State University or pertaining to personal information or background which is elicited for any authorized form, record, or file, may result in refusal of employment by Southeastern Oklahoma State University. If such information is found after employment, appropriate disciplinary action may be taken.

4.4 VACANCIES

An employee desiring to be considered for a vacancy should apply through the Human Resources office.

For assistance in filling a staff vacancy, supervisors should refer to (Section 1, Recruitment and Selection) or contact the Human Resources office for guidance.

DEFINITIONS

4.5.1 Employment (updated July 2008)

4.5.1.1 Initial Employment refers to placing an individual on the payroll for the first time.

4.5.1.2 Reinstatement refers to placing a former employee who had two or more years of continuous service on the payroll after a break in service of six months or less.

4.5.1.3 Reemployment refers to placing a former employee on the payroll after a break in service of more than six months.

4.5.2 Promotion

Promotion is the advancement of an employee to a classification with a higher pay range.

4.5.3 Transfer

A transfer occurs when an employee moves from one position to another position of equivalent responsibility within the same pay range.

4.5.4 Demotion

The movement of an employee to a classification with a lower pay range. Demotions may be either disciplinary or non-disciplinary.

- a. A disciplinary demotion will result in decrease in pay.
- b. A non-disciplinary demotion may or may not result in decrease in pay.

4.6 PROMOTIONS AND TRANSFERS

To provide equitable consideration and opportunity for qualified employees to fill job vacancies at Southeastern Oklahoma State University, transfers can be made. An employee desiring to transfer is asked to discuss possibilities with his/her supervisor. Arrangements for interviews and transfers will be made in agreement with the employee and supervisor.

The university encourages the upward mobility of employees to positions for which they are qualified and which meet their career interests and objectives.

Promotions will be based on qualifications including experience, education, attendance, ability, and other job-related factors.

1. An employee interested in promotional opportunities must provide the Human Resources office with updated employment application material as positions open.
2. Departments accepting an employee by transfer, promotion, or demotion will be responsible for the employee's accumulated annual leave and sick leave balances at the time of job change.

Southeastern Oklahoma State University follows the same procedures to verify educational credentials for staff being promoted or transferred into positions which require or prefer degrees (1.5.6 Staff Degree and Transcript Verification).

An employee who requests the use of accrued compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the department.

4.7 NEPOTISM (Regional University System of Oklahoma Nepotism Policy 5.12) (Exhibit NN)

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment or advancement in universities governed by the Regional University System of Oklahoma nor (in the case of faculty members) to eligibility for tenure of persons so related.

But no two persons who are related by affinity (blood) or consanguinity (marriage) within the third degree shall be given positions in which either one is responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit. Waivers may be granted by the university president, but performance evaluations and recommendations for compensation and promotion will be made by one not related to the individual being evaluated. The Regional University System of Oklahoma shall be notified of any such waivers at its next meeting.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows:

Spouse; parent; grandparent; great-grandparent; parent; grandparent or great-grandparent of spouse, uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; and great-grandson or granddaughter or their spouse.

4.8 EMPLOYMENT OF RETIREES (updated July 2008)

The Teachers' Retirement System of Oklahoma regulations require a minimum of 60 calendar days between a retiree's last day of pre-retirement public education employment and any such post-retirement employment. Retirees may return to work, but only within the parameters established by the Teachers' Retirement System of Oklahoma. Copies of the regulations and further information are available at <http://www.ok.gov/TRS/> or you may inquire in the Human Resources office.

4.9 REINSTATEMENT (updated July 2008)

An employee who has two or more years of continuous service who is reinstated by the University within six months following termination under satisfactory conditions will have previously accrued sick leave balance and annual leave accrual rate restored to his/her employment record upon recommendation of the department supervisor and with approval of the President. Group life insurance may only be reinstated for employees who return within ninety days.

4.10 REEMPLOYMENT (updated July 2008)

An employee who terminates his/her employment under satisfactory conditions and who desires to return after the expiration of six months may do so upon application and completion of proper documents with a recommendation from the department supervisor and approval by the President. The returning employee in this category would return with no restoration of previous benefits.

An employee terminated under unsatisfactory conditions may be denied referrals for future employment.

4.11 PROBATIONARY PERIOD

A probationary period is used to evaluate an individual's ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the University. The end of probationary status does not indicate "permanent" employment. The University maintains its right to employ "at will" and may choose not to renew an appointment to a position, regardless of probationary status.

All regular full-time and part-time new-hire and rehire employees will serve a probationary period. For support staff this probationary period is the first three months of employment.

Administrative, supervisory, and professional staff have a probationary period of one year. Probationary employees are eligible for all benefits, except long-term disability coverage, which begins six months after employment. (See section 5, Employee Benefits.)

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. Every supervisor should routinely keep notes on each employee's performance, and especially document counseling sessions. As an employee's evaluation period approaches (during the third month or eleventh month), those notes should be reviewed to consider whether the probationary employee should be retained. All Employee "Performance Evaluation Forms" (Exhibit L) are to be forwarded to the Human Resources office, where they become a part of the employee's permanent file. (See section 4.13, Performance Evaluations.)

If there is an interruption of service during the probationary period, the time lapse during the interruption shall not be included as part of the probationary period. Probationary employees may not appeal dismissal.

4.11.1 Promotion

Upon promotion to a new classification, an employee shall be placed in a three-month probationary period to allow the department supervisor a sufficient amount of time to measure the efficiency and productivity of the probationary employee. Such probationary periods do not affect an employee's eligibility for accrual or use of university benefits.

4.11.2 Transfer or Demotion

A three-month probationary period is also served each time an employee receives a transfer or demotion. Such probationary periods do not affect an employee's eligibility for accrual or use of university benefits.

4.11.3 Dismissal during Probationary Period

An employee may be dismissed at any time during the probationary period. Recommendations for dismissal shall be reported to the Human Resources Officer.

It is the responsibility of all supervisors to carefully inform each new employee of work standards, rules, and procedures of the workplace, and to provide appropriate positive direction during the orientation. If an employee fails to learn procedures, or if the employee persists in poor work habits, a supervisor may recommend termination.

4.12 **EMPLOYMENT OF STUDENTS** (updated July 2008)

4.12.1 Definition

If a student is a recipient of campus-based federal aid (College work-study, Perkins Loans, and/or Supplemental Educational Opportunity Grants) that student cannot receive total aid in excess of his/her cost of attendance allocation as determined by the financial aid office. Total aid is a combination of campus-based federal aid, Pell Grants, BIA Grants, Guaranteed Student Loans, fee waiver scholarships, university employment, and other various types of financial aid. Therefore, if a student has a work-study allocation, he/she cannot be paid in excess of that allocation amount for a given academic year. If a student is eligible for campus-based federal aid but receives none, there is no limitation on the amount of regular university wages a student may be paid other than those imposed by budgetary limitations.

Example: Student "A" has a work-study allocation of \$1,600 for the academic year. "A" can receive no more than the \$1,600 in wages. However, if "A" does not receive a Perkins, SEOG, or any amount from CWS, the student's wages for the regular university payroll may exceed the \$1,600.

Any questions regarding campus-based federal aid should be directed to the Director of Financial Aid, extension 2186.

4.12.2 Procedure

For all students who wish to work on campus, an application for a work award is to be made in the financial aid office, Administration Building, room 107. The hiring department may notify the career and placement services office, extension 2270, that a student worker position is open and place a position announcement on a job vacancy board located in career and placement services. Students interested in applying for the department student position may contact the department for further information and an interview.

The hiring department may use the standard Application for Student Employment (see Exhibit M). Completed applications should be maintained in the hiring department for two years; then destroyed. However, applications for students hired should be kept in the department until employment ends. At that time, the application should be forwarded to the Human Resources office to be kept in permanent records. The applications are confidential and should not be left unattended or distributed off campus.

When a department has selected a student to be hired, the student will present the hiring department a "Student Work Certification" form (Exhibit N) issued by the student financial aid office upon approval of the student's work award application. This form specifies the program for which the student has been approved for work (college work-study or regular university work). The form also indicates the amount of pay approved. A department should not proceed with hiring if the department budget cannot support the work award amount. Budget issues should be resolved prior to placing a student in a position. A "Student Work Certification" form will not be issued to a student until all procedures have been completed.

All students, new or returning, must obtain a Work Certification form for the Fall semester and the Summer semesters. The Fall Work Certification form also includes the Spring work award.

The hiring department will record the account number the student is to be paid from on the Work Certification form, then sign and date the form. The student must physically bring the signed Work Certification form to the Human Resources office, on or before first day worked (per federal regulations).

- For students who were employed in the previous semester, current paperwork on file in the Human Resources office will be reviewed and verified.
- Students who have not worked on campus previously or in the prior semester will complete new hire paperwork. This process should take approximately fifteen to twenty minutes provided they have:
 1. Brought their Social Security card.
 2. Brought a document establishing their identity.
 3. Advised EPBS of the first day actually worked.
 4. Voided check or official bank document with financial institution routing and account numbers.

A student cannot be paid and should not work until all necessary paperwork has been presented to the Human Resources office, completed and processed.

Student employees are paid according to the fiscal year Payroll Schedule, which is available at <http://homepages.se.edu/hr> or from the Human Resources office. All new employees are given a current Payroll Schedule upon completion of payroll signup. Any changes to the schedule will be announced well in advance to the campus community. Payroll Advices may be retrieved at www.se.edu from the student's CampusConnect account and selecting "Online Pay Advice".

It is recommended that student employment be limited to 20 hours per week during periods when classes are in session. Foreign national students are strictly allowed no more than 20 hours per week per federal regulation. Contact the Human Resources office for information regarding student work hours between semesters.

4.12.3 Documentation and Compensation

Each student is responsible for maintaining an accurate "Student Timesheet (Payroll Record)" (Exhibit O), documenting dates and hours worked each day. Students are expected to sign in and out on each day worked and may not indicate hours worked during regular class time unless approved by the supervisor in the comment section. The "Student Timesheet" must be approved by the supervisor and forwarded to the Human Resources office for authorization by the 16th and 1st

days of each month. Student payroll checks for the previous pay period are available in the auxiliary office during business hours on the 15th and 31st day of each month. When these due dates fall on a weekend day, the student may submit the "Student Timesheet" or retrieve their payroll check on the following Monday. The student work program is not a scholarship; therefore, hours indicated must reflect actual time worked in order for the student to be compensated.

4.13 PERFORMANCE EVALUATIONS

A "Performance Appraisal Form" (Exhibit L) reflecting an employee's progress becomes a permanent part of his/her personnel file. The file is referred to for salary review and promotional considerations and is also used as background material should a supervisor feel the need to discuss improvement in an individual's work.

4.13.1 Probationary and Annual Evaluations (University Policy Revised 3/2001)

A non-exempt employee will be evaluated by the immediate supervisor prior to completion of the first three months of service and at least annually thereafter. (See Section 4.11, Probationary Period.) An exempt employee will be evaluated by the immediate supervisor prior to completion of the first twelve months of service and at least annually thereafter.

4.13.2 Special Evaluations

Special ratings for the purpose of recognizing performance other than satisfactory may be made at any time.

4.14 TERMINATION CLEARANCE PROCESS

To resign in good standing, an employee must give at least a ten workday notice. Employees who fail to give a ten workday notice will forfeit all accumulated leave. Management personnel should provide a one-month notice or forfeit all accumulated leave.

The letter of resignation will be submitted to the department supervisor to be forwarded through administrative channels to the Human Resources office. The salary of an employee whose services are terminated before the end of the month will be pro-rated on the basis of workdays during the month of termination.

The employee must complete an "Employment Final Clearance Form" (Exhibit P), which should be done before the final paycheck will be issued. The process includes turning in keys and identification card, clearing all university debts, and completing an optional "Exit Interview" (Exhibit Q) with the Human Resources office prior to the last day of work.

Supervisors are responsible for completing the "Employee Transaction Form" and submitting it to the Human Resources office. The last day of employment should always include any accumulated and pro-rated annual leave, contingent upon the approval of the Vice President for Business Affairs. The appropriate number of days may be obtained by contacting the Human Resources office and should be listed on the "Employee Transaction Form."

4.14.1 Authorization and General Release (updated July 2008)

The final clearance process also includes a section regarding employment information, references and recommendations. Employees authorize or choose not to authorize release of their records and information regarding work performance and personnel history on the Authorization and General Release form. Whenever potential employers, financial institutions, etc. request employment information, references or recommendations, the current practice of SE is to provide name, position and dates of service. By signing the document the employee permits SE to disclose additional personnel information and gives a release from liability for providing more than name, position and dates of service.

4.15 KEYS

Keys shall be authorized for issue only to persons with a substantial need to lock/unlock specific facilities, and they shall be issued only after verification of administrative approval on a property executed "Key Request Form" (Exhibit R). Keys must be picked up in person at the physical plant office.

Keys remain university property, entrusted to the individual key holder for his/her exclusive use and should never be exchanged or loaned. No one has authority to produce, duplicate, or alter a university key, except the physical plant.

An employee is responsible for reporting any lost or stolen keys immediately to the department supervisor and the campus police office or the physical plant office. When a key is lost or stolen, the employee must pay a replacement charge of \$25. If the key is found after the \$25 has been paid, the money will be refunded if the building was not re-keyed as a result of the key loss. Unauthorized use or duplication of a key is cause for disciplinary action. (See Section 9.5, Disciplinary Violations.)

ALL KEYS MUST BE RETURNED TO THE UNIVERSITY KEY CONTROL OFFICE-NOT TO THE DEPARTMENT-DURING THE TERMINATION CLEARANCE PROCESS OR AT THE TIME OF JOB CHANGE, OFFICE RELOCATION, OR LOCK CHANGE.

4.16 IDENTIFICATION CARDS (updated July 2008)

A university identification card is for campus use only and will be issued to a regular full-time or part-time employee at no cost to the employee. The employee should obtain an identification card by the first day of employment or at the time the employee completes the required personnel paperwork. An identification card can be obtained at the Public Safety office. For service hours, contact the Public Safety office at extension 2727.

The annual renewal of an identification card is done in the Library, extension 2932, or in the Auxiliary Business Office, extension 2851.

There will be a nominal fee charged for replacement of lost identification cards.

The identification card will admit, without charge, the employee and immediate family members residing at home to all Southeastern football and basketball home games and other designated official university sponsored events. In addition, the identification card may be used for library privileges, use of the student activities center, and other recreational facilities.

The identification card does not authorize the holder to obligate the University in any manner.

THE IDENTIFICATION CARD MUST BE RETURNED TO THE HUMAN RESOURCES OFFICE AT THE TIME EMPLOYMENT IS TERMINATED.

Retiring employees should obtain a retiree identification card from the Public Safety office.

4.17 PARKING DECALS (updated July 2008)

All vehicles parked on university property must display the appropriate parking decal, which is available free of charge at the Public Safety office, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the employee should contact the campus police to arrange for another time. Parking decals should be applied to either the back windshield or the bumper. Vehicles with no decal found parking on campus will be ticketed.

As a courtesy to university visitors, certain parking areas have been designated for visitors only. Vehicles belonging to employees or students who violate visitor parking will be ticketed.

An employee who receives a citation should take it to the Auxiliary Business office in the Hallie McKinney lobby. A permit holder is responsible for all charges made against his/her permit number, regardless of the identity of the driver; therefore, employees are encouraged to remove parking decals from vehicles, which they no longer own. Cars parked in FIRE ZONES and HANDICAPPED ZONES may be towed at the owner's expense. Fines will be assessed for all parking and traffic violations. Please contact the campus police office for current fine rates (also signs are posted at various parking lot entry locations).

Most parking lots are free of charge. Paid parking lots are designated with signage. Anyone parking in a paid parking lot without proper authorization will be ticketed.

4.18 SOUTHEASTERN STAFF ASSOCIATION

Administrative, professional and support staff are members of the Southeastern Staff Association (SSA). The SSA was formed in the spring of 2000 and has approximately 25 elected representatives from all areas of the University, as well as elected officers. The officers and representatives meet once every month and two meetings are held annually for the general membership.

The functions of the SSA are:

- To enhance and enrich a professional relationship between staff and other university personnel in order to achieve the mission and goals of Southeastern Oklahoma State University;
- To provide a forum for the expression of concerns and ideas and to provide a means of communication among the staff members of Southeastern Oklahoma State University;
- To respond to changes in technology, economics and demographics by providing staff training and development that will mutually benefit the individual member as well as the institution.

Please call the Human Resources office, extension 2162, or see the SSA web page at www.se.edu/ss/ for information on current officers and representatives, standing and ad hoc committees, monthly meeting schedules, etc.

5. EMPLOYEE BENEFITS

Southeastern Oklahoma State University provides several benefits to employees which are paid by the employer. For specific coverage questions, please refer to policy booklets or call the Human Resources office.

5.1 EMPLOYER-PAID INSURANCE

These benefits are provided to all regular employees and faculty working 75% FTE (full-time equivalent) or more.

5.1.1 Health Insurance (Updated July 2008)

Coverage for health insurance is effective the first day of the month after employment begins. If employment begins the first working day of the month, coverage is effective the following month. Dependent coverage is available at the expense.

In certain instances where coverage under the plan would otherwise end, insurance (health, dental and vision) may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Reasons for the employee to continue are specified in the contract of insurance but include termination of employment (except for gross misconduct) or change from full-time to part-time employment. Reasons for a dependant spouse to continue coverage include the death of the employee, termination of the employee, change from full-time to part-time employment, divorce, legal separation, or the employee becoming eligible for Medicare. If an otherwise eligible child becomes ineligible due to any of these same reasons, or due to age requirements, that child is also eligible to continue coverage. Please contact the Human Resources office for additional information.

5.1.2 Life Insurance (Updated July 2008)

Coverage effective date is the same as health insurance. Coverage equals the annual base salary and multiplied by two within maximum coverage of \$250,000 subject to limits set within the policy. Coverage is reduced after employee's 65th, 70th, and 75th birthdays.

Additional life insurance coverage, paid by the employee, is available. Contact the Human Resources office for more information.

5.1.3 Long-term Disability Insurance

Coverage begins six months after employment. Benefits are integrated with worker's compensation insurance, social security, and Oklahoma Teachers' Retirement System disability benefits so as to not exceed 60% of monthly base income. The maximum monthly benefit is \$8,000 and the minimum monthly benefit is \$100. There is a 180-calendar day elimination period before benefits begin with the Core Plan, and an optional 90-calendar day elimination period, the Buy-Up Option, at a minimal cost to the employee through payroll deduction.

Medical, vision and life insurance for the eligible employee will continue for up to one year after long term disability is approved and benefits commence. Life insurance may continue by a waiver of premium with the physician's statement certifying the disability if an active member becomes totally disabled while insured under the group policy and before the member's 60th birthday. Contact Human Resources for further information.

5.2 INSURANCE PREMIUMS DURING SUMMER MONTHS

As a fringe benefit, regular full-time employees who are not working during the summer, but have appointments or intend to return to work in the fall, will be covered by insurance (those policies normally paid for by the University) during that time. Premiums for dependent coverage or other optional insurance will be deducted from the base salary only, therefore, premiums will be deducted from the May paycheck.

5.3 RETIREMENT

An employee should contact the Human Resources office three to six months prior to his/her planned date of retirement.

5.3.1 Social Security

Every employee will participate in Social Security as provided by law.

5.3.2 Oklahoma Teachers' Retirement (Updated July 2008)

Participation in the Teachers' Retirement System of Oklahoma (TRS) is mandatory for certain supervisory, administrative, and professional staff, as well as faculty. Participation by all other eligible employees is optional. Southeastern Oklahoma State University will contribute 7% of all wages and fringe benefits that exceed \$25,000 (for both optional and mandatory members of OTR). Employees contribute 7% of all wages + fringe benefits on the first \$25,000 earned each fiscal year. Benefit amounts are calculated on a combination of average salary and years of service.

5.3.3 TIAA/CREF (Updated July 2008)

After July 1, 2008, the TIAA/CREF fringe benefit is no longer available. At its November 30, 2007, meeting, the Board of Regents of the Regional University System of Oklahoma (RUSO) passed a change in policy regarding SE's employer-paid tax-sheltered retirement annuity, which was a fringe benefit. As of July 1, 2008, the 4% moved from a fringe benefit to salary where employees can make investment decisions. This change in policy makes SE faculty and staff participations in the retirement annuity plan optional as an employee-paid tax-sheltered annuity. This policy change only applies to qualified benefits eligible faculty and staff. See 5.4 Optional Benefits.

5.3.4 Supplemental Retirement Annuity (University Policy Revised 12/2002)

Regular full-time employees hired prior to July 1, 1995, may qualify for a Regional University System of Oklahoma (RUSO) supplemental retirement annuity to be paid by Southeastern Oklahoma State University. For further information, please contact the Human Resources office for vesting requirements and calculations.

5.3.5 Insurance (Updated March 2009)

The University abides by the Regional University System of Oklahoma (RUSO) Retirement Insurance Policy for employees qualifying at the time of retirement: "For a retiring employee who has been employed full-time in the Regional University System of Oklahoma for not less than ten (10) years immediately preceding the date of retirement, and has been a member of the OTRS during that time, and has elected to receive a vested benefit under the provisions permitted by the OTRS laws, the employing university shall continue to pay the group health insurance premiums and the group life insurance premiums for the retiring employee through the month in which they become Medicare eligible or age 65, whichever comes last. The retiring employee shall have the option of continuing to pay group health insurance premiums for his or her dependents. This policy does not apply to any employee hired on or after July 1, 2009." (5.4.3. Retirement Insurance Program, Policy Manual of the Regional University System of Oklahoma, 2009).

5.4 OPTIONAL BENEFITS (Updated July 2008)

Southeastern Oklahoma State University also offers several optional benefits to be paid by the employee. Contact the Human Resources office for current information on optional benefits, including those listed below:

1. Tax-deferred annuity programs – 403(b), 457(b)

Supplemental Retirement Annuity (Tax Deferred Annuity – TDA-403(b)) with VOYA:

All employees (excluding students) may make voluntary pre-tax supplemental contributions by payroll deduction. Contact Payroll (ext. 2156) concerning maximum tax-deferred exclusion allowances, catch-up amounts or forms. (These are state and federally regulated.)

457(b) Deferred Compensation Plan with TIAA-CREF

All employees (excluding students) may make voluntary pre-tax supplemental contributions by payroll deduction to a TIAA-CREF 457(b) account. Contact Payroll (ext. 2156) concerning maximum tax-deferred exclusion allowances, catch-up amounts, or forms. (These are state and federally regulated.)

2. Dreaded disease insurance
3. Dependent health, dental, vision and life insurance
4. Oklahoma College Savings Plan
5. Short term disability insurance
6. Long term care insurance

5.5 WORKERS' COMPENSATION INSURANCE

All university employees are covered by workers' compensation insurance. Health expenses directly attributable to the performance of compensable work for the University are covered under this program. There is no enrollment required. The cost of the premium is paid entirely by the University.

An employee should not seek medical treatment (except in case of an emergency) without first notifying his/her supervisor of the injury. Also, once medical treatment has been completed, the employee should contact his/her supervisor to report the physician's findings. (See Section 7.2, Workers' Compensation for additional information.)

5.6 UNEMPLOYMENT COMPENSATION

The University is self-insured with the Oklahoma State Employment Security Commission to provide Unemployment Compensation benefits for eligible terminated employees or those who are laid off. Information concerning Unemployment Compensation can be found in a booklet entitled "Information for Workers' Who are Unemployed Concerning their Rights to Receive Unemployment Compensation." Copies of the booklet can be obtained from the Oklahoma State Employment Security Commission.

5.7 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

All university employees are covered for liability up to \$1,000,000 for bodily injury, \$175,000 per person for any loss other than property, and \$25,000 for property damage while operating a university automobile or while operating a personal vehicle on official university business. There is no enrollment required. The cost of the coverage is paid by the University.

5.8 EDUCATIONAL ASSISTANCE AND ENROLLMENT OF EMPLOYEES IN UNIVERSITY COURSES (University Procedures Revised 7/2012; 12/2012)

Training programs for the benefit of personnel will be provided when feasible at reduced or no tuition cost to the employee. Such programs are to assist personnel in the performance of assigned duties and to aid personnel in acquiring new skills to qualify for advancement. Employees desiring to enroll in a University course at a reduced tuition rate must follow the recognized guidelines. Any deviation from 5.8.1 and 5.8.2 may result in the employee becoming ineligible to use this benefit.

5.8.1 Guidelines and Limitations

The University places no limitations on the number of hours of course work in which an employee may enroll outside of the employee's normal working hours. However, such course work cannot interfere with the employee's duties as determined by the supervisor. A regular full-time employee may adjust his/her work schedule with approval from the supervisor to accommodate no more than four (4) credit hours of course work during the employee's normal work shift. Time lost taking courses during the normal work shift shall be made up, and at a time mutually acceptable to both the employee and the supervisor. Make-up of lost time must be completed during each forty-hour work week. Make up times are to be consistent and equal to the time away from work, thereby providing a routine work pattern. Any use of annual leave or compensatory time for make-up time must be approved by the immediate supervisor. Employees should understand that online classes may only be taken after the regular work day. A class scheduled during the lunch hour will not count as the one authorized course offering during the employee's normal work shift. It is important to note that any such arrangements must be approved by the supervisor, who is not obligated to give such approval. Review and approval by the appropriate Vice President in the administrative channel and the Vice

President of Business Affairs is required prior to enrollment for any course work that proposes more than this policy allows during the normal work shift.

5.8.2 Tuition Waiver

As a benefit to regular full-time employees, the tuition waiver program is designed to assist employees and their dependents to expand their education through courses at Southeastern Oklahoma State University.

Eligibility: An employee who is a resident of the State of Oklahoma and is granted full-time status with benefits by August 1 for the Fall semester, January 1 for the Spring semester and May 1 for the Summer semester is eligible for the employee tuition waiver effective that semester. The waiver can be transferred to eligible dependents (includes spouses that are not full-time employees of the University). Eligibility of a dependent is based on the IRS-approved guidelines to determine dependent status. For general purposes "dependent" means an individual over half of whose support, for the calendar year in which the taxable year of the taxpayer begins, was received from the taxpayer. You must be allowed by the IRS to legally claim the "dependent" in the taxable year.

Benefits: The tuition waiver covers only tuition (in accordance with OSRHE policy), not fees, books or any taxes. In compliance with current IRS tax law, the University paid portion of IRS-defined graduate level courses/fees may be considered taxable income. The waiver is based on a maximum dollar amount instead of credit hours. Every eligible employee is allocated \$1,500 per year, with a limit of \$750 per semester. If an employee has not depleted the waiver allocation for the fall and the spring semesters, then up to \$750 of the balance can be applied to summer courses (for example: \$500 Fall semester, \$500 Spring semester, \$500 Summer semester). No recipient of this benefit can exceed \$1,500/year. The Benefit Committee will recommend to the President by July 1 any change to the maximum dollar amount limit due to changes in the tuition rate. The Benefit Committee is comprised of VP Business Affairs (Chair), Human Resource Director, Faculty Senate Representative and Staff Association Representative.

Procedure: In order to receive the tuition waiver, the eligible employee must complete and submit the "SE Benefits Eligible/Oklahoma Resident Employee Tuition Waiver Form" with the supervisor's signature to the Financial Aid Office for final approval by August 1 for the Fall semester, January 1 for the Spring semester and May 1 for the Summer semester. Employees interested in enrolling in courses at Southeastern are subject to the same admission requirements, course availability, and registration processes as other students.

Financial Aid Coordination: The waiver program will be integrated with any other financial aid received from or through SE. Multiple awards may be granted, but in no case shall waivers generate a cash refund or credit to be applied to other charges or fees. Total aid cannot exceed estimated cost of attendance. The Financial Aid Office may require further documentation.

Tuition assistance is not waived for workshops and correspondence courses or institutes. An employee allowing classes to conflict with job performance may be barred from this benefit. If an individual terminates employment, the tuition waiver benefit will cease at the end of the semester in which employment ended.

5.9 **CHANGE OF EMPLOYEE INFORMATION**

Change of address, telephone number, marital status, number of dependants, beneficiaries, etc., are to be promptly reported to the Human Resources office.

6. SERVICES

6.1 AMERICANS WITH DISABILITIES ACT (ADA) (University Policy Added July 2008)

6.1.1 Policy on Services for Individuals with Disabilities

General Policy

Southeastern Oklahoma State University complies with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504 which states, "No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

Definition of a person with a disability: A "person with a disability" is someone with an impairment that substantially limits one or more major life activities.

1. The Campus Coordinator assumes responsibility for seeing that the University is properly interpreting federal regulations requiring that the University take such steps as are necessary to ensure that no individual with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of reasonable accommodations.

2. To request accommodations for any public program or service at Southeastern, contact either the Campus Coordinator or the department in charge of the program or service for assistance.

3. The ADA Compliance Committee is a required committee by the Oklahoma State Regents for Higher Education which consists of representatives from Council of Deans (1), Compliance Officer (1), Coordinator of Student Disability Services (1), Director of Safety and Security (1), Physical Plant (1), Campus Coordinator (1), Faculty (2), Student Government Association (1), Students (2), Campus Security (1).

Policy for Students

Students should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate those needs and requests:

1. Students must be admitted to and/or enrolled in the University to request accommodations.

2. Students requiring accommodations should first contact the Coordinator of Student Disability Services located in the Student Union, Suite 204. All students should be prepared to provide documentation of disabilities and needs. Documentation is subject to verification by the University

3. Requests that require special funding, such as a need for specific software, adaptive equipment, memberships to the Recording for the Blind and Dyslexic (RFB&D), etc., will be assessed for possible resources that might already provide for the request, such as Oklahoma Department of Rehabilitation Services (DRS), Texas Rehabilitation Commission (TRC), Texas Department of Assistive and Rehabilitative Services (DARS), RFB&D, etc. If not duplicating an available resource, the University will provide reasonable accommodations for the documented request.

4. In conjunction with the Campus Coordinator and the faculty consultant, the Coordinator of Student Disability Services will make a case-by-case determination of the student's educational need for any requested auxiliary aids, accommodations, and/or other special services determined to be necessary. These services, and equipment (if deemed appropriate), will be provided at no cost to the student.

Policy for Faculty, Staff, and Job Applicants

Faculty and staff and/or job applicants who need accommodations should contact the Campus Compliance Officer in the Office of Human Resources (Administration Building, Room 309). The Compliance Officer will verify the disability, make a case-by-case determination of need, and arrange for reasonable accommodations at no cost to the individual. Requests for accommodations should be made well in advance of the anticipated need in order to allow for a reasonable period of time in which to evaluate those needs and requests.

Grievance Procedures for Students

Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the University's discrimination grievance procedure. Information and consultation on these procedures are available through the Office for Student Affairs (Administration Building, Room 205) or the Coordinator of Student Disability Services (Student Union, Suite 204).

Grievance Procedures for Faculty and Staff

Faculty who feel aggrieved may reference the Faculty Grievance Policy in the Academic Policies and Procedures Manual (PDF). Staff who believe they have experienced discrimination based on a disability may seek resolution through the Employee Complaint Policy in the Employee Handbook (PDF). Faculty and staff should contact the Campus Compliance Officer for assistance (Office of Human Resources, Administration Building, Room 309).

6.1.2 ADA Policy for Services at Higher Education Campuses and Sites

Southeastern Oklahoma State University (SE) and all Higher Education Centers or other sites affiliated with SE will comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504 which states, "No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

A collaborative effort between the SE Campus Coordinator, the SE Administrative Coordinator for Higher Education Centers, the SE Coordinator of Student Disability Services, the Directors of the Higher Education Centers, and site ADA Compliance Officers will assure that the University, Higher Education Centers, and other sites are taking necessary steps to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination while enrolled in any SE course. Any student enrolled in SE classes and needing disability services should contact the SE Coordinator, the specific Higher Education Director, the SE Campus Coordinator, or the ADA Compliance Officer at each site for assistance.

A "person with a disability" is someone with an impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

Policy for Students

Students enrolled in SE classes at a Higher Education Center or other site should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate and implement those needs and requests:

1. Students must be admitted to SE classes at a Higher Education Center or other site before requesting accommodations.
2. Students requiring accommodations should first contact the SE Campus Coordinator located on each Higher Education Campus or the on-site ADA Compliance Officer. Documentation of disabilities and needs may be required and subject to verification.

3. In conjunction with the Coordinator of Student Disability Services, the University will make a case-by-case determination of the student's need for any requested auxiliary aids, accommodations, or special services determined to be necessary.

4. The Director of the Higher Education Center or the on-site ADA Compliance Officer in consultation with the Campus Coordinator will address all accommodations which affect the physical structure, furnishings, or equipment.

Policy for Faculty, Staff, and Job Applicants

Faculty and staff and/or job applicants who need accommodations should contact the SE Campus Coordinator or the SE Campus Compliance Officer in the Office of Human Resources (Administration Building, Room 309), who will verify the disability, make a case-by-case determination of need, and arrange for reasonable accommodations at no cost to the individual. Requests for accommodations should be made well in advance of the anticipated need in order to allow for a reasonable period of time in which to evaluate those needs and requests.

Student Grievance Procedures

Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the University's discrimination grievance procedure. Information and consultation on these procedures are available through the Directors of the Higher Education Centers, SE Campus Coordinators' offices, the SE Campus Compliance Officer (SE campus, Administration Building Room 309), the SE Coordinator of Student Disability Services (SE campus, Student Union, Suite 204), and the SE Office for Student Affairs (SE campus, Administration Building, Room 205).

Grievance Procedures for Faculty and Staff

Faculty who feel aggrieved may reference the Faculty Grievance Policy in the SE Academic Policies and Procedures Manual (PDF). Staff who believe they have experienced discrimination based on a disability may seek resolution through the Employee Complaint Policy in the SE Employee Handbook (PDF). Faculty and staff should contact the SE Campus Compliance Officer for assistance (SE campus, Office of Human Resources, Administration Building, Room 309).

All other interested individuals should contact the Campus Compliance Officer (SE campus, Administration Building, Room 309) or call (580) 745-2162.

6.1.3 ADA Policy for Service Animals

Southeastern Oklahoma State University (SE) complies with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504, which states, "No otherwise qualified person with a disability in the United States...shall, solely on the basis of a disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal assistance." SE intends to provide the broadest possible access to service animals in all of its public areas.

The Americans with Disabilities Act (ADA) defines a service animal as "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability."

A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Therapy animals are not considered service animals. Below are basic policy guidelines for SE:

- A service animal is permitted to accompany the individual with a disability to most areas on campus where students are normally allowed to go. Some areas on campus are not safe for service animals; therefore, these areas may exclude service animals. Research laboratories and/or areas that require protective clothing may exclude service animals. A laboratory director,

or an instructor in a classroom or teaching area with moving equipment or machinery, may grant or deny admission to an area on a case-by-case basis. This denial or granting of admission to an area will be made based on the nature of the machinery and/or on the nature of the research.

- An individual with a service animal may not be segregated from other students, faculty and staff.
- A service animal may be excluded from a facility, including a classroom or office, if that animal poses a direct threat to the health or safety of others.
- A service animal may be excluded from a facility, including a classroom or office, if that animal's behavior, such as barking, is disruptive to the other participants within the facility.
- If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation, with assistance, within the facility. Alternate office locations will be considered for a faculty or staff member if available and which meet the needs of the employee's department and the university.
- The service animal must be clean, in good health, with current rabies vaccination.
- All service animals must be on a leash at all times.
- City ordinances require dogs to wear a vaccination tag at all times. All students and university employees must abide by current city ordinances/laws pertaining to licensing and vaccination requirements for service animals. It is the responsibility of the owner and/or user of the animal to know about these ordinances and/or laws.
- All owners and or users of service animals are responsible to clean up after and properly dispose of their animal's feces while on campus.

A grievance can be filed through the regular University grievance procedures on file with the SE Compliance Officer (Office of Human Resources, Administration Building, Room 309) or the Office for Student Affairs (Administration Building, Room 205).

If you have further questions, please contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call 580-745-2254. Faculty and staff should contact the SE Compliance Officer in the Office of Human Resources, Administration Building, Room 309.

6.1.4 ADA Policy for Dual Enrollments or Project Agreements

Southeastern Oklahoma State University (SE) and other colleges and universities affiliated with SE's campus through dual enrollments or agreements will comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504 which states, "No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

A collaborative effort between institutions including ADA Campus Coordinators, Coordinators of Student Disability Services, and Academic Vice Presidents will assure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination based on disability while enrolled in any course on SE's campus. Any student needing disability services or accommodations, who is enrolled in classes offered by another institution yet housed on SE's campus, should contact the Campus Coordinator of the enrolling institution for assistance.

A "person with a disability" is someone with an impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

Policy for Students

Students enrolled in classes through another institution on SE's campus should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate and implement those needs and requests:

1. Students must be admitted to SE before requesting accommodations.

2. Students requiring accommodations should first contact the Campus Coordinator for the enrolling institution (contact SE's Academic Affairs located in the Administration Building, Room 307, (580) 745-2200 for other institutions' Coordinators' offices.) For SE classes, contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254. Documentation of disabilities and needs may be required and subject to verification by the sponsoring institution(s).
3. In conjunction with the appropriate Coordinators of Student Disability Services, the enrolling institution will make a case-by-case determination of the student's need for any requested auxiliary aids, accommodations, or special services determined to be necessary. These services will be provided at no cost to the student; however, when more than one institution is involved and costs are incurred for specific accommodations, those costs shall be provided by the enrolling institution for each particular class.
4. The SE Campus Coordinator will address all accommodations which affect the physical structure, equipment, or furnishings of SE's campus.

Policy for Employees of Other Institutions

Employees of other institutions who are housed on SE's campus and need accommodations should contact the sponsoring institution's Compliance Officer who will contact the SE Compliance Officer and collaborate to provide accommodations, if appropriate. Employees who feel aggrieved may reference grievance procedures in each institution's Employee Handbook (PDF).

Policy for Faculty, Staff, and Job Applicants

Faculty and staff and/or job applicants who need accommodations should contact the Campus Compliance Officer in the Office of Human Resources (Administration Building, Room 309). The Compliance Officer will verify the disability, make a case-by-case determination of need, and arrange for reasonable accommodations at no cost to the individual. Requests for accommodations should be made well in advance of the anticipated need in order to allow for a reasonable period of time in which to evaluate those needs and requests.

Student Grievance Procedures

Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through each institution's discrimination grievance procedure (through the enrolling institution's Campus Coordinator's Office). Information and consultation on SE's procedures are available through the SE Campus Compliance Officer (SE campus, Administration Building Room 309), the SE Coordinator of Student Disability Services (SE campus, Student Union, Suite 204), and the SE Office for Student Affairs (Southeastern campus, Administration Building, Room 205).

Grievance Procedures for Faculty and Staff

Faculty who feel aggrieved may reference the Faculty Grievance Policy in the Academic Policies and Procedures Manual (PDF). Staff who believe they have experienced discrimination based on a disability may seek resolution through the Employee Complaint Policy in the Employee Handbook (PDF). Faculty and staff should contact the Campus Compliance Officer for assistance (Office of Human Resources, Administration Building, Room 309). All other interested individuals should contact the Campus Compliance Officer (SE campus, (580) 745-2162, Administration Building, Room 309).

6.2 EMERGENCIES

In the event of any emergency, call 9-911 for the ambulance and fire department. Contact the campus police at extension 2911 (from off-campus at 745-2727). Non-emergency off-campus numbers are as follows:

Police Department	9-924-3737
Bryan County Sheriff	9-924-3000
Oklahoma Highway Patrol	9-924-2601
Fire Department	9-924-2358
Hospital	9-924-3080

The university nurse is available during the workday for employee or student emergency needs.

6.3 RECREATIONAL FACILITIES

Most of the recreational facilities are available during hours not conflicting with regularly scheduled classes and events. Any group wishing to use the physical education, intramural, intercollegiate athletic facilities, or university fitness center should contact the Chairperson of the department of health, physical education, and recreation, extension 2252.

6.3 HEALTH SERVICES

The University provides some health services for students, faculty, and staff. The health services center is located in Hallie McKinney Hall. For additional information regarding availability of services, call extension 2867.

6.4 UNIVERSITY FOOD SERVICES

All university employees and their families are welcome to use any university dining facilities. Catering services for functions held both on and off the campus are available through SODEXHO. For additional information, call extension 2826.

6.5 MAIL SERVICES

Employees are welcome to utilize the university mail services for a mail drop and to purchase certain other services that are available to campus departments. These include parcel services, stamps, and mailbox rental. UPS is available at the printing services office, extension 2980.

6.6 TELEPHONE

The campus telephone system is designated for conducting business between departments, locally or with long distance. Employees are asked to limit personal calls to a minimum and to use third party billing or personal credit cards for personal long distance calls that must be made at work.

Voice mailbox is available to all university employees. The mailbox acts as an answering machine for employee extensions. It will pick up calls to an extension during no answer or busy conditions for internal and external calls. The employee can dial into the voice memo system to retrieve messages. Each mailbox owner must initialize his/her mailbox before it is fully functional. Please call the telecommunications office at extension 2102 for instructions and additional information.

6.7 LOST AND FOUND

The campus police office shall serve as the location for the storage and disposition of personal items found on campus. University, departmental, and administrative offices, as well as the library, may wish to hold items found in the respective buildings up to two weeks to see if they are claimed. If not claimed, all items should then be forwarded to the campus police office. Each department supervisor should contact the campus police office to notify them of items being held during this interim period. The campus police personnel will hold all items for a period of sixty (60) days. Persons attempting to reclaim lost articles will be asked to describe the item. If not claimed within sixty (60) days, the item (those with resale value) will be donated to a local charitable organization. Those items with no perceived value will be disposed of.

7. ON-THE-JOB INJURIES

7.1 SAFETY

“Safety” and “Accident Prevention” are broad terms used to describe such concepts as fire prevention, injury prevention, and environmental protection. No phase of administration or operation is of greater importance than accident prevention. All levels of university administration and all employees have a primary responsibility for the safety and well-being of the campus community.

Each employee will be evaluated in the area of safety practices during the annual evaluation period. If safety rules are violated, disciplinary actions will be taken, not to exclude termination. Despite all efforts to promote safety, accidents may occur; when they do, the procedure described below must be followed.

7.2 WORKERS' COMPENSATION

7.2.1 Information

On-the-job injuries are governed by the Workers' Compensation Act. Employees may contact the Human Resources office for information, concerning their rights under this act. An employee injured on the job to any extent should report immediately to his/her supervisor. The supervisor is to immediately call the Human Resources office and inform them of the nature of the injury and receive further instructions.

In cases of serious injuries, campus police office (extension 2911) and student health services office (extension 2867) should be contacted immediately. Also, if injuries are serious, the employee should be transported by ambulance to the nearest available emergency health care treatment center.

In cases of injuries incurred after 5 p.m., contact campus police office (extension 2911 or non-emergency 2727) who will in turn assess the situation and respond accordingly. This may include calling the ambulance service, fire department rescue unit, etc.

7.2.2 Reports Required

The following forms are required when filing a Worker's Compensation claim:

1. Medical Care Authorization Form
2. Form 2 (Employer's First Notice of Injury)
3. Authorization for Release of Medical Records
4. OK Form 301-Injury and Illness Report
5. Report of Occupational Injury or Illness
6. Employee's Report of Injury on the Job
7. Witness/Co-Workers Statement (if applicable)
8. Return to Work Form (if any work was missed)

The employee should take a “Medical Care Authorization” form (Exhibit T) for medical treatment (available from the Human Resources office) when reporting to a physician. This authorization will assure that the employee is not charged for services rendered and provides the physician the address of the Workers' Compensation Insurance Company, Consolidated Benefits Resources, L.L.C. Should it be impossible for the employee to take the authorization at the time of the injury, he/she should make the physician aware that it was an on-the-job injury and that the proper authorization will be provided.

A “Form 2 (Employer's First Notice of Injury)” (Exhibit U) should be completed immediately by the injured employee's supervisor and should be forwarded to the Human Resources office within 24 hours. The employee should complete the “Authorization for Disclosure of Protected Health Information” (Exhibit V) in order for Consolidated Benefits to be able to acquire any records needed. The cause of the accident must be investigated and steps taken to prevent recurrence. An “OK Form 301-Injury and Illness Report” (Exhibit W) must be completed and forwarded to the Human Resources office also.

AN INJURED EMPLOYEE MUST OBTAIN AUTHORIZATION FROM THE STATE INSURANCE FUND BEFORE CHANGING PHYSICIANS OR HEALTH CARE FACILITIES AFTER INITIAL

TREATMENT. IF THIS AUTHORIZATION IS NOT OBTAINED PRIOR TO BEING SEEN BY THE NEW PHYSICIAN, THE EMPLOYEE MAY BE RESPONSIBLE BY LAW FOR PAYMENT OF THE BILL.

The "Report of Occupational Injury or Illness" form (Exhibit X) should be completed by the employer the day of the incident.

The "Employee's Report of Injury on the Job" form (Exhibit Y) should be completed by the employee the day of the incident (or as soon as the employee is able).

If there were witnesses to the incident they should complete the "Witness/Co-Workers Statement" form (Exhibit Z). If any work was missed the employee should have the physician complete the "Return to Work" form (Exhibit AA). All completed forms should be sent to the Human Resources office.

7.2.3 Compensation

If an employee misses work because of an on-the-job injury, he/she has the option of being paid accrued sick leave for the time lost or receiving payment from Consolidated Benefits Resources, L.L.C. An injured employee must be off work for more than three calendar days before he/she is entitled to receive temporary compensation from Consolidated Benefits. If Consolidated Benefits payment is selected, it will be paid at an amount equal to 70% of the average weekly salary of the claimant with a minimum of \$30 per week and a maximum rate set annually by law.

Temporary compensation cannot be paid in excess of 300 weeks. Temporary compensation checks are paid every week, and payments are never made in advance. Employees may also be eligible for permanent disability benefits.

An employee may elect to use 30% of their sick leave benefits along with Workers' Compensation Benefits.

8. CONDUCT

8.1 DRESS/GROOMING

The Southeastern Oklahoma State University community is proud of its appearance and its tradition of excellence in education. That pride is reflected in attention to the physical facilities, the landscape, and the professionalism of university personnel. Each member of the university community shares a responsibility in maintaining a professional image by dressing and grooming appropriately for his/her respective job assignment.

Uniforms may be required for specific jobs, as deemed necessary by the University.

8.2 TOBACCO FREE CAMPUS (New Policy Effective August 1, 2012, replaces Smoking in Public Places)

University Policy and State Law

The Oklahoma Executive Order signed by Governor Mary Fallin on February 6, 2012, prohibits the use of all tobacco products on state-owned and state-leased property beginning at the latest August 6, 2012. Southeastern Oklahoma State University has made a decision to comply with this order.

It is also the intent of Southeastern Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. Therefore, effective August 1, 2012, Southeastern Oklahoma State University is designated a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

This tobacco-free campus environment includes any and all Southeastern owned, leased, rented, or maintained property including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. Campus also includes all University owned, leased, or rented vehicles. Campus may not include any owned properties which are leased to third parties under long-term leases.

Possession of tobacco products does not constitute "use". *Please note: All residence halls are maintained as tobacco free environments. All tobacco products (including cigarettes, chewing tobacco, etc) and tobacco paraphernalia (including water pipes, hookah pipes, etc.) is prohibited within the residence hall and within the immediate vicinity of all residence halls.*

Definitions

Students: includes but is not limited to all students enrolled in University classes and/or classes held on campus, as defined above.

Tobacco products: includes all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products including but not limited to cloves, bidis, and kreteks.

Tobacco use: includes smoking, chewing, dipping or any other consumption or use of tobacco products.

Visitors: includes, but is not limited to, guests, spectators, contractors, vendors, volunteers and anyone else providing any type of product or service to the University.

Procedures

Southeastern will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the SOSU Physical Plant as necessary to inform employees, students and visitors of policy provisions.

1. Signs will be placed on all campus buildings.
2. "Tobacco Free Campus" will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property or in University publications.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using SOSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty and staff is expected based on SOSU's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty and staff.

Enforcement

Compliance of this policy by all students, faculty and staff is expected based on our commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff and students.

A complaint against an offender, who fails to respond to a request by another may be referred to a dean, director, or other manager. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received. Complaints regarding violations of this policy shall be addressed as follows:

Students

-SOSU Students Residing in University Housing shall be directed to and handled by the Office of Residence Life. If the violation merits such action, the complaint may be escalated to the Dean of Students Office.

-All Other SOSU Students shall be directed to and handled by the Dean of Students Office and can be directed to the incident reporting document on the current students page at <http://www.se.edu/>.

Faculty and Staff

- **Faculty** shall be directed to the appropriate department chair, followed by the Dean of Instruction, and, finally, to the Vice President of Academic Affairs.

- **Staff** shall be directed to the supervisor/department chair, then the department director or manager/Dean, and then the Vice President in the employee's administrative channel.

Visitors

Visitors shall be directed to and handled by the Campus Police. The visitor may be asked to leave University premises for failure to comply.

Tobacco Cessation Programs

Employees wishing to participate in tobacco cessation are referred to the Oklahoma Tobacco Helpline (1.800.QUIT.NOW or 1.800.784.8669), the SOSU Counseling Center Tobacco Cessation Group (580.745.2988), Blue Cross Blue Shield of Oklahoma [Blue Care Connection](#) or the American Lung Association [Freedom From Smoking](#) online program.

Students may contact the SOSU Student Health Services (580.745.2867), the SOSU Counseling Center Tobacco Cessation Group (580.745.2988), the Oklahoma Tobacco Helpline (1.800.QUIT.NOW or 1.800.784.8669) or the American Lung Association [Freedom From Smoking](#) online program.

Southeastern Oklahoma State University reserves the right to update this policy at any time without prior notice.

8.3 SALES SOLICITATIONS (Revised February 1, 2012)

The University subscribes to the position that it is important for state agencies to create a working environment which allows employees to devote full-time attention to their duties. Permitting outside vendors, solicitors, and sales people unrestricted access to employees in state facilities or on state property to sell private goods and services to individuals is disruptive and a violation of university policy. Employees are not to invite or entertain sales solicitors in the workplace or on state property. Outside sales solicitation or presentations in state facilities or on state property are not authorized whether or not employees are on duty. This restriction does not apply to private entities under contract with the State or University who are acting in an official capacity as agents of the State or University.

Note: This policy includes all university employees who may be engaged in a private enterprise business whether as an agent, sales representative, or owner.

8.4 POLITICAL ACTIVITIES

An employee under the governance of the Board of Regents of Oklahoma who participates in political activities must do so in a manner that:

1. does not imply, directly or indirectly, that the Board or any of its universities endorse such activities;
2. in no way interferes with the rights and privileges of other employees of this Board or university;
3. in no way interferes with the rights and privileges of students attending any university;
4. in no way interrupts the normal routine operation of any university;
5. in no way interferes with the assigned duties of the employee; and
6. does not utilize university equipment, supplies, paid staff time, or their university resources in support of partisan political activities

Violation of these principles may be considered cause for dismissal. (Policy Manual of the Regional University System of Oklahoma, 2001, p. 5-20).

8.5 OUTSIDE EMPLOYMENT

An employee may engage in outside business or financial interest as long as it does not create a conflict of interest or interfere with the services for which the employee was hired.

8.6 CONFLICT OF INTEREST

An employee has an obligation and responsibility to report any outside business or financial activity which is or may be in conflict with the interests of the University or which interferes with the performance of his/her duties. Violations of this policy may be considered grounds for disciplinary action, to include termination.

8.7 MEDIA RELATIONS

Any statement made on behalf of Southeastern Oklahoma State University to the public through the press or through any other agency shall be made only by the President of the University or his designee. Further, this policy shall not be construed to abridge the right and privilege of any employee of the University to state publicly his/her personal opinion on any matter (Policy Manual of the Regional University System of Oklahoma, 2001, p. 1-15).

All media communications relating to the University should be referred to the Public Relations/Special Events Director, extension 2440.

8.8 LOYALTY OATH

An act of the 1968 Oklahoma Legislature requires that each new university employee sign a "Loyalty Oath." The requirement extends to all employees and must be satisfied before an individual can be paid on a state payroll. (See Section 1.5, Conditions of Employment.)

8.9 SEXUAL HARASSMENT, SEXUAL RELATIONSHIP, AND SEXUAL ASSAULT (University Handbook Updated 2/2013)

A person who has a complaint alleging sexual harassment should report the complaint to the alleged harasser's supervisor or the Affirmative Action Officer, extension 3090. The RUSO Board approved a Sexual Relationship policy effective January 2013 for RUSO institutions (RUSO Policy 5.6.2). In the event of sexual assault, the victim is encouraged to report the crime to the campus police office, extension 2911, if the act occurred on campus or to the appropriate authority if the crime occurred off campus. See also Human Resources [website](#).

8.9.1 Sexual Harassment Policy (Exhibit BB)

This policy is designed to apply to employment and/or academic relationships among faculty, staff, and students. It is the policy of Southeastern Oklahoma State University that sexual harassment of faculty and staff is prohibited in the workplace, including recruitment, appointment, working conditions, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

The Regional University System of Oklahoma and Southeastern Oklahoma State University affirm its commitment to an environment for all employees and students which is safe, fair, humane, and respectful and which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the university community is a violation of both law and the Board and University policy and will not be tolerated. Employees must refrain from any harassment or discriminatory treatment of students and other employees. Sexual harassment will be dealt with promptly and confidentially by the university administration.

8.9.2 Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

- a) When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- b) When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- c) When such conduct 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.

Examples of Prohibited Conduct

Conduct, whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, prohibited by this policy includes, but is not limited to:

- a) Unwelcome sexual flirtation, advances or propositions for sexual activity;
- b) Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- c) Sexually degrading language to describe an individual;
- d) Remarks of a sexual nature to describe a person's body or clothing;
- e) Display of sexually demeaning objects and pictures;
- f) Offensive physical contact, such as unwelcome touching, pinching, brushing the body;
- g) Coerced sexual intercourse;
- h) Sexual assault; or
- i) Actions indicating that benefits will be gained or lost based on response to sexual advances.

8.9.3 Sexual Violence Prohibited Sexual violence is a particularly pernicious form of sexual harassment. Sexual violence on campus, at university-related events, and against students or employees constitutes an emergency that will be reported to proper law enforcement authorities. The University may immediately suspend any employee or student reasonably believed to have committed sexual violence against a person in violation of this policy, with notice and hearing to follow promptly. Each university shall establish procedures for timely reporting, investigation, and resolution of sexual violence incidents. (See also 8.9.16-8.9.20 Sexual Assault)

8.9.4 Definition of Sexual Violence *Sexual violence* includes, but is not limited to, rape as defined by 21 Okla.Stat. § 1111; rape by instrumentation as defined by 21 Okla. Stat. § 1111.1; forcible sodomy as defined by 21 Okla. Stat. § 888, assault as defined by 21 Okla. Stat. § 641 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; battery as defined by 21 Okla. Stat. § 642 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; aggravated assault and battery as defined by 21 Okla. Stat. § 646 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; stalking as described by 21 Okla. Stat. § 1173 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; sexual battery as defined by 21 Okla. Stat. § 1123(B); any sexual act involving a child as described in 21 Okla. Stat. 1123(A); maliciously intimidating or harassing or attempting to maliciously intimidate or harass another person because of that person's sex or sexual orientation; or inciting others, or attempting to incite others to maliciously intimidate or harass another person because of that person's sex or sexual orientation.

8.9.5 Retaliation Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of prohibited sexual conduct with a student or employee, sexual violence, or other sexual harassment will be treated as a separate and distinct violation of the Board policy.

8.9.6 Sanctions Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

8.9.7 Complaint Process This policy is in addition to the current Board and University policies concerning discrimination and applies to all students, faculty, staff, guests, and visitors. Complaints alleging prohibited sexual conduct with a student or employee, sexual violence, or other violation of the sexual harassment policy will be reviewed and investigated by the appropriate university office.

Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- a) Complaints against students or student organizations shall be filed with the designated official for review and investigation. The designated official may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures;
- b) Complaints against faculty or staff shall be filed with the designated official. The designated official may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff;

- c) Complaints against visitors, guests, vendors, contractors, or any other person should be directed to the University Human Resources Office; or
- d) Any other appropriate process as established by university policy.

8.9.8 SE Grievance Procedure for Sexual Harassment

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students, and staff. The latter includes all university administrative and professional employees and support staff.

Sexual harassment is against the law and requires immediate attention and APPROPRIATE DISCIPLINARY ACTION.

A complaint must be filed within one year of the incident to be handled under this procedure.

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should **inform the person(s) engaging in such conduct that such conduct is offensive and must stop**. If such conduct does not stop, relief should be sought through the procedure below. *If a student or worker feels uncomfortable about confronting the person engaging in the conduct, they should seek assistance as follows:* Anyone who feels victimized by this behavior should contact proper supervisory personnel and/or the affirmative action officer. A supervisor receiving such a complaint should immediately advise the affirmative action officer to confer on appropriate action and determine if the problem can be resolved informally.

If the complaint cannot be resolved informally, the complainant must submit a written complaint for investigation. After investigation, the affirmative action officer may convene a committee in a formal setting to review written charges, hear evidence and testimony, and make a determination on the evidence as to whether harassment did occur. If the finding is that sexual harassment did occur, the supervising vice president in concert with the affirmative action officer will take disciplinary action.

At every step of the procedure, confidentiality will be maintained to protect the individuals involved. Employees or student failing to restrict confidential information or who give false information will be subject to disciplinary action.

8.9.9 Sexual Relationship Policy Statement

RUSO and Southeastern Oklahoma State University affirm its commitment to the fair exercise of academic and employment power and adequate protection of individuals with limited power. University employees, including administrators; faculty; coaches; extracurricular, extramural and intramural activities supervisors; graduate assistants; and staff should demonstrate respect for students as individuals and adhere to their proper roles as academic guides, counselors, and facilitators. Employees must refrain from any exploitation of students and other employees. Such use of power to create sexual relationships will be dealt with promptly and confidentially by the university administration.

- 8.9.10 Sexual Conduct with Students Prohibited No employee shall engage knowingly or attempt knowingly to engage in consensual or nonconsensual sexual conduct with any student whom the employee supervises, acts as academic advisor for, or over whom the employee has any power to determine the student's grade; honors; discipline; research opportunity; scholarship opportunity; acceptance in a graduate or other program of study; participation in arts, athletic, academic, or extracurricular competition; work-study assignment; or similar education-related matter. University employees' sexual liaisons with students in such situations exploit position, abuse power, and fundamentally harm the academic relationship. Voluntary intoxication with drugs, alcohol, or other substances shall not negate knowledge.

- 8.9.11 Sexual Conduct with Supervisee Prohibited Supervisors' sexual liaisons with their supervisees may exploit position, abuse power, and fundamentally harm the working environment. No supervisor may engage knowingly or attempt knowingly to engage in consensual or nonconsensual sexual conduct with any employee, not his or her spouse, whom he or she supervises, directly or indirectly. Voluntary intoxication with drugs, alcohol, or other substances shall not negate knowledge.

- 8.9.12 Definition of Sexual Conduct *Sexual conduct* includes, but is not limited to, any sex act, erotic

touching, romantic flirtation, conversation of a carnal nature, advance or proposition for sensual activity, erotically explicit joke, remark of a carnal nature describing a person's body or clothing, display of an erotic object or picture, and physical contact reasonably believed to be of a sensual or flirtatious manner.

Sexual conduct does not include reasonable use or delivery of bona fide lecture and/or instructional acts, statements, or materials.

8.9.13 Sanctions Sexual conduct with students or employees in violation of this policy will not be tolerated. Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

8.9.14 Exceptions Exceptions to sexual conduct prohibitions consistent with state and federal law may be granted in appropriate circumstances by the university president. The Board shall be notified of any such exceptions in a written, confidential personnel record at least one week prior to the next Board meeting. Exceptions involving presidents may be granted by the Board only.

8.9.15 Sexual Assault Policy (Added to University Policy 1993)

Southeastern Oklahoma State University will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional nature. This includes, but is not limited to, rape (including 'date or acquaintance' rape) or sexual assault. In instances where there is reason to believe that Southeastern Oklahoma State University's policies prohibiting sexual misconduct have been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University's student conduct system. If the University has reason to believe that sexual misconduct has occurred, the University's sanctions may include warnings, restrictions, probation, suspension or expulsion.

8.9.16 Definition of Sexual Assault

Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person.

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity nor from a state mental, developmental, or physical ability, or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

8.9.17 Procedure for Reporting Sexual Assault

The victim is encouraged to report the crime to the campus police office (Campus extension 2911, 301 University Blvd./corner of 3rd Ave. & University Blvd.) if the assault occurred on campus or to the appropriate authority if it occurred off campus. Emergency call boxes are strategically located on Durant campus locations. See SE Public Safety website for locations: <http://homepages.se.edu/public-safety/campus-police/>. The victims are encouraged to call the Durant Crisis Control Center (580-924-3030) or the Oklahoma Crisis Center Hotline (1-800-522-9054) for medical and support services. Victims should take care to preserve the evidence of a sexual assault which may be necessary to the proof of the crime (i.e., do not take a shower).

Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of a crime. Students may also report the incident to the staff within the residence halls, the student affairs office, the University's Counseling Center, or other University staff who will in turn inform student affairs office. Victims are also encouraged to report the crime to the Dean of Students in order to pursue disciplinary action through the Student Code of Conduct system. Students may request that campus personnel assist them in the reporting of the crime of sexual assault. False reporting of a crime is a misdemeanor and will be treated seriously.

8.9.18 Disciplinary Procedures in Alleged Cases of Sexual Misconduct

Students who wish to file a student misconduct report should contact the Dean of Students located in the GJD Student Union, Room 314, campus extension 2266. If the matter cannot be resolved by the Dean of Students in an informal manner acceptable to the person bringing the complaint, it will

be the option of the complainant to pursue the formal process. In the event that the complaining person wishes to file a formal grievance against another student accused of sexual misconduct, the Committee on Student Conduct will hear the case. This committee will be comprised of faculty and students in the same manner as outlined in the *Student Code of Conduct* policy. Should the complaining student name a faculty member or any other employee of the institution as the alleged perpetrator, the established University policy for grievance as found in this *University Handbook* for staff and the *Academic Policies and Procedures Manual* for faculty shall be followed. To initiate this action, the Affirmative Action Officer, extension 3090, should be contacted.

- a. The complainant shall be permitted to have a person or persons of his or her choosing accompany him or her throughout the disciplinary hearing.
- b. The complainant shall be permitted to be present during the disciplinary hearing (except during the deliberations of the panel.)
- c. The complainant shall have the right to be informed of the outcome of the formal hearing upon its conclusion by the panel.
- d. The person alleged to have engaged in sexual misconduct shall also be afforded all the rights set forth in this section.
- e. If the sanctions against the alleged perpetrator include suspension or expulsion, the perpetrator may appeal the committee decision to the Vice President for Student Affairs within 5 (five) working days of the issuance of the decision.

8.9.19 Education

Educational materials related to sexual misconduct will be disseminated to each incoming student during orientation as well as those students currently enrolled on the campus. Orientation of new students, faculty and staff will include a component related to sexual harassment, violence, relations, assault and its prevention. Programming to promote the awareness and prevention of sexual misconduct will continue to be afforded annually through numerous venues including residence halls training, SOLD workshops, departmental meetings as well as other locations accessible to the greater University community. Self-defense seminars are offered to students, faculty and staff through Community resources.

8.9.20 Services to Victims

Medical treatment is available through local physicians or at the Medical Center of Southeastern Oklahoma where evidence may be collected to preserve the option of prosecution if the victim so chooses. The student support services office and the University Counseling Center will provide initial counseling and referral to those students requesting assistance.

If requested by a victim, reasonable accommodations will be made to victims of sexual assault living on campus who request a room assignment change or an adjustment in their academic schedule as is possible within the existing curricular offerings.

The University will foster an environment of safety for the entire University community and will support a climate of acceptance and concern for victims of sexual assault.

8.10 **SUBSTANCE ABUSE/EMPLOYEE ASSISTANCE**

Southeastern Oklahoma State University strives to ensure that all employees are provided with an enriching and supportive work environment. It is in the best interest of both the University and its employees to provide assistance for employees in dealing with personal problems such as substance abuse, including alcohol and drug abuse. (For more detailed information, contact the University Counseling Center, extension 2957.)

8.11 **DRUG-FREE STATEMENT** (Updated 7/2008)

The federal Drug-Free Workplace Act requires that any entity seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued at \$100,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace.

Southeastern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands

implementation of programs and services that facilitate that effort. In order to meet these responsibility and requirements, university policy is as follows:

1. As a condition of employment, employees must abide by the terms of this policy.
2. The illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on university property or during any university activity is prohibited. Any illegal activity or substances will be reported to the appropriate law enforcement agency and may result in criminal prosecution.
3. Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Such conditions will be proper cause for disciplinary action up to and including termination of employment.
4. Some of the drugs that are illegal under federal, state, or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed for current personal treatment by an accredited physician.
5. The University will distribute annually during the fall semester a policy statement with information regarding the penalties for unlawful drug and alcohol abuse, health risks that result from such abuse, and counseling or treatment that is available for university employees.
6. The counseling center may provide initial drug and alcohol counseling to university personnel at no charge to the individual. The counseling center will refer such individuals to other agencies or treatment programs if appropriate; any cost of such program will be the responsibility of the individual.
7. Violation of this policy will result in disciplinary action in the form of reprimand, suspension, demotion, or termination. Continued employment may also be contingent upon completion of an appropriate rehabilitation program.
8. The President will appoint a committee made up of faculty, staff, and students to review the effectiveness of the University's drug and alcohol awareness program. The committee will review the program at least biennially.
9. Any university employee who is convicted of any federal or state criminal drug statute for drug related misconduct in the workplace must report the conviction within five (5) days thereafter to the Human Resources office.
10. Sanctions imposed for violations of this policy will be monitored and enforced by the Human Resources office when an employee is involved and the student affairs office when a student is involved.

University officials reserve the right to require drug testing when there is reasonable cause to believe that an employee is under the influence of drugs.

8.12 COMMUNICABLE DISEASE POLICY STATEMENT

8.12.1 Policy

It is the general policy of the University that applicable federal and state laws pertaining to contagious or infectious diseases, all matters of public health, as well as those governing discrimination and privacy, shall be appropriately observed and followed in its operation. All university personnel are expected to cooperate with authorized public health officials in resolving threatening situations which may arise.

In those instances in which a member of the university community is diagnosed as having HIV or having tested positive to HIV exposure, the University will consider facts, medical information, and legal advice in determining the appropriate action to be taken.

The University will continue to develop and review guidelines, educational programs, and resources to meet the needs of all personnel and students.

8.12.2 Definition

Recent events have brought attention to numerous communicable diseases including HIV, mumps, measles, and rubella. The most recent information distributed by the Centers for Disease Control, U.S. Department of Health and Human Services, state that casual contact with HIV patients or persons who might be at risk for the illness does not place others at risk for contracting the illness;

that HIV is spread by sexual contact, needle sharing, or less commonly, through infected blood or its components.

8.12.3 Issues

Legal and ethical considerations strongly oppose the adoption of any policies or courses of action which would deny ordinary privileges and rights, including that of privacy to employees who are known or suspected to be infected with the HIV virus.

Employees of the University identified as having HIV or any other communicable disease, will not be barred from working, attending classes, or participating in university-sponsored activities unless the Affirmative Action Officer, in consultation with the individual's personal physician or state health or state health department officials, that he/she presents a clear and present danger to the public health. All such decisions will be made on a case-by-case basis, will remain open to reexamination in light of new information, and will consider facts such as the individual's state of health and occupation.

8.12.4 Confidentiality

The physician/patient privilege, which is statutorily credited, and a patient's right of privacy, which is derived from the First Amendment to the United States Constitution, dictate that information regarding a patient's diagnosis as having HIV should be maintained in the strictest confidence possible. The duty to report such information is limited only to those situations in which there are specific government reporting requirements or a medical justification for the disclosure of that information. No specific or detailed information concerning individual patients' medical conditions will be released to the general public.

In the event that a personal physician or state health department officials determine that an individual's medical condition represents a public health hazard and warrants limitation of activities, only essential administrative personnel will be informed, on a need to know basis.

8.13 **RACIAL AND ETHNIC HARASSMENT** (Added to University Policy 4/1997)

It is the policy of the Board and Southeastern Oklahoma State University that racial and ethnic harassment shall be prohibited and is subject to disciplinary action as set forth in this policy. Racial and ethnic harassment is defined as:

Behavior or conduct addressed directly to individual(s) related to the Victim's race, religion, ethnicity, or national origin that threatens Violence, or property damage, or that incites or is likely to incite imminent lawless action.

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the University complaint procedures.

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

8.13.1 Complaint Process

This policy is in addition to current Board and University policies concerning discrimination, and applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the Affirmative Action Officer/Human Resources officer (AAO/PO). Complaints may be resolved informally or may proceed through the formal complaint proceedings. Complaints may be filed in the following manner.

1. Complaints against students or student organizations shall be filed with the AAO/PO for review and investigation. The AAO/PO, or his designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.

2. Complaints against faculty and staff shall be filed with the AAO/PO. The AAO/PO, or his designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty and staff (for faculty please see the faculty grievance procedures in the Academic Policies and Procedures Manual; for staff please see Section 13, Employee Complaints).
3. Complaints against visitors or guests should be directed to the University's police office on campus.

9. DISCIPLINARY ACTION

9.1 POSITIVE DISCIPLINE

University policy is designed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection, procedures, meaningful employee orientation, appropriate on-the-job training, periodic performance evaluations, and a positive approach toward employee discipline by university supervisors.

Disciplinary action is considered a dimension of performance evaluation. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. When problems occur, they should be handled in a manner which jointly supports the concept of positive discipline and minimizes the interruption of university services. Employee discipline may be needed and, as corrective procedure, is an integral part of university employment policy. The University's explanation is that supervisors will direct their disciplinary efforts toward positive employee development and success.

When discipline is necessary, the positive guidelines below should be used to promote fairness and consistency throughout the University. The guidelines are not expected to be rigidly applied, but will be suitable for most university discipline situations. Depending upon the circumstances in individual cases, repeating a step, deleting a step, or moving to immediate discharge may be appropriate. All disciplinary actions must be coordinated with the Human Resources office.

9.2 VERBAL WARNING

A verbal warning is the first step in discipline procedure. The supervisor should record and maintain on file the date of the discussion and a brief summary of the items discussed, including witnesses if appropriate. If the problem persists, a written warning is appropriate.

9.3 WRITTEN WARNING

Should the verbal warning fail to effect improvement in employee performance, a "Counseling Report" (Exhibit CC) will be sent to the employee, and copies will be sent to the appropriate administrator and to the Human Resources office. If the offense is of a serious nature, a written warning might be an appropriate first step. The report should contain a description of the problem, an explanation of the deficiency, a solution to correct the problem, a definition of the time frame within correction is expected, and an evaluation of the employee's response. If the employee refuses to sign the report, this fact should be duly noted on the report, along with the signature of a witness to attest that the employee refused to sign.

If an employee receives three written warnings the employee should be considered for termination. However, if an employee does not receive a counseling report for at least 12 months, the warning should be considered inactive. Inactive warnings will not be considered in determining employee promotion or transfer.

When job performance does not improve as a result of the above procedures, the supervisor may be required to recommend either discharge of employment or request administrative assistance to arrange a transfer of a specific individual to another area.

Usually, a supervisor should allow ten working days to gauge job performance before progressing to the next step.

9.4 SUSPENSION (University Policy Updated 11/2005)

Suspension with or without pay must be recommended by the supervisor to the Human Resources office for serious incidents which could eventually warrant discharge. Suspension without pay must be for serious incidents related to conduct rather than poor performance (Fair Labor Standards Act 541.602, August 2004). In this case, the employee may be suspended (with or without pay) one to five workdays pending investigation and the decision as to the extent of disciplinary action or termination. A letter should be given to the employee stating the reason for the suspension with or without pay. The employee should at this time be given an opportunity to present his/her explanation. (See section 9.5, Disciplinary Violations and Section 10.5, Appeal Procedure.)

9.5 DISCIPLINARY VIOLATIONS

9.5.1 Definition

Disciplinary action, to include termination, by department supervisors may be necessary because of assault or battery of a person on university property or at a university-sponsored event, theft of university property, unexcused absence of three or more days, falsifying employment application or time or leave records, immoral conduct or indecency on university property or at a university-sponsored event, use of intoxicants during working hours or on campus at any time, insubordination, unauthorized use or duplication of a university key, reporting to work under the influence of alcohol or drugs, excessive absenteeism or tardiness, violating a safety rule or practice, inattention to duty, inefficiency, absence without leave, violation of law or university regulations, disloyalty, lack of integrity, or other conduct inappropriate for an employee of the university.

Insubordination is the refusal of an order from supervisory or managerial personnel or the use of obscene or otherwise objectionable language to such personnel in a threatening manner. Insubordination undermines the discipline and authority needed in the workplace.

9.5.2 Determination

A supervisor may request that the Human Resources Officer evaluate the situation to resolve the dispute or determine appropriate disciplinary action. All factors will be taken into account before determining the appropriate penalty.

There may be extenuating circumstances whereby disciplinary action may not be appropriate. Disciplinary action may vary, at the sole discretion of university representatives, where there are extenuating circumstances, including prior unlike violations. These rules also apply when an employee is representing the University in business off-campus.

Disciplinary action for violation of university policies or procedures or for actions detrimental to the University, university property, or university personnel, not described herein, shall be determined by the President (or his designees) of the University.

9.5.3 Procedure

In attempt to provide consistent treatment for employees, supervisors who have responsibility for administering disciplinary actions should do so in the following manner:

- a. notify the employee of the proposed disciplinary action to be taken,
- b. provide an explanation of the reason for the proposed action,
- c. conduct any verbal discipline (warning, reprimand, correction, etc.) in privacy between the supervisor and employee, and

If a witness is needed or desired by either party, the next level supervisor or the Human Resources Officer may be asked to witness the discipline. The purpose of the verbal discipline is to improve the work performance of the employee and not to embarrass or humiliate. Therefore, the supervisor should remain calm and objective while issuing the warning. Raising one's voice or using offensive language is inappropriate on the part of both parties. Violation of this policy will be considered grounds for disciplinary action.

- d. provide the employee an opportunity to be heard and to respond to the reasons for the disciplinary action prior to initiation of the action.

9.5.4 Pre-termination Hearing

If discharge of a regular employee is being considered, that employee should be given the opportunity to have a pre-termination hearing. Pre-termination hearings may be arranged through the Human Resources office.

10. TERMINATION OF EMPLOYMENT

An "Employment Transaction Form" (Exhibit C) must be completed by the employee before the final paycheck will be issued, (See Section 4.14, Termination Clearance Process).

10.1 RESIGNATION

10.1.1 Notice

Employees should submit resignations to the University in writing. Management personnel should provide one month notice and all others ten workdays. Employees who fail to give proper notice will forfeit all accumulated leave.

10.1.2 Compensation

Earned, unused annual leave plus pro-rated annual leave between July 1 and the date of termination and accumulated compensatory time will be paid up to the maximum annual leave accumulation (see Section 12.1.1 Accrual) to all terminating employees after continuous service for six months if appropriate notice was given. For purposes of figuring pro-rated annual leave, the last date of employment will be rounded to the nearest first of the month. Final annual leave pay will usually be available on the normal pay date of the month following termination.

Employees, when terminating, would not be eligible for any holiday pay beyond the date of termination, even though accumulated annual leave time might encompass the holiday.

10.2. DISCHARGE

When positive steps (see Section 9, Disciplinary Action) have been used but performance has not changed, or when an employee has committed a major offense, discharge of that employee is the next step for consideration.

10.2.1 Definition

A major offense is one that involves dishonesty or seriously threatens university operations or the safety and well-being of the individual or other employees. This represents behavior that is unacceptable to the University.

Cause for dismissal or discharge shall include but not be limited to assault or battery of a person on university property or at a university-sponsored event, theft or university property, unexcused absences of three or more days, falsifying employment application or time or leave records, immoral conduct or indecency on university property or at a university-sponsored event, use of intoxicants during working hours or on campus at any time, insubordination, unauthorized use or duplication of a university key, reporting to work under the influence of alcohol or drugs, excessive absenteeism or tardiness, violating a safety rule or practice, inattention to duty, inefficiency, absence without leave, violation of law or university regulations, disloyalty, lack of integrity, or other conduct inappropriate for an employee of the University. (See Section 9.5, Disciplinary Violations.)

10.2.2 Procedure

Recommendation for discharge should be documented in writing and a copy sent to the Human Resources office after approval through the normal administrative channel. Documentation should include the employee's name, date of the incident, explanation of the circumstances resulting in the recommendation for discharge, and reference to all previous disciplinary steps taken.

Upon receipt of a recommendation for discharge or request for employee reassignment, the Human Resources office will collect and assemble a complete record for administrative review. If discharge is approved, the following steps will be initiated.

The Human Resources office will send copies to the employee and the administrative supervisor. The recommendation must contain the reason for the discharge and the recommended date of discharge.

The Human Resources office will calculate accrued leave, establish the date for removal of the employee from the payroll, and execute and “Employee Transaction Form” which will be sent to the supervisor for signature and submission through assigned channels to the President. Discharge will be considered final only when the “Employee Transaction form” is signed by the President. Upon recommendation of the President, the individual may be suspended from duty and pay while the President seeks any additional information deemed necessary before formal discharge is completed.

10.2.3 Exit Interview

In case of either discharge or suspension, an “Exit Interview” may be arranged with the employee, the supervisor, and the Human Resources Officer. The interview may be conducted jointly or separately.

10.3 REDUCTION OF WORK FORCE

10.3.1 Policy

The University makes every effort to provide stable employment to members of the staff. However, there may be occasions which necessitate a reduction in the work force.

A reduction in work force resulting in layoff(s) shall be among the last options implemented by the appropriate vice president or department head. It may be instituted in cases of bona fide budget reduction, lack of work, lack of funds, program discontinuation, or technological replacement. When such conditions exist, the respective vice president will announce or declare the implementation of this policy.

The decision as to the extent of the reduction in work force within the affected budgetary unit shall be recommended by the supervisor to the appropriate vice president who will approve the recommendation and forward it to the President.

Employees who are scheduled for layoff shall not have the option to “bump” other employees in any budgetary unit on the basis of seniority.

Individuals who are scheduled for layoff do not routinely have the privilege of entering grievance charges in regard to layoff action, except for reasons of alleged violation of these policies and procedures governing such reduction of work force, or for alleged acts of illegal discrimination. This provision supersedes usual grievance procedures adopted by the University.

Reassignment to comparable or similar vacant positions in unaffected areas:

- a. Whenever it is determined that a reduction in work force is necessary, the vice president of the division shall, after consultation with the appropriate administrator, have the discretion and authority to place the employee(s) in vacant positions within the division without the affected employee(s) having to compete with others in the appropriate applicant pool. Individuals who are reassigned must meet the criteria of satisfactory performance, and the move may be rescinded if it is in the best interest of the receiving unit. Normally, the department will evaluate the individual's performance during the first three months of the new position. If the individual's performance level is not satisfactory, the person will be placed on layoff status from the former department. Individuals who suffer a rescission of a reassignment do not routinely have the privilege of entering grievance charges in regard to that rescission except for reasons of alleged violation of this policy and procedures, or for alleged acts of illegal discrimination. This provision supersedes usual grievance procedures adopted by the University.
- b. In all cases of reassignment, the employee must be judged well suited for the position by the appropriate administrator and must possess the minimum qualifications for the new position or have acceptable compensatory qualifications as determined by the appropriate vice president.
- c. In cases in which the affected employee(s) are not reassigned to other positions within the same division, the persons will be placed on layoff status.
- d. These policies are designed to protect incumbent, non-teaching employees who are faced with layoff from having to compete with outside applicants from the appropriate applicant

pool. It is not intended, nor shall it be construed that these policies are designed to provide a "loophole" from vigorous affirmative action that is expected from the appropriate director or department head. The vice presidents shall continue to be held accountable for compliance with affirmative action standards within their respective areas.

At the time of layoff, all earned but unused annual leave will be paid in full and will usually be available on the normal pay date the month following layoff. Regardless of the date of payment for the unused annual leave, the date of layoff will be the next day following the last day worked by the affected employee.

Persons on layoff status who are not called back to work within the next twelve (12) months after the last day of work prior to the layoff may be terminated from employment. Persons suffering such termination will be eligible for new employment with the University, but such new employment will be under the same conditions as for all new employees.

10.3.2 Procedure

At any time a reduction in work force becomes necessary, the appropriate department head of the affected budgetary unit shall submit a plan for layoff to the appropriate vice president.

The appropriate director or department head shall review all the possible alternative solutions to the condition of serious financial distress prior to taking layoff action.

The appropriate director or department head shall consider all pertinent factors prior to making the decision as to which function and /or job classes are to be affected, plus a determination as to how many persons are to be laid off within each of the categories. The appropriate director or department head shall cause to be developed a listing of employees within the affected jobs.

All persons affected by layoff action shall be notified in writing as early as possible. A copy of the layoff notice shall be transmitted to the Human Resources office.

The written layoff notice should contain the following information:

- a. the effective date of the layoff,
- b. a statement advising the incumbent of eligibility to apply for unemployment compensation at the Oklahoma Employment Security Office,
- c. the University's callback procedures,
- d. the option of the laid-off incumbent to continue to maintain eligible insurance coverage in accordance with federal COBRA guidelines, subject, however, to the continued payment of insurance premiums by the laid-off individual,
- e. and the date that all callback rights will expire.

Vacancies not filled through callback procedures will be listed with the Human Resources office.

The Human Resources office will give first priority for referral to those persons with the same job classification that have suffered layoff from other budgetary units. Second priority will be others laid off who meet the qualifications for the position but do not hold the same job classification.

If no suitable applicant is available for the pool of layoffs, normal recruitment and referral procedures will be followed.

A person on layoff status may be unavailable or may refuse without penalty one offer of callback to a position in the classification in which he/she holds layoff status. However, should such a person be unavailable or refuse reinstatement for a second time to a position in the classification in which he/she holds layoff status, he/she will be terminated at the time of the second unavailability or refusal to return.

10.4 **NON-RENEWAL OF APPOINTMENT**

There may be circumstances whereby the appointment of a regular full-time employee may not be renewed. No stigma attaches to the non-renewal of appointment, because non-renewal may result

from any one or more several factors, including but not limited to: (1) programmatic considerations, (2) financial and/or enrollment factors, (3) the employee's failure to meet or exceed the University's minimum performance standards or to satisfy a "Special Condition" of employment, or (4) changes in the University's mission or policies. Neither satisfactory performance nor satisfaction of all "Special Conditions" guarantees renewal of an appointment.

The recommendation regarding non-renewal must be approved by the next administrative level. When the recommendation is forwarded, the employee involved shall be notified of such recommendation in writing. The University will attempt to provide as much notice as possible of a non-renewal of appointment. Decisions to non-renew appointments are not subject to review except in cases of illegal discrimination or unconstitutional action.

10.5 APPEAL PROCEDURE (Revised 7/2012)

10.5.1 Provision

An employee may appeal suspension from work without pay, demotion for cause, or discharge. This policy, however, does not apply to action taken during the employee's probationary period or to action taken under the Reduction of Work Force Policy or the non-renewal of an individual's appointment.

10.5.2 Procedure

- a. When an employee receives notice of a pending suspension, demotion, or discharge he/she may request a hearing before an appeals committee. The request must be submitted in writing to the appropriate vice president within five workdays of receiving the notice.
- b. The vice president shall appoint an appeals committee within three workdays or receipt of the written request. The committee shall be made up of five individuals: two professional staff; two support staff; and one person appointed from any job classification and approved by the appellant. A chairperson will be elected by the committee members.
- c. The vice president shall schedule the initial committee meeting within five workdays of appointing the members. The committee will be advised of the nature of the appeal and will elect a chairperson during the initial meeting. The committee will schedule subsequent meetings as needed to gather information, hear evidence, and make its recommendation. The committee will establish its own rules and procedures in carrying out its responsibilities.
- d. The committee shall be provided staff assistance from the appropriate vice president and/or Human Resources office. All meetings will be recorded and the tapes maintained in the Human Resources office.
- e. The committee will make every effort to complete its work within 15 calendar days. Its recommendation may be to uphold the decision to suspend, demote, or discharge; to overturn the decision; or to substitute a less severe penalty. The committee may not recommend a more severe penalty.
- f. The committee's recommendation shall be submitted to the appropriate vice president with a copy to the appellant and the Human Resources office. The vice president will review the recommendation and forward it within five workdays to the President with a statement of support or non-support of the committee's recommendation.
- g. The President shall review the information provided, including the recommendation of the vice president and Appeals Committee, and may accept, deny, or modify the recommendations. The President shall notify the appellant and the vice president within ten workdays. The President's decision is final.

11. TRAVEL

The purpose of travel is for professional development or conducting official university business. No travel expenses shall be incurred except for official business, which has been approved in advance. Requests to attend professional meetings must be accompanied by a program or letter or invitation.

An "Out-of-State Travel Encumbrance Request" form (Exhibit DD) should be submitted at least 30 days prior to the date of travel. "Out-of-State Travel Encumbrance Request" forms are available in the purchasing office. All out-of-state travel, except for routine business during the day, requires prior approval of the President.

Inter-departmental travel requests are optional depending on individual department requirements. The claimant must check with his/her respective dean for procedures required by their department.

When the University will be paying for the airfare, when the employee pays and expects reimbursement for part or all of the airfare, when the employee decides to drive instead of fly, or when the employee purchases airfare from another agency, airfare quotes must be obtained from the a state-contracted travel agency (please call All Season's Travel, (580) 924-9201).

In-state travel requests (if required by department or dean) should be submitted in writing to the immediate supervisor at least ten days prior to the date of travel and should include an estimate of expense to be incurred. Forms, if required, will be available in the dean's offices.

If available and requested, a university automobile, van, or bus can be reserved. If it becomes necessary to cancel a scheduled trip, the Motor Pool Coordinator should be notified of such cancellation promptly so that the university vehicle may be reassigned to another individual. (For additional information see Section 15.3, Use of State Vehicles and Private Automobiles.)

In order to receive reimbursement for travel it is necessary to complete a "Travel Information Claim" form (Exhibit EE). This form is available in the purchasing office. The required original receipts and meeting agendas or conference brochures must be attached to the form. This form must be signed by the claimant and approved by the funding budget director.

Candidates interviewing for a position must have an "Out-of-State Travel Encumbrance Request" form filled out by the requesting department and approved by the President prior to interview. Requesting department representative should be the person signing the claim on the "Person Requesting Travel" line.

For information regarding student travel and travel reimbursement for candidates interviewing for a position at the University, please call the purchasing office at extension 2686. Student Group Travel forms can be obtained in the purchasing office.

11.1 REIMBURSEMENT/GENERAL PROVISIONS

11.1.1 In-State

Reimbursement for meals shall be made for overnight travel only. Travel status for the purpose of meals and lodging shall be defined as absence from the officer's or employee's home area, or official station while performing assigned official duties.

11.1.2 Out-of-State

Reimbursement for meals and lodging on out-of-state trips shall not begin more than 24 hours before or continue more than 24 hours after the trip objective, such as a meeting, workshop, or conference.

11.2 LODGING

Reimbursement for overnight lodging while in official travel status may be made at a rate not to exceed the limit found on www.policyworks.gov/perdiem, except for designated meeting sites. Paid receipts issued by the hotel, motel, or other public lodging place must accompany the claim for reimbursement. If the place of lodging is the designated meeting site, a brochure from the event sponsor must be included on travel claim.

11.3 PER DIEM

Reimbursement for meals, while in travel status, is authorized at rates set by Oklahoma Statute. In computing the reimbursement for per diem, a day shall be a period of twenty-four (24) hours. No per diem reimbursement will be allowed except for overnight travel. Reimbursement for each fourth (1/4)

day (six hours) or major fraction thereof (more than three hours) may be made at rates set by Oklahoma Statute.

11.4 TRANSPORTATION

11.4.1 In-State

Travel by privately owned vehicle may be reimbursed based on the distance set forth in the latest State Highway Commission road map or Oklahoma Statewide Mileage Table published by the Oklahoma Department of Transportation. The vicinity travel must be entered on travel claims as a separate item.

11.4.2 Out-of-State

Regardless of the mode of travel (including privately owned vehicle) reimbursement for out-of-state transportation costs shall not exceed that of coach airfare. Travel by commercial airline on a first-class basis may be reimbursed if coach class space is not available within a reasonable time and is justified by attachment to claim. Airline tickets for employee travel must be purchased from travel agents listed on the statewide contract (All Seasons Travel). Airline ticket purchases must be encumbered on an approved "Out-of-State Encumbrance Request".

11.4.3 Local

Taxicab fares in-state will be reimbursed only upon justification as to the necessity for their use.

Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs.

Reimbursement for leased or rented automobiles will be reimbursed when pre-approved on an "Out-of-State Travel Encumbrance Request" and when the necessity for the vehicle is justified on a "Travel Claim Form". All such claims will be audited for necessity of business use and for actual business miles. Comparisons may be requested to show savings over local taxicab or shuttle services.

11.4.4 Transportation of Passengers

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in state vehicles or private vehicles used for state business purposes, where one expects to be reimbursed pursuant to 74 O.S.Supp.1991, §500 ¶4(B). (See Section 15.3, Use of State Vehicles and Private Automobiles.)

11.4.5 Miscellaneous Expenses

Reimbursement claims for miscellaneous travel expenses such as communication charges and registration fees for attending workshops, conferences, etc., must be itemized.

Reimbursement for communication charges incurred during in-state travel must be justified as to the necessity.

11.4.6 Receipts

Lodging receipts from a motel, hotel, or other public lodging place must accompany the claim for reimbursement. The lodging receipt must show a zero balance; otherwise, proof of payment is required. Claim for reimbursement of transportation by commercial airline shall be accompanied by the passenger's duplicate ticket or other airline receipt which includes information as to the class of accommodations. Reimbursement for official use of leased or rented automobiles must be supported by a receipt indicating miles traveled.

12. LEAVES OF ABSENCE (Updated July 2008)

Request for any type of leave should be submitted to the supervisor as soon as the employee knows that such leave be necessary or desired. Advance notice allows the supervisor to consider such leave request when planning work schedules. A sample "Request/Approval of Leave Form" (Exhibit FF) is provided for use by supervisors to assist in documentation of certain leave; however, use of this specific form is not required by the Human Resources office (supervisors may prefer e-mail communication or a request form produced by the department). When conditions do not permit a request in advance (illness, personal emergency, etc.) the employee is to notify the supervisor by telephone at the earliest possible time of the need to use accrued leave. If the supervisor is not available the next level in the administrative channel may be notified. The supervisor is responsible for completing an "Employee Transaction Form" and submitting it through administrative channels to the Human Resources office whenever employees have been approved for leave time, such as leave without pay, which would affect their payroll status. Negative leave balances are not allowed, and an employee's pay will be reduced on an hour-for-hour basis if a supervisor approves an absence from work for an employee when no applicable paid leave is available. Falsification of leave forms is grounds for dismissal.

12.1 ANNUAL LEAVE

Southeastern Oklahoma State University provides annual leave with pay for eligible employees for the purpose of rest and relaxation. Part-time (less than 75%) employees are not eligible to earn annual leave.

12.1.1 Accrual

Full-time employees accrue annual leave as follows:

Years of Service	Monthly Amount Accrued	Yearly Amount Accrued	Maximum Accumulation
Less than 5 years	10 hours per month (1.25 days)	120 hours (15 days)	240 hours (30 days)
5 but less than 20 years	12 hours per month (1.50 days)	144 hours (18 days)	360 hours (45 days)
20+ years	13.33* hours per month (1.66 days)	160 hours (20 days)	480 hours (60 days)
	*13.37 hrs in June		

Accruals are credited the 16th of each month. Full accrual is credited for 15 or more days; there is no accrual for less than 15 days. Regular employees working less than 100% but at least 75% of full-time will earn a proportionate amount at the appropriate accrual rate. Hourly employees accrue a proportionate amount of annual leave based on the number of actual hours of work (excluding overtime) and approved leave for which he/she is paid in a month. After reaching a maximum, annual leave hours over the maximum accumulation allowed will be lost unless used by the end of the fiscal year in which the maximum accumulation is reached.

12.1.2 Eligibility

If an employee resigns or is discharged, full payment for unused annual leave will be made upon approval of the Vice President for Business Affairs, provided the employee has worked for a continuous six-month period and appropriate notice was given. No payment for annual leave will be authorized for any person who has not completed at least six months of continuous employment at the University. An employee whose status changes from being ineligible for annual leave to being eligible for annual leave will be required to complete the previously state six full months of continuous employment. Beginning six full months after the effective date of the status change, the employee will be eligible for use of the annual leave accrual.

Southeastern Oklahoma State University does not credit an employee for accrued annual leave earned at another state agency. Personnel working in positions funded by a grant or contract with an outside agency are encouraged to use all accrued annual leave prior to the anniversary date of such grant or contract. The University will not accept liability for accrued annual leave after a grant

or contract is discontinued; accrued annual leave is forfeited if not taken prior to the final pay of the grant or contract.

Annual leave may not be earned by an employee during leave of absence without pay, suspension, layoff, or removal from the payroll for any reason.

University observed holidays that fall within an employee's scheduled annual leave time will not be recorded as annual leave on the monthly leave report. Annual leave will not be granted prior to being earned. Annual leave is not automatically extended because of illness during the annual leave period.

Due to various departmental work load requirements, supervisors reserve the right to disallow annual leave at certain times during the year. Supervisors will make every effort to minimize these restrictions and will only do so if it is determined to be in the best interest of the University.

If an employee eligible for annual leave should die, his/her estate shall be paid for the annual leave time earned prior to his/her death up to the maximum accumulation limit.

12.2 HOLIDAYS (University Policy revised 7/2006)

Southeastern Oklahoma State University observes certain holidays to be announced by the President of the University. Typical holidays are New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, and additional days as designated by the President of the University. The holiday schedule may differ for Public Safety professional and police officer positions. Please contact the Human Resources office for further information. Full-time employees who are eligible for benefits are paid holiday pay. Employees who are on leave without pay status the day before or after a holiday will not receive holiday pay.

A regular full-time employee scheduled to work on a university-approved holiday will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and department supervisor.

12.3 INCLEMENT WEATHER

The Director of Public Relations will be responsible for contacting the news media if the President makes the decision to close any part of the University due to inclement weather conditions. The local radio station will specify whether the administrative offices and/or classes will be closed. Unless the administrative offices are specifically mentioned as being closed, always assume they are open. Every effort should be made to listen to the radio rather than calling in, but information will be available at the campus switchboard. (See Section 15.5, Inclement Weather Causing Emergency Closing.)

Should administrative offices be closed, the absence for that period would be entered in on the monthly leave report form as "inclement weather (I)." Thus, an employee would be paid for the period, and the time would not be deducted from any accumulated annual leave or personal leave.

If the University is open, faculty or staff members who believe they cannot travel safely to the University are expected to notify their departmental supervisor by telephone. Absences by staff members who decide they cannot travel to the University must be charged to personal leave, annual leave, leave without pay, accrued compensatory time, or a supervisor may extend permission to make up the time. The approximate manner of recording the excused absence is the responsibility of the immediate supervisor. Excused absence refers to the time missed due to inclement weather when the University remains open for business.

12.4 PERSONAL LEAVE (University Policy revised effective 7/1/2008)

Regular full-time employees are eligible for personal leave. Personal leave can be used when a member of the employee's family requires his/her attention; when there is an emergency that only the employee can handle such as family illness; bereavements; inclement weather conditions; conducting personal business; etc. If it is not clear that the absence qualifies for personal leave, the supervisor should contact the Human Resources office for clarification. Those situations will be evaluated and a decision made based on the merits of the request.

Personal leave is not annual leave; therefore, it is not intended to supplement annual leave periods. Department supervisor approval is required for personal leave hours to be used. Events that could have been scheduled during non-working hours will be charged to annual leave.

A new employee will be granted personal leave only after completion of the first ninety (90) days of employment (includes administrative, professional and support staff). Full-time employees will begin the new fiscal year with the maximum amount of personal leave of 5 ½ days. For new full-time employees, the time will be pro-rated the first year, based upon hire date. These absences will be limited to two consecutive days, unless an emergency is involved. Personal leave does not accrue from one year to the next, and all personal leave is forfeited if not taken within the fiscal year. The University will not reimburse the employee for unused personal leave when leaving employment with the University. Requested personal leave in excess of 44 hours in any fiscal year will be charged to annual leave until leave balance is depleted, and then to leave without pay.

12.5 MILITARY LEAVE (Updated 7/2008)

Per Oklahoma statute, all regular full-time employees of the University who are officers or enlisted in any component of the armed forces of the United States shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service without loss of status or negative performance evaluation, and without loss of pay, during the first 30 workdays of such leave per fiscal year. Military leave does not affect the accumulation of any other type of leave.

Prior approval must be obtained by submitting a copy of the duty orders to the supervisor.

12.6 MATERNITY/PARENTAL LEAVE

Maternity leave shall be considered the same as any other temporary medical disability with respect to providing leave time, insurance pay, and other benefits. All maternity leave must be requested by completing a "Maternity Leave" form (Exhibit GG) and submitting it to the employee's department supervisor who should then forward it to the Human Resources office. The Family and Medical Leave Act of 1993 permits paid or unpaid leave up to twelve (12) weeks after the birth of a child.

An employee has the option of using accumulated sick leave and/or scheduling accrued annual leave and compensatory time as part of her maternity leave upon the approval of her supervisor. An employee on approved maternity leave during university-approved holidays may charge that time to the holiday code (H) on the monthly leave report form.

The employee should advise her supervisor within 30 calendar days after discharge from the hospital of her intent to return to work at Southeastern Oklahoma State University. The return to work must be reasonable and agreed to by all parties including the attending physician. The employee may be reinstated to her original job or to a position of like status and pay.

Regular full-time employees are also eligible for parental leave in accordance with SE policy Section 12.16.

12.7 JURY DUTY

When in obedience to a subpoena or direction by proper authority, an employee appears as a witness or a jury member for the federal government, state of Oklahoma, or political subdivision thereof, he/she shall be entitled to a leave of absence for such duty with full pay. A copy of the subpoena must be submitted to his/her supervisor and forwarded to the Human Resources office (for the employee's personnel file) prior to the start of the leave. If an employee is not selected for jury duty after reporting each of the required days, he/she must return to work for the remainder of the day. After completing jury duty, evidence of having served on a jury for the time claimed is the responsibility of the employee, as well as reporting monies earned while on jury duty to the IRS.

Jury duty allowance will not be paid for any time other than the normal hours usually worked during an employee's regularly assigned work week.

12.8 COURT DUTY

When an employee is subpoenaed to appear in court, he/she must submit a copy of the subpoena to the Human Resources office. At the time a decision will be made by the Human Resources office as to how the leave will be charged.

12.9 SICK LEAVE (University Policy revised effective 7/1/2008)

12.9.1 Definition

Sick leave is a period of time during which an employee is unable to work because of illness, injury, or medical, surgical, dental or optical examinations or treatment, or because the employee has been exposed to a contagious disease which could jeopardize the health of co-workers. Sick leave time is designed to replace time missed during straight-time hours only. Sick leave is a benefit designed to assist employees during periods of personal illness or disabling injury and is in no way intended to or to be construed as "annual leave time"

In addition, effective July 1, 2008, absence due to the illness of an employee's immediate family may be charged to sick leave. Immediate family is defined as spouse, parent and child or stepchild of the employee. Also included are foster children and legal wards, but no in-laws.

Falsification of leave forms will be grounds for dismissal.

Sick leave may be granted to employees who become ill or suffer disabling injury while on annual leave. It may be required that such illness or disabling injury be verified by medical certification from a licensed practitioner.

12.9.2 Eligibility

Sick leave will not be earned by an employee during leave of absence without pay, unpaid maternity leave, suspension without pay, layoff, or removal from the payroll for any reason. Sick leave will not be paid on any illness or injury incurred while committing a crime, nor will it be paid on any illness or injury resulting from paid employment elsewhere.

12.9.3 Procedure

Notification of absence due to personal illness or injury shall be given to the appropriate supervisor by the employee or his/her representative as soon as possible. Repeated failure to give such notice may be considered as cause for dismissal.

The supervisor must be notified each day the employee is unable to work. Sick leave may be denied for failure to notify the department promptly, or if the employee has been abusing the sick leave privilege.

12.9.4 Extended Sick Leave

Any employee who is absent in excess of one week (five working days) due to an illness or injury will be placed on medical leave of absence. The length of this leave will be paid in accordance with his/her combined accumulated sick leave, annual leave (unused and pro-rated), compensatory time, and personal leave. When the accumulated leave time has been exhausted, the employee will be placed on leave without pay unless eligible for shared sick leave and shared leave is available. At the end of a twelve month period (or earlier, if released by the physician) the employee must report back to work or be terminated from university employment unless extended leave time is approved by the President. While a physician's certificate evidencing illness or disability is not required each time an employee does not report for duty because of illness or disability the University reserves the right to require such a certificate from the employee's physician and/or a physician of the University's choosing. If the University designates a physician, the cost will be paid by the University. If the illness is prolonged, the Human Resources office must be provided with a doctor's statement on a monthly basis so that work may be planned.

Southeastern Oklahoma State University requires that a physician's statement verifying an employee's eligibility for medical leave be submitted to the Human Resources office at least monthly. Failure to provide a statement from the physician could lead to termination. Failure to return to work at the beginning of the next scheduled workday after being released by the physician may result in termination.

If it becomes necessary for the employee to request leave of absence without pay due to prolonged illness, the University may continue to pay the monthly premium for the employee's group medical insurance. If the employee wishes to continue dependent coverage, he/she must make arrangements with the business office to pay the monthly premium.

12.9.5 Accrual (University Policy updated w/ Rule of 90, 9/2005)

Regular full-time employees are eligible for sick leave with full pay based on sick leave accrual rates of 15 days per calendar year and 12 days per academic year with 130 days maximum accumulation or until the employee qualifies for group long term disability insurance benefits, whichever comes first. Accruals are credited the 16th of each month. Full accrual is credited for 15 or more days per month; no accrual for less than 15 days per month. Accrual rates are pro-rated for regular full-time employees who work less than 40 hours per week. Employees may only use sick leave which has been earned and accrued prior to the date of absence. Sick leave hours over the 1,040 hours (130 days) maximum accumulation allowed will be lost unless the sick leave overage is used by the end of the fiscal year in which the maximum accumulation is reached.

Employees who transfer from one department to another department within the University shall take with them the balance of unused accumulated sick leave. Employees who terminate employment with the University shall forfeit all unused sick leave. However, retiring employees who retire with benefits from Oklahoma Teachers' Retirement under the "Rule of 80" and "Rule of 90" will receive an extra year of service if they have 120 or more days of accumulated sick leave at the time of retirement.

Upon the recommendation of the department supervisor/chairperson and with the approval of the President, prior sick leave accumulations may be reinstated upon reinstatement of personnel when such reemployment occurs within six months from the date of termination. (See Section 4.9, Reinstatement.)

12.9.6 Documentation

Adequate up-to-date records for each employee will accurately reflect the rate and the amount of sick leave or disability leave accrued and the date of all sick leave or disability leave used. The current accrual balance shall be maintained by the employee's department and reported on the monthly leave report form with employee and supervisor signatures. All sick leave used shall be certified to the supervisor by the employee. Falsification of such certification shall be cause for dismissal with appropriate adjustment in terminal pay.

12.9.7 Sick Leave Sharing Program (University Policy Effective 7/1/2008)

Policy

The SE Sick Leave Sharing Program provides a means for University employees to donate paid leave to fellow employees who are eligible for and require donated sick leave time due to an extraordinary or catastrophic illness, injury, impairment or physical or mental condition for either the employee or an immediate family member, and which has caused or may cause the employee to take leave without pay or terminate employment. For the purposes of this policy "immediate family member" is defined as spouse, parent, child or stepchild of the employee. Also included are foster children and legal wards, but not in-laws.

Program

The Sick Leave Sharing Program will establish a sick leave bank which will be maintained through the voluntary donation of accrued sick leave hours for general distribution. The Office of Human Resources will solicit donations for the sick leave bank annually and as needed to maintain sick leave bank reserves. Any unused shared leave bank balance at the end of the fiscal year will be carried over to the new fiscal year and maintained in the leave bank to be distributed to qualified employees

Donors

To donate sick leave, an employee must be full-time (0.75 -1.0 FTE), have one year of continuous service and must maintain a sick leave balance of no less than 160 hours (20 days).. Sick leave the donor would not otherwise be able to use, such as unused leave at the end of employment or sick leave overage earned beyond the maximum accrual and not used by the established University

deadline cannot be donated. All donations are subject to approval by the Director of Human Resources. Donations not used are irrevocable.

Recipients

Recipients of sick leave donations must have been employed by the University for a minimum of one (1) full year, have received no disciplinary actions for abuse of time, and must have exhausted all earned sick, annual, personal and compensatory time. Under the program, the recipient will receive normal pay and benefits. Any leave accrued during this time will be applied in lieu of shared leave.

Guidelines and Limitations

- Donated sick leave may only be used for the purposes specified in this policy. Donated time through the Sick Leave Sharing Program is meant to cover only the duration of the serious health condition for which it was approved. A possible exception of twenty (20) hours, if available, may be retained by the recipient upon return to work for needed follow-up care or other medically necessary leave, if needed before the next month's accrual of leave.
- The amount of requested sick leave share may also count as time under the Family Medical Leave Act.
- Employees shall have no expectation of entitlement to leave sharing. Receipt or donation of shared leave is a gift from fellow employees and is not intended to constitute or obligate debt or receipt of something in exchange.
- Receipt of donated sick leave is contingent upon the availability of donated sick leave. Receipt or denial of leave sharing is not subject to any grievance or arbitration procedure applicable to the employee.
- All donations of sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave for the purposes of the Sick Leave Sharing Program.
- An employee's eligibility to receive donated sick leave through the Sick Leave Sharing Program ends upon his/her return to full-time employment or when he/she begins to receive income from a University provided benefit, such as Long Term Disability benefits, Workers' Compensation benefits, etc.
- Donated sick leave for the care of a family member is limited to twelve (12) weeks per occurrence in accordance with the Family and Medical Leave Act.
- An employee cannot exceed two hundred sixty (260) days or two thousand eighty (2,080) hours of donated leave during total University employment.

All leave donations and distributions will be monitored and administered by the Office of Human Resources. Any variation or exception to the above policy may be subject to review by a committee, to be overseen by the Director of Human Resources. Persons involved in the administration of the Sick Leave Sharing Program are responsible for protecting the privacy of leave recipients and donors, thus efforts will be made to keep donor and recipient information confidential.

To participate in the SE Sick Leave Sharing Program as a donor or recipient, the employee (or his/her personal representative in the event the employee is incapacitated) must complete and provide the appropriate Sick Leave Application form, which is available in the Office of Human Resources or at <http://homepages.se.edu/hr/forms>. Recipients must also attach a completed Certification of Health Care Provider form (DOL Form WH 380) verifying the need for the leave and the expected duration of the condition.

12.10 SABBATICAL AND STAFF DEVELOPMENT LEAVE

Requests for sabbatical and staff development leave are submitted to the President of the University. For details, refer to the Policy Manual of the Regional University System of Oklahoma, 2001, pp. 5-4, 5-5 and 5-6, which is available in the Human Resources office for reference.

12.11 UNPAID MEDICAL LEAVE

Southeastern Oklahoma State University requires that a physician's statement verifying an employee's eligibility for medical leave be submitted to the Human Resources office at least monthly. Failure to provide a statement from the physician could lead to termination. Failure to return to work at the beginning of the next scheduled workday after being released by the physician may result in termination.

The University will make every reasonable effort to reinstate an employee returning from leave to the same position and rate of pay as previously held. If the leave is to be for an extended period of time and the position must be filled, the University will attempt to hire a replacement on a temporary basis. If a permanent replacement must be hired, the returning employee will be offered the most appropriate available job with an option to return to the previous position should it become available. If no job is available when the employee is ready to return, he/she would be placed on a layoff status. (See Section 10.3, Reduction of Work Force.)

Utilization of temporary or permanent replacements must be approved by the Human Resources office prior to contacting possible candidates.

12.12 LEAVE WITHOUT PAY

Leave without pay is an absence from duty granted to the employee for which no pay is received.

Leave without pay may not be used unless all accrued and annual leave has been exhausted or, in the case of illness or absence for medical treatment, until all sick and annual leaves have been exhausted. A period of leave of absence pay does not count as service time for computation of benefits.

When requesting leave without pay, the employee must set forth the exact time to be absent and the reason for absence before forwarding to the department supervisor for approval through administrative channels. Leave without pay cannot be approved for more than six months at a time, and it may be refused if it is determined unreasonable or not in the best interest of the department or University. Leave without pay can be canceled by the University upon five workdays written notice. The employee may return to work before the end of the leave with written approval of the department supervisor.

The University is not obligated to reemploy the employee at the conclusion of such leave if there is not a position available in the budget unit which recommended such leave.

12.13 VOTING LEAVE

Per Oklahoma statute, a reasonable amount of time off with pay will be given for the purpose of voting in national, state and local elections.

12.14 INSURANCE COVERAGE WHILE ON LEAVE

While on authorized leave of absence, the University will continue to pay the monthly premiums for an employee's group insurance (those policies normally paid for by the University). Employees carrying optional coverage must make arrangements through the business office to make monthly premium payments for those policies they wish to continue.

12.15 ADVANCE LEAVE TIME

Employees are not allowed to take any leave time prior to the date it is earned.

12.16 FAMILY AND MEDICAL LEAVE (Added to University Policy 10/1995; updated 7/1/2008)

12.16.1 Definition

In compliance with the Family and Medical Leave Act (FMLA) of 1993 as amended by the National Defense Authorization Act for FY 2008 (NDAA) and Public Law 110-181, Southeastern Oklahoma State University provides up to twelve (12) weeks of combined paid and unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Southeastern for at least one year, and for at least 1,250 hours over the previous twelve (12) months. FMLA leave is granted for one or more of the following reasons:

- For the birth and care of a newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for a spouse, son, daughter, or a parent (but not a parent "in-law") with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

FMLA is also granted for an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

Spouses employed by the University are limited in the amount of family leave they may take for the following reasons:

- Birth and care of a newborn child;
- Placement of a child for adoption or foster care; or
- To care for a parent who has a serious health condition

to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used).

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the University's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to approval by the University.

12.16.2 Requirements

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if the following requirements are not met:

- The employee is required to provide 30 days advance notice when the leave is "foreseeable."
- The University may, at the university's option, require medical certification to support a request for leave because of a serious health condition, and may require a second or third opinion (at the university's expense) and a fitness for duty report prior to returning to work.

Any accrued annual leave, sick leave, or personal leave may be substituted for unpaid leave if the time off meets the criteria for using such accrued leave.

12.16.3 Benefits and Protection

For the duration of FMLA leave, the University will maintain the employee's health and life coverage under the group health and life plans as it was prior to the commencement of the FMLA leave. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The National Defense Authorization Act for FY 2008 (NDAA), and Public Law 110-181, Section 585 amends the Family and Medical Leave Act of 1993 (FMLA) to permit a "spouse, son, daughter,

parent, or next of kin" to take up to 26 workweeks of leave to care for a "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 is otherwise on the temporary disability retired list, for a serious injury or illness.

Employees who desire additional information concerning the FMLA (such as qualifying events, advance notice, potential impact to various fringe benefits, and medical certification) should contact the office of Human Resources (also the U.S. Department of Labor website at www.dol.gov/esa and select FMLA).

13. EMPLOYEE COMPLAINTS

13.1 PURPOSE

The University recognizes the right of administrative, professional and support staff employees to express their grievances and seek a resolution concerning work-related disagreements that arise between the University and its employees. The purpose of the employee grievance policy is to provide an avenue for the resolution of informal and formal grievances without fear of coercion, discrimination, or reprisal because of exercising rights under university policy.

13.2 INFORMAL GRIEVANCES

Employees having complaints are encouraged to seek informal resolution with the people involved. The University maintains an open-door policy and encourages employees to communicate issues of concern to their supervisor or the Affirmative Action Officer (AAO). The AAO serves as a resource on university grievance policies and procedures and is available on request to provide an opportunity for neutral resolution and mediation.

If the matter cannot be satisfactorily resolved at this level, the employee may submit the complaint to the next level from the previous supervisor, as follows:

- Level 1 - Supervisor/Department Chair,
- Level 2 - Department Director or Manager/Dean,
- Level 3 - Vice President in the Employee's Administrative Channel

If the grievance cannot be resolved informally, the formal procedure is available. It provides for a prompt and impartial review of all factors involved in the grievance.

13.3 FORMAL GRIEVANCES

A formal grievance may be made when informal processes have not resolved a work-related issue and when an employee believes that he or she has been discriminated against on the basis of race, national origin, age, sex, disability or status as a veteran or that a violation of policy has occurred concerning working conditions, employment practices, individual rights or due process. Suspensions, demotions, or discharge from employment shall not be considered as formal grievances, but shall be considered as bases for appeal (See Termination section of the Employee Handbook). Salary increases, job classifications, and fringe benefits are matters determined during the budget deliberations and are not subject to the policy. The formal grievance procedure does not apply to action taken during the employee's training (probationary) period or to action taken under the Reduction of Work Force Policy or the non-renewal of an individual's appointment.

13.4 EMPLOYEE GRIEVANCE COMMITTEE (University Policy Revised 9/2005)

The Employee Grievance Committee (EGC) is a standing committee that will consist of those persons appointed as provided herein: At the beginning of the academic year, each of the Vice Presidents shall appoint two representatives from his or her administrative channel to serve a term of one year only, from September through August. Each Vice President will appoint one employee from the administrative or professional ranks and one from support staff. Only full-time employees with continuous service of one year or more shall be considered eligible for appointment on the grievance committee.

13.5 PROCEDURES

13.5.1 (a) Filing of Grievance: All formal grievances must be filed with the AAO, who will immediately notify the EGC. The grievance must be filed with the AAO as soon as possible, but not more than one year from the date on which the employee knows or should have known of the violation giving rise to the grievance.

(1) The grievant shall state fully in writing the facts upon which the complaint is based. A written complaint must contain the following:

- a. A clear and detailed, signed statement of the grievance,
- b. The specific remedial action or relief sought,
- c. A summary outlining with whom the points of dissatisfaction were discussed and with what results, and
- d. A summary of any evidence upon which the charges or complaints are based.

(2) The AAO will immediately notify the respondent(s) of the formal grievance. The respondent will have 15 calendar days from receipt of the complaint to respond in writing to the AAO.

13.5.2 (b) Withdrawal of Complaint: The grievant may withdraw the complaint at any point prior to the adjournment of the formal hearing by notifying the AAO in writing. Once withdrawn, the same complaint may not be resubmitted under any grievance procedure.

13.5.3 (c) Confidentiality of Proceedings and Records: Members of the Grievance Committee and other university officials are charged individually to preserve confidentiality to the extent appropriate with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records of the grievance proceeding will be held by the AAO as confidential records.

13.5.4 (d) Selection of the Hearing Committee (a committee of 3 selected from the Grievance Committee):

- (1) The AAO will schedule a meeting within 5 workdays to select three members to serve on the Hearing Committee. The Hearing Committee will determine a Hearing Committee Chair.
- (2) Any Hearing Committee member who cannot provide a fair and impartial hearing or consideration shall not serve.

13.5.5 (e) Formal Hearing Process: All hearings shall follow these procedures:

- (1) Within 15 calendar days after reviewing the respondent's written response, the Hearing Committee shall set a hearing date.
- (2) The Hearing Committee will evaluate all available evidence and base its recommendation upon the evidence in the record.
- (3) The hearing shall be closed.
- (4) Length of hearing sessions may be established in advance, and reasonable rest periods may be allowed for all participants throughout the duration of the hearing.
- (5) The Committee shall proceed by considering the statement of grounds for grievances already formulated and the response written before the time of the hearing. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter shall be received.
- (6) Only evidence relevant to the grievance may be introduced into the hearing. Questions of relevance shall be decided by the committee chair.
- (7) A confidential recording of the hearing will be made. The recording and transcription, if any, will be arranged by the Hearing Committee Chair. The tape will be accessible to the parties involved, to members of the committee, and to the Vice President in the Employee's Administrative Channel (or President's designee in the event the Vice President is the grievant or the respondent). The AAO will keep the original recorded tape. A copy of the tape may be requested by the grievant or respondent provided that he or she supplies a blank tape to the AAO.
- (8) The grievant or respondent may request that the Hearing Committee Chair provide a written transcript of testimony. The cost to prepare the transcript shall be paid by the employee making the request.

13.5.6 (f) Disposition of Charges: The Hearing Committee normally will communicate its findings, conclusions, and recommendations in writing to the employees involved and the Vice President in the Employee's Administrative Channel (or President's designee in the event the Vice President is the grievant or the respondent) within 15 workdays of the conclusion of the hearing. If the Vice President in the Employee's Administrative Channel concurs in the recommendation of the Hearing Committee, that recommendation shall be put into effect. The Vice President (or President's designee) must report to the grievant, respondent, and the Hearing Committee his/her decision within 10 workdays of receipt of the Hearing Committee's recommendation.

If the Vice President (or President's designee) does not concur in the recommendation, he/she must meet with the Hearing Committee to reach a final decision. The work of the Hearing Committee is finished when the Vice President (or President's designee) communicates this joint decision in writing to the employees in the case, and necessary university officials.

13.5.7 (g) Appeal: Either employee has the right to appeal this determination. The appeal is made by a written request to the President of the University for review of the decision and must be made within 10 workdays of the date of the final decision. If no appeal is delivered to the President within the 10 workday period, the case is considered closed. The decision of the President shall be delivered to the appellant within 10 workdays and the President's decision shall be considered final and binding.

- 13.5.8 (h) Disposition of Records: At the conclusion of the hearing, and after the final report of the Hearing Committee is submitted (and appeal completed), the tapes and all other relevant material will be maintained by the Office of Human Resources.

14. FACILITIES

14.1 FIRE ALARM, REGULATIONS AND EVACUATION PROCEDURES

The fire alarm is to be sounded to warn people of any smoke, fire or explosion and is an intermittent buzzer or continuous whistle. This alarm is used only when a serious fire is burning or possible explosion is imminent in one of the buildings occupied.

When an alarm is sounded for any reason, everyone should clear the buildings by the nearest exit and proceed to an open area on campus. Everyone should stand clear of the danger area unless called upon to help and should not return to the building until an all clear is signaled.

When an alarm is sounded for any reason, do the following:

1. Make sure that the Fire Department (9-911) and Campus Police (745-2727) are contacted.
 - a. Give building name.
 - b. Give your name.
 - c. Follow designated plan for evacuation of building.
 - d. Have available list of residents with special assistance needs for evacuation.
2. Evacuate from the building using nearest designated exit.
 - a. Know two ways out.
 - b. Use enclosed stairwells, if available.
 - c. Continue evacuating even if the alarm stops before you are out of the building.
 - d. Completely leave the building; do not gather in the lobbies or entrances.
3. Do not return to the building until the all clear is given by the Fire Department.

When you discover a fire, do the following:

1. Sound vocal alarm and mechanical alarms.
2. Report a fire to the Fire Department (9-911) and Campus Police (extension 2727).
3. Leave building and do not re-enter until all clear is given by the Fire Department.

These procedures are to be followed each time the fire alarm sounds!

14.2 SAFETY

It is the intent of the University to abide by safety rules and regulations in accordance with the Occupational Health and Safety Act as administered by the Oklahoma Department of Labor; the Oklahoma Hazard Communication Standard as administered by the Oklahoma Department of Labor; and the National Fire Protection Code as administered by the State Fire Marshall's Office.

It is also the intent of the University to provide a safe workplace for all employees. Employees must follow all applicable safety rules and guidelines provided to them by their supervisors. All employees are required to report any unsafe condition or act to their respective supervisor who, in turn, will notify the Risk Manager.

Supervisors are responsible for informing their employees of any hazardous conditions of the work environment and for providing proper training to avoid injury or illness from such hazardous conditions.

During cold weather, there may be a need for supplemental heat in some office areas. A space heater consumes a lot of energy and can be hazardous; therefore, its use on campus is generally discouraged. However, if required, a space heater may be authorized for use. To protect the health and safety of students, faculty, and staff, certain precautions are necessary when using space heaters. Please call the Safety Specialist/Police Officer, extension 2868, when requesting to use a space heater to ensure compliance with appropriate safety codes and regulations.

14.3 TORNADO OR HIGH WINDS WARNING

A civil defense siren is sounded when a tornado has been spotted or when a very strong storm cell is over the area. Campus police office will notify the University; information from local TV/Radio stations will be confirmed by the campus police office.

Definitions

Tornado Watch – The conditions in the area specified are capable of producing a tornado.

Tornado Warning – A tornado is actually on the ground or funnel rotation has been identified by radar.

Notification

1. Civil Defense siren will sound, or
2. Campus Police will notify the University.
3. Information from local TV/radio stations will be confirmed by Campus Police.

When Warning Is Given

All persons will follow all directives given by emergency operations personnel and proceed with safety to the nearest shelter area. The primary storm shelter is the basement of the Morrison Hall, centrally located on campus. Listed below are the building storm shelter designations supplied by the Bryan County Emergency Management Agency.

BUILDING SHELTER DESIGNATIONS (Revised November 2004)

Activity Center:

- * *Any interior rooms such as cheer room or Racquetball court.*

Administration Building:

- * *Time permitting, go to Morrison; if not seek shelter in the innermost part of building on first floor away from doors and windows.*

Airport:

- * *Innermost interior room such as break room.*

Big Five Daycare:

- * *Evacuate to Morrison Building basement.*
- * *If unable to evacuate find an interior closet or hallway with no windows.*

Biological Sciences Building:

- * *Any interior room away from outer doors and windows.*

Choctaw/Chickasaw Dormitories:

- * *If unable to evacuate to a better location gather on interior first floor away from outside walls and windows.*

Computer Science and Technology Building:

- * *Classrooms go to South Wall.*

Computer Science Annex (Computer Lab):

- * *Evacuate to Safety Building (next door) or to the Art Building. (See Safety Building)*

EOC/Talent Search:

- * *Evacuate to Morrison basement.*
- * *If unable to get to Morrison go to the nearest open building, find an interior hallway with no windows.*

Equestrian Center:

- * *Storm Cellar*
- * *Classroom hallway and adjoining room (not classroom)*

Fine Arts Building:

- * *Stairwells are a decent location.*
- * *Little Theater to seat medium number of people.*
- * *Or evacuate to the basement of the building.*

GEAR-UP Building:

- * *Hallways away from doors and windows.*

Gymnasium:

- * *Any room/hallway away from doors and windows.*
- * *If available go to the basement by the swimming pool door.*

Library:

- * *Best location is in Learning Center area (inner classrooms).*
- * *Can also use Basement & First Floor Halls and Stairwells.*
- Avoid Bookshelves if possible.*

Massey Building:

- * *Any interior room on the lowest level away from outer doors and windows.*

Math Building:

- * *Evacuate to the Morrison Building Basement.*
- * *If unable to evacuate find a closet or room with no windows or exterior doors.*

Morrison Building:

- * *Designated as a community shelter.*
- * *Basement best location*
- Can fit people in hallways, bathrooms, and any classroom that does not contain windows.*

North Hall:

- * *First floor hallway away from windows and doors*

Physical Plant:

- * *Any interior room away from outer doors and windows*

Police Department:

- * *Find an interior room without windows or exterior doors.*
- * *Bathroom or Hallways are also acceptable.*

President's Home:

- * *Basement in a small sized room.*

Russell Building:

- * *First Floor stairwell good location.*
- * *First Floor hallways decent location if necessary.*

Safety Building:

- * *Bathrooms and center hallway.*
- * *Safety Lab*

Science Building:

- * *Can use First Floor as shelter area.*

Small Business Development:

- * *Find an interior room without windows or exterior doors.*
- * *Bathroom or Hallways are also acceptable.*

Student Union/Hallie McKinney:

- * *Lower level Sociology Department away from outer doors and windows.*
- * *Hallway alongside placement office also ample safety*

University Center:

- * *Interior hallway stretching perpendicular from the continuing education office.*

Visual Arts Building (old Industrial Technology Building):

- * *Center hallway away from doors and bathrooms.*

Visual & Performing Arts Center (VPAC):

- * *Any interior room/hallway away from outer doors and windows.*
- * *Be aware of large windows such as those in the "Art Display Gallery"*

Welcome Center:

- * *Evacuate to the basement of the Morrison building or find an interior hallway or closet.*

All persons on campus have responsibilities during a tornado emergency, as follows:

1. Faculty will inform their class of the shelter location and lead them there. Once safely in the shelter, the faculty member will take roll and note any unaccounted for students.
2. Staff and employees will be led by supervisors to shelter locations. Once safely in the shelter, the supervisor or a designated employee will take a headcount and note any unaccounted for personnel.
3. Visitors, students with no scheduled class and employees not in assigned shelters will check into the nearest shelter location and report to any Emergency Operations Manager (EOM). EOMs will make note of the visitor, student or employee.

If unable to get to one of the shelters, move to the center of the nearest building away from all glass.

14.3.4 Residence Halls

Institute evacuation procedures (same as fire drill), as follows:

1. Sound building alarms.
2. All residence life personnel in building are to fall into duty, whether scheduled or not, and assist with evacuation.
3. Begin on top floors of each building.
4. Notify each dorm and suite.
5. Make each resident aware of situation. Do not waste time trying to convince a non-complying individual, but do note that they were warned to evacuate and did not do so.
6. Residents are to go to Morrison Hall immediately. (In the event of high winds, Savage Tower residents must go to the bottom floor.)
7. If time does not permit evacuation to Morrison Hall, residents are to take shelter against interior walls on the lowest floor possible and away from windows.
8. DO NOT USE ELEVATORS!

14.4 REPAIRS

The need for emergency repairs should be reported by telephone to the physical plant office, extension 2839; for emergency maintenance after hours, call campus police at 2911. For

repairs or work other than emergencies, a written request should be forwarded through administrative channels to the physical plant office.

14.5 CUSTODIANS

The custodians are under the supervision of the Physical Plant Director, with the exception of custodians assigned to Residence Life. Minor suggestions may be made directly by employees to the custodians, but in most cases, requests should be made in writing to the Physical Plant Director or to the Director of Residence Life.

14.6 USE OF UNIVERSITY EQUIPMENT

All university equipment, including cars, trucks, etc., is to be used for official business only and is not to be used for personal convenience or gain. The department supervisor is responsible for equipment in the department and will designate the employee responsible for operating the equipment.

In compliance with 74 O.S.Supp. 1991, § 110, ¶1, the university business office maintains the necessary records to produce a current inventory of all movable equipment for which the University is accountable. Each item is appropriately marked and coded to be readily identified and located with ease.

Transfer of movable equipment shall not be made from building to building or from department to department within the same building without reporting such activity to the Business Affairs office. Whenever it is necessary to move equipment from one area to another, an "Inventory Transfer Sheet" (Exhibit HH) must be completed and forwarded to the Business Affairs office. Department supervisors are responsible for an annual physical inventory of all equipment for which they are accountable. Theft of equipment must be reported to the campus police office.

The use of university equipment by individuals or organizations for activities not directly connected with the University is prohibited. State-owned supplies and equipment, as well as any other property for which the University is held responsible, are not to be removed from the campus except in those cases where it is necessary to carry out a university-sponsored activity which is scheduled off campus as a planned event of the University. In such cases, the use of equipment must receive prior approval of the Vice President for Business Affairs.

14.7 RISK MANAGEMENT

The state of Oklahoma is self-insured in the areas of personal property damage and bodily injury. Any person who suffers such a loss, and feels that the University or a state employee is liable, should be directed to the campus police office.

Employees who witness an incident that may result in a liability claim or observe a condition that may result in such an incident should report the information to the campus police office.

Employees are covered against lawsuits resulting from performance of their duties as long as the employee is acting within the scope of his/her employment.

Any or all insurance coverage must be secured by request addressed to the Risk Manager, who can advise or assist departmental personnel in matters pertaining to insurance. All purchases of insurance are processed through the purchasing office, which coordinates the requests with the State Risk Management Division.

14.8 EARTHQUAKE PROCEDURES

All employees and students should take immediate cover in the event of an earthquake and do the following:

1. Position yourself under a desk or in a doorway and cover your head.
2. Stay clear of windows, shelves and heavy objects.
3. If outdoors, move away from buildings, trees, utility poles, power lines and gas meters.

4. DO NOT USE ELEVATORS DURING EVACUATION AFTER AN EARTHQUAKE

5. Once the tremor has passed, immediately evacuate the building and proceed to the rally point established in your department evacuation plan.

14.9 BOMB THREATS

Anyone receiving a bomb threat should proceed as follows:

1. Keep person on the phone and fill out Bomb Threat checklist or refer to page 56 in the campus director.
2. DO NOT use a cell phone because cell phones could possibly detonate a bomb!
3. Call Campus Police at 745-2727.
4. Evacuate the building if threat is specific to the building.
5. Follow directions of Emergency Operations Managers who will initiate the University's plan.

BOMB THREAT CHECKLIST

Date: _____ **Person Receiving call** _____
Phone Ext. _____

Remain calm and take notes. Ask the following questions.

When is the bomb going to explode?

Where is the bomb located?

What kind of bomb is it?

What does the bomb look like?

EXACT WORDING OF THE THREAT:

Caller's identity: Male _____ Female _____ Approximate age _____ Race _____

Voice Characteristics: Calm _____ Angry _____ Excited _____ Slow _____ Rapid _____

Loud _____ Crying _____ Normal _____ Distinct _____ Cracking voice _____
Slurred _____ Nasal _____ Stutter _____ Deep _____ Laughter _____

Language of threat: Excellent Grammar _____ Fair Grammar _____
Poor Grammar _____ Foul Grammar _____ Message read by caller _____

Background sounds: Street noises _____ Animal noises _____ Motor noises _____
Other noises _____ Music in background _____

Local call _____ Long distance _____ Clear line _____ Static line _____
Other _____

14.10 ACTS OF AGGRESSION

Southeastern Oklahoma State University has many potential terrorist targets. An attack on any one of these vulnerable areas could cause major damage and widespread casualty situations. Emergency personnel must be prepared for the possibility of an act of violence against the University population or property. All employees and students are encouraged to report any suspicious behavior to the Campus Police for investigation.

14.10.1 Warning System

Campus Police will contact all Emergency Operations Managers in the event of a terrorist act. The location and nature of the attack will determine evacuation procedures. All employees and students must obey the directives of the emergency personnel in their building or area. Each departmental Emergency Preparedness and Crisis Management Plan (EPCMP) will address the primary and alternate means response and evacuation during an act of aggression on campus.

14.10.2 University Police Procedures

Campus Police will notify all outside law enforcement agencies and then take immediate action to control the danger. Protection of human life is the highest priority during a terrorist situation; therefore, Emergency Operations Managers should follow the directives of all law enforcement personnel. Local law enforcement and fire service agencies have the lead responsibility for terrorism preparedness, response and recovery activities. Campus Police procedures for reacting to an act of aggression are outlined in their departmental guidelines.

14.11 THREATENING PERSONS

Anyone having reason to believe that a person is in danger of harming themselves or others should report this information to the Campus Police immediately at extension 2727. They in turn will contact necessary personnel.

14.11.1 Violent or Armed Persons

1. **DO NOT CONFRONT!**
2. Remain calm and speak in a soft, quiet voice.
3. Protect self and others – evacuate area quickly if possible.
4. Contact Campus Police at 745-2727.

14.11.2 Suicide Intervention

1. If a person has displayed warning signs, appears to have a plan or is in immediate danger, Campus Police should be immediately contacted at 745-2727.
2. **DO NOT BE CONFRONTATIONAL!**
3. **BE ALERT FOR WEAPONS!**
4. Do not leave the person alone, **UNLESS OTHERS' SAFETY IS AT RISK!**
5. Remain calm, speaking to person in soft and quiet voice.
6. Keep others out of area if possible.

14.11.3 Threatening or Suspicious Persons

1. **DO NOT CONFRONT!**
2. Protect self and others.
3. Contact Campus Police at 745-2727.

15. GENERAL INFORMATION

15.1 CAMPUS DIRECTORY

The Campus Directory is published during the fall semester each academic year. To obtain a copy of a current directory or to revise a listing, please contact the telecommunications office, extension the 2102. New employees receive a directory from Human Resources office.

15.2 ACCESS TO PERSONNEL FILES

This policy is intended to provide guidelines for access to employee records, while maintaining the security necessary to protect the privacy of university employees and the interest of the University.

An employee has access to his/her permanent personnel file, which is maintained in the Human Resources office. In addition, a faculty member has access to his/her personnel file relative to academic progress and qualifications, which is maintained in the academic affairs office.

Access to appropriate records shall be in accordance with the provision of this policy and the Oklahoma Open Records Act.

15.2.1 Contents

The Human Resources office, as custodian of personnel files, shall determine information to be placed in the files. Only such information as is germane to the person's employment with the University shall be retained in these files. Examples of this type of information are:

- a. information pertaining to bona fide occupational qualifications;
- b. behavior and discipline matters, or
- c. personnel actions, such as appointment, change of status, etc.

Individuals may ask that material relevant to their employment be included in their personnel file by written request to the Human Resources Officer. An individual may not remove or add any records to his/her personnel file at the time of inspection.

Files related to academic progress and qualifications for faculty may be maintained in the academic affairs office.

15.2.2 Open Records Act

The following personnel records shall be deemed confidential and may be withheld from public access:

- a. those that relate to internal personnel investigations including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation;
- b. those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, but not limited to, employee evaluations, payroll deductions, and employment applications submitted by persons not hired by the University; or
- c. those which are specifically required by law or university policy to be kept confidential.

All personnel records not specifically falling within the exceptions provided above shall be available for public inspection after providing a written request to Human Resources.

15.2.3 Correction of Records

An employee may dispute the accuracy of any material included in his/her personnel file. Such questions should be directed to the custodian of the file in writing. If the questions are not resolved by mutual agreement, the employee may initiate a complaint, as described in (Section 13, Employee Complaints).

15.3 **USE OF STATE VEHICLES AND PRIVATE AUTOMOBILES**

15.3.1 Policy

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in state vehicles or private vehicles used for state business purposes, where one expects to be reimbursed pursuant to 74 O.S. 2001 Section 500.4 (B). (For information relating to insurance, see Section 5.7, Comprehensive Automobile Liability Insurance.)

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. Employees of the University cannot be assigned a university-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. Requests for an exception must be submitted in writing through administrative channels to the President of the University. In compliance with Oklahoma statute, smoking is prohibited in university-owned vehicles. The University Drug-Free Statement also applies to the illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while operating or riding in a university vehicle. (See Section 8.11, Drug Free Statement.) Persons using university vehicles are expected to comply with all Oklahoma Department of Highway regulations.

15.3.2 Eligibility

Motor pool vehicles are to be checked out by regular full-time employees, and the employee who checks out a vehicle is responsible for the safe operation and care of the vehicle while in that individual's custody. The employee is also personally responsible for citations received as a result of the manner in which the vehicle is driven or parked. There may be occasions when use is permitted by individuals other than regular full-time employees, if approved by the department supervisor and Motor Pool Representative. Any use must be for university-related business. When a vehicle is operated by someone other than the employee who checked it out, the employee shall be responsible for approving a competent driver.

Charges for use of university vehicles are based on mileage rates. The rates are established to cover estimated operating costs of the vehicles and are available in the purchasing office. Federal programs and special events that charge fees to passengers or use vehicles in conjunction with a revenue generating program are subject to charges based on mileage rates.

15.3.3 Procedure

If available, a university automobile, van, 33-passenger bus, or 47-passenger bus can be reserved by submitting a "Motor Pool Vehicle Request Form" (Exhibit II) to Motor Pool Coordinator. Reservations of vehicles can be confirmed by calling the Motor Pool Coordinator, extension 2316. If it becomes necessary to cancel a scheduled trip, the Motor Pool Coordinator should be notified of such cancellation promptly so that the university vehicle may be reassigned to another individual.

The vehicles will be fueled and ready at the time of departure. Gasoline credit cards are normally checked out with a vehicle for an extended trip. Such credit cards are not to be used to purchase fuel for a privately owned vehicle whether on official university business or not.

Use of the 33-passenger bus normally requires a minimum of 25 passengers, and use of the 47-passenger bus normally requires a minimum of 35 passengers. The driver will be furnished by the University. The person requesting use of the bus shall provide a list of all passenger names and social security numbers to the Motor Pool Coordinator before departure. A passenger list

form to be completed and returned will be forwarded by the Motor Pool Representative to the person requesting to use a bus.

University vehicles are parked in the lot east of the campus police office and should be returned to that parking area when the trip is completed. Vehicles are to be taken only at the time indicated on the request form, and they must be returned at the time listed. Vehicles may not be taken off-campus for a trip leaving the next day.

Keys and credit cards may be picked up at the campus police office. The person checking out the vehicle must fill out and sign a "Trip Ticket" (Exhibit GG) and should be prepared to show his/her university identification card and a valid driver's license. The keys, credit cards, any credit card receipts, and the completed trip ticket should be returned to the campus police office. Receipts must indicate by the station attendant the price per gallon, gallons, and total cost of the gas purchased. The employee is responsible for noting on the receipt the vehicle number and mileage at the time of purchase.

15.3.4 Emergency Procedure

Mechanical problems must be reported immediately upon return and noted on the trip ticket. The driver of the vehicle must personally complete the trip ticket and return the vehicle to the Motor Pool Representative.

If vehicle repairs are needed while in travel status, the following practice should be taken:

1. Minor Repairs – Items such as belts, hoses, flat tires, etc., are easily repaired by a competent full-service station and may be purchased with a university credit card. In circumstances where the driver pays for such repairs, reimbursement will be made upon presentation of the receipt.
2. Major Repairs – In the event a vehicle requires major repair for safe operation, the driver should contact the Motor Pool Representative for instructions and/or assistance. If unable to contact the Motor Pool Representative, contact the campus police office and request that a Motor Pool Representative be paged. The vehicle should not be abandoned unless permission is given to do so.

If a university vehicle is involved in an accident, the "In Case of Accident" procedure provided in the vehicle glove box should be followed (Exhibit HH). The local law enforcement agency must be contacted immediately for an accident report. Next, contact campus police office, 745-2727, and request that the Motor Pool Coordinator be paged.

15.4 DRIVER'S LICENSE PROCEDURES

It is university policy that any employee who is required to operate a university motor vehicle on any public roadway while in the performance of his/her regular job duties must have a valid driver's license. Below are the procedures to ensure adherence to this policy.

1. Southeastern Oklahoma State University will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a university motor vehicle. Additionally, the University will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a university motor vehicle.
2. An employee who is hired by the University and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee who is a resident of Oklahoma must obtain a valid Oklahoma driver's license according to Oklahoma state law.

15.5 INCLEMENT WEATHER CAUSING EMERGENCY CLOSING

The University will remain open during severe weather unless conditions are such that the majority of students, faculty, and staff are unable to traverse city streets and other thoroughfares leading to the campus.

15.5.1 Responsibilities

The President, or his designee, based upon recommendations from the Vice President for Business Affairs and the Director of Public Safety & Security will:

- a. make the decision whether the University will remain open or closed, determine adjusted class hours and/or work schedules, or if the employees have the option of excused absences as appropriate;
- b. inform the Public Information/Special Events Director of the decision to remain open for classes or close due to severe weather conditions; and
- c. inform all university vice presidents of the closing.

The Public Information/Special Events Director will immediately notify the news media, university switchboard, and the campus radio station of the university closing due to severe weather.

The vice presidents will notify their deans, directors/chairpersons, etc., of the closure.

The Physical Plant Director will request assistance from the city for removal of snow from university streets, driveways, and parking lots.

Those notified above will be responsible for notifying employees within their respective closing of the University and any special conditions relative thereto.

15.5.2 Critical Positions

Campus Police
Switchboard Operator
Residence Life and SODEXHO Dining Services (all dorms)
Essential Services Staff of the Physical Plant
Other Essential Services Determined by each Vice President

15.5.3 Closure Announcements

In the event the University plans to close offices and/or suspend classes, area television and radio stations will be notified no earlier than 9 p.m. the previous evening and no later than 6 a.m. of the day in question. (If Southeastern Oklahoma State University is not on the news media's list of schools and businesses to be closed, the University will be open for business as usual.) In the event inclement weather develops during the class day, the University will try to announce closing before 5 p.m. The timing will, of course, depend on the conditions.

(For information regarding leave/compensatory time see Section 12.3, Inclement Weather.)

15.6 **MEDICAL EMERGENCY**

The following plan should be implemented in cases of bodily injury on Southeastern's campus.

- 1) When an accident is discovered, campus police should be contacted, extension 2911 (emergency) with the following information:
 - a) the location of the incident
 - b) the number of individuals involved
 - c) the extent of injuries, or account of what occurred
 - d) the names of those involved (if possible)
- 2) Once Campus Police have been notified, they will contact the EMS, page the first response personnel, and assist EMS and first response personnel as needed.

When the first response personnel are not available, it is up to the individual suffering from bodily injury to determine if transport by EMS is necessary. If they do not wish to be transported, they must let EMS know they wish to deny treatment and fill out the proper paper work with the EMS.

When observing an incident it is important you make no statement regarding liability or responsibility for any accident or for the cost of medical services. Only the Attorney General can accept such an obligation.

The campus police office is responsible for completing an incident report and for notifying the Risk Manager.

15.7 COMPUTER POLICIES AND PROCEDURES (Added to University Policy 9/2003)

15.7.1 Principles

The Southeastern Oklahoma State University (SE) computing facilities are designed to support the research, teaching, and related activities of the SE community. These facilities include communication features that offer many opportunities for members of the SE community to share information among themselves and with outside collaborators. With the ability to share comes the responsibility to use the system in a responsible, ethical, professional, and lawful way. Universities value communication of ideas, including those new and controversial; thus, the intention of SE is to maximize freedom of communication for purposes that further the goals of SE. Misuse by even a few individuals has the potential to disrupt the academic and research work of faculty and students and University business.

The policy of SE recognizes an individual's right to privacy and intends to preserve the privacy of all data on each individual at SE. Academic records and personnel files will be released only with the written permission of the individual involved. All academic records will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974 (PL 98-380 p571) and the Oklahoma Open Records Act. It is also the intent of SE to preserve the privacy of all forms of communication in accordance with the Electronic Communications Privacy Act (18 USC 2510-2521; 2701-2710).

A person in violation of this policy may be subject to administrative action, with a penalty of a fine, restitution for services used, loss of computer privileges, or dismissal from the University. Some actions covered by this policy are also covered by SE regulations or policies, the violation of which could lead to disciplinary proceedings. Some actions covered by this policy are also covered by city, state, or federal law, the violation of which could lead to civil or criminal prosecution.

15.7.2 Intended Use

The hardware available to SE and the software licensed for that hardware are intended for research and educational use by faculty, staff, and students of SE. Use of SE resources by anyone outside SE requires approval of the President (or designee). Personal use of SE resources is prohibited. Computer accounts will be given to all approved users. In order to ensure privacy for all users, Network Operations and Administrative Computing employ passwords associated with user accounts. These passwords are critical to the security of the user's account, as well as the integrity of the campus computing environment as a whole. Each user is responsible for keeping his or her account secure and password confidential.

15.7.3 Disclaimer

SE accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. SE makes no warranty, expressed or implied, regarding the computing services offered or their fitness for any particular purpose.

SE cannot guarantee the confidentiality or privacy of electronic messages and makes no promises regarding their security. Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

SE does not routinely review users' files, including e-mail. In cases of system failure and subsequent repair, or where there is reason to believe there has been unauthorized use or

misuse of computer resources, SE shall have the authority and right to review user accounts, archival tapes, or disks in accordance with The Electronic Communications Privacy Act.

15.7.4 General User Policies

A user of SE Information Technology Resources shall obey the following policies:

1. Obtain necessary accounts and passwords and be responsible for maintaining the security of all those accounts on SE's information technology systems.
2. Users of SE administrative computer resources must have a signed request form on file.
3. Users may not authorize anyone to use any of their accounts for any reason. Users are responsible for all usage on their accounts. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized users. Users are not to provide others with access to any SE information technology resources.
4. Users may not impersonate or misrepresent another user's computer account or e-mail user name.
5. Files owned by individual users are to be considered as private, whether or not they are accessible by other users. The accessing or attempting to gain unauthorized access into any account to use, read, transfer, or change contents in any way of another user's account will be viewed as theft of SE resources and as computer fraud.
6. Because many of the technological resources of SE are shared, the use of such resources for endeavors not directly related to enhancing and facilitating instruction and scholarly research activities will be considered secondary activities. Should such secondary activities interfere in any way with the primary activities of instruction and research, they may be terminated immediately.
7. Access to SE computer resources must not be abused either by attempting to harm the systems or by stealing copyrighted/licensed software or by installing unlicensed software. Software may not be installed in the computer labs unless SE is the authorized owner and permission is granted by the lab manager. Federal Copyright Laws must not be violated by downloading copyrighted audio, video, graphics, or text materials from the Internet without proof of proper licensing arrangements. Attempting to gain unauthorized access to any information technology resources or alteration of system hardware or software configurations is prohibited.
8. Information technology resources are not to be used for profit or commercial activity of any kind or for solicitations on behalf of groups, organizations, etc. that are not related to SE.
9. SE's information technology resources will not be used to violate any SE policies; city, state, or federal laws; or contracts and agreements entered into by SE.
10. Non-portable computer equipment is not to be removed from campus without written approval from the Vice President for Academic Affairs (or designee).
11. Using computing resources to interfere with the normal operation of university computing systems and connected networks including, but not limited to, introducing viruses, flooding the network with messages, sending chain letters, downloading or transferring excessively large files, or unfairly monopolizing resources that results in the exclusion of others in such a way that it causes disruption in instruction or computer labs or exploits network security and/or other vulnerabilities is prohibited. Intentionally causing any damage to any equipment is prohibited.
12. The creating, displaying, posting, or transmitting of any unlawful, threatening, abusive, fraudulent, hateful, defamatory, racist, sexist, obscene or pornographic, harassing, or offensive language, images and/or materials is not permitted. Harassment or stalking whether it be physical, verbal, electronic, or any other form of abuse, will not be tolerated.
13. Accidental damage, or damage caused by other parties, should be reported as soon as possible so that corrective action may be taken.

14. If a user identifies a potential security problem, the problem should be reported to the Help Desk immediately and should not be discussed with any other party.
15. No food, drinks, or tobacco products will be allowed in the computer labs.
16. Disturbing others in the computer labs will not be tolerated.
17. Adhere to OneNet Acceptable Use Policy.
 - The use of SE's information technology resources indicates acceptance of these General User Policies of SE and One Net's policies.
 - The use of a personally owned computer that is on the SE network obligates the owner to comply with these General User Policies of SE and OneNet.
18. The above is a representative set of rules and guidelines. Any individual whose conduct violates the above guidelines or is not consistent with what is expected of a competent computer user will be subject to the following actions:
 - The account will be immediately deactivated.
 - The appropriate administrative authorities (SE, state, or federal) will be informed.
 - The appropriate administrative authorities will act. Actions taken by the administrative authorities will depend on the severity of the computer abuse. The SE Code of Student Conduct, Administrative Policies and Procedures Manual and the Academic Policies and procedures Manual, as well as state and federal laws, will be used in determining appropriate sanctions.
19. As the information technology environment and laws change, the General User Policies may be modified or amended. Notice of any such modifications or amendments shall be provided by email to users and will be posted in the computer labs and on the Office of Information Technology web pages. Users are responsible for keeping informed of the current policies. Questions about these policies should be directed to the Assistant Vice President for Information Technology.
20. Acceptable uses of the computing resources at SE in priority order:
 - Instructional use relative to SE classes.
 - Faculty and Student Research.
 - Class Assignments.
 - Official work of students, faculty, administration, and staff, recognized student and campus organizations, and agencies of SE.
 - Electronic communication that supports instruction, research, or official work of students, faculty, administration and staff.
 - Secondary usage by authorized users that is not directly related to instruction that does not interrupt or diminish access to resources for instruction and/or research.

15.7.5 E-mail Policies

1. All users of electronic mail (E-mail) are responsible for knowing and practicing proper electronic communication protocol.
2. SE cannot guarantee the confidentiality or privacy of electronic messages and makes no promises regarding their security. Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.
3. SE does not routinely review users E-mail. In cases of system failure and subsequent repair, or where there is reason to believe there has been unauthorized use or misuse of computer resources, SE shall have the authority and right to review user accounts, archival tapes, or disks in accordance with The Electronic Communications Privacy Act.
4. E-mail users must identify their messages with their own names. Misrepresentation of one's identity in electronic communication is prohibited.
5. Broadcasting unofficial messages and sending chain letters is prohibited.

6. It is not acceptable to use E-mail to transmit threatening, obscene, or harassing materials.
7. It is not acceptable to send unsolicited mass E-mailings to more than twenty-five (25) E-mail users, if such unsolicited E-mailings provoke complaints from recipients.
8. E-mail Netiquette
 - a. Always fill in the subject line. The subject line tells the reader in a few words what the message is about. Some people who receive a lot of messages daily, rely on this subject line to determine to save a message or not. If there is no subject, then the person has to read the message.
 - b. Send attachments as ASCII text files. Unless the sender knows which word processing software the receiver uses, use the Save as@ function to change the file format to a generic ASCII file before attaching it to the E-mail.
 - c. Be patient in waiting for responses to an E-mail message. Remember that the Internet is global, and while you may be awake because it is daytime, it is nighttime in other parts of the world, and the person receiving it might be asleep when it arrives. Don't send a nasty message until you give the person time to read your message.
 - d. Check E-mail daily and respond quickly. It is good practice to check your E-mail at least once a day and to respond as soon as possible to a message.
 - e. It is good practice to tell the recipient if your message is long. If your message is over 100 lines long, it is considered long and you should put the word long in the subject line, so the recipient knows that the message may take some time to read.
 - a. Make sure that you send your return address on messages you send out. It is true that your address is shown on the FROM: line, but some mailers automatically strip the headers off of incoming messages. What you should do is put your name and address at the end of the message. The easiest way to do this is to create a signature file, which has any information that you feel is important to include about yourself in every message that you send.
 - b. Don't forward someone else's personal E-mail message. If someone wrote a personal E-mail message to you, do not forward it without the consent of the original author. If you are forwarding a message, do not change the wording of the message.

15.7.6 Web Page Policies (Added to University Policy 9/2003)

Directors, department chairs, deans/division chairs, vice presidents or respective designees of these SE units are responsible for reviewing, clearing, and maintaining information published on official SE Web pages. The unit (department) is ultimately responsible for page content and is responsible for following university policies and local, state, and Federal laws.

This policy applies to SE Web pages (sites) representing university schools/divisions, departments, programs, sanctioned organizations, alumni, retired faculty and to any member of the university community acting in his or her university capacity and/or using university resources.

Each semester unit (department) web sites should be updated with accurate and current content, ADA compliance, and functionality. A checklist of items may be found on the Information Technology Web Services pages.

Questions about these policies should be directed to the Assistant Vice President for Information Technology.

15.7.7 Web Page Content Guidelines

SE recognizes the value and potential of maintaining a presence on the web. Faculty, staff, and student organizations may create web pages (sites) that carry out official University business in support of the University's missions. Personal pages may be published to provide information about an individual which is relevant to that individual's role at the University but may not be used for personal gain, or personal business or any other activity that is not consistent with the SE mission. Contents of all web pages must follow University standards regarding nondiscrimination and must conform to law and University policies. The law includes ADA compliance. The specifics for ADA compliance can be found on the Information Technology Web Services site.

Individual units within the University may define conditions of use for web pages under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines, and/or restrictions. Where such conditions of use exist, the unit's enforcement mechanisms defined therein shall apply.

Each SE unit or department is responsible for maintaining content that is accurate and current. All web pages are expected to use accurate, standardized information on enrollment, research funding, number of faculty, number of buildings, acreage, finances, etc., which is available from the offices of the appropriate vice president, the Office of Institutional Research and Planning, or the Office of Public Information.

The web pages should include instruction about how readers can obtain additional information and, if possible, an E-mail link.

The Home Page should include the date of last modification.

Each web page should be clearly identifiable as a page associated with SE. The navigation should provide the ability to return to the SE Home Page.

Disclaimer: SE is not responsible for the misuse of information provided on any web pages.

15.7.8 Web Page Image Guidelines

In order for official Web pages to be consistent, all official pages must obey the following guidelines:

- The name of the institution is Southeastern Oklahoma State University.
- The initials SE (without periods) may be used on second reference.
- The University seal is reserved for use in official University publications and on degrees, certificates and legal documents. It may not be used for advertising purposes or in web home pages that publicize a facility, event, or service of the University.
- Department logos may not supersede the SE logo.
- All web pages will be clearly identifiable as SE web pages at the top of each page.

15.7.9 Web Page Layout Guidelines

- Templates are available on the Information Technology Web Services pages. These templates lay the foundation for ADA compliance and provide the navigation mechanism.
- Images should be of the appropriate format, file type and size for accessibility and usability standards.

- The design and layout should take into consideration the technology of the potential viewers.
- Navigation should be included to indicate to the viewers where they are within the SE web pages and provide guidance for finding specific content.

15.8 POLICY ON REPLACEMENT AND GROWTH OF COMPUTERS AND RELATED TECHNOLOGY (Added to University Policy 9/2003)

The number of desktop computers on campus has increased dramatically and the need for infrastructure to support the desktop computers is ever increasing. There are over 450 student use computers, 230 faculty use computers, and 300 administrative use computers. Not everyone will necessarily be able to have a new computer "every three years" since the Student Technology Fee may not support that goal nor may the need be there for everyone. The following priorities will determine the allocation of the Student Technology Fee:

New Computers:

First priority will be given to needs that most directly touch the students.

- Computer labs
- Online courses
- Servers and other infrastructure components

Timeframe: Every two years as funds allow.

Second priority will be given to instructors (and staff that assist with the creation of the materials) that integrate technology into their course materials that involve students with the technology.

- Interactive instructional materials
- Student generated materials

Timeframe: Every two to three years as funds allow.

Third priority will be given to instructors (and staff that assist with the creation of the materials) that enhance teaching with technology.

- Syllabus, etc. on Blackboard
- Smart Classrooms usage
- PowerPoint presentations of lecture materials

Timeframe: Every three to four years as funds allow.

Recycled computers from the first three priorities: Without a defined source of funding, the planning for administrative staff computers is very difficult and necessarily involves the recycling of computers from the first three categories.

Fourth priority will be given to the administrative staff as functional needs are identified.

Fifth priority will be given to the administrative staff using the computers as terminals to POISE or other systems. These computers may have to be replaced as a result of infrastructure changes.

Sixth priority will be disposition of equipment.

Additional Factors in the Allocation Process:

1. The Center for Instructional Development and Technology (CIDT), together with the appropriate chair and dean, may play a role in determining the faculty who fall into the first, second, and third priorities of the computer replacement and growth policy. The faculty involvement with CIDT in developing student-centered instructional materials will be a determinant in the sequence of replacement and growth.
2. Computers and related technology acquired with funds other than the Student Technology Fee will be subsequently included in the replacement and growth plan according to the recommended priorities.
3. All new faculty members will be assigned a computer in accordance with the existing priorities and will be subsequently included in the replacement and growth plan.
4. The Student Technology Fee will be used to purchase only software that is used campus wide or in exceptional situations software that serves a significant portion of the students.
5. The Student Technology Fee will be used to purchase and maintain standard printers only for academic departmental offices.

15.9 COMPUTER ASSISTANCE

The Information Technology Help Desk offers computer technology assistance to all employees and provides recommendations on purchases of computer hardware, software, and peripherals. Any questions regarding computer hardware or software applications are to be directed to the Help Desk at extension 4357.

Requests to reassign computer equipment from its present use should be directed to the Assistant Vice President for Academic Affairs for Information Technology. All physical moves of computer equipment should be coordinated through the Help Desk. Department supervisors are responsible for an annual physical inventory of all computer equipment for which they are accountable. Theft of computer equipment must be reported to the campus police and the Help Desk.

The use of university equipment by individuals or organizations for activities not directly connected with the University is prohibited. University-owned or controlled equipment shall not be removed from university premises except in cases where such equipment is to be used in the line of official duty and then only with approval of the Assistant Vice President for Academic Affairs for Information Technology. (For additional information see Section 14.6, Use of University Equipment.)

Employees have access to certain software through license agreements; however, the conditions for use may differ depending upon the software package. Please contact the Help Desk, extension 4357, for assistance or information regarding its appropriate use. Any data or files the user generates with the software are not bound by these restrictions and may be copied and distributed, within guidelines of confidentiality of university records, since they are the property of the University.

15.10 PURCHASES

Each University department should strive to use "State Contracts" negotiated by the State Central Purchasing Division in Oklahoma City whenever departmental needs can be served adequately and economically. Requisitions submitted to the university purchasing office should indicate if prices are based on "State Contracts" giving the six-digit contract number and listing itemized prices as shown on the current contract.

Purchases of \$10,000 to \$24,999 must have quotes from at least three (3) vendors. Purchases of \$25,000 or more must be bid by the university purchasing office. Departmental specifications must be submitted to the purchasing office. Specification must be drawn to encourage open competition. Adequate time should be given so that the bid can be prepared and submitted to vendors.

15.10.1 Requisitions

The principal means of communication between university departments and the purchasing office is through the use of requisitions entered by the departments in DPS (Distributed Purchasing System). When a department wishes to purchase supplies, equipment, or services, a "Requisition" (Exhibit LL) is authored by the requesting department. The "Requisition" then forwards electronically in DPS, to the appropriate approver/s. The last approver is the purchasing agent. When approved by the purchasing agent, the electronic requisition is considered a purchase order and a printed vendor copy and departmental copy of the purchase order is returned to the department. It is the department's responsibility to place the order with the vendor.

A requisition must be authored and a purchase order issued in advance of an anticipated purchase.

Strict guidelines have been issued by the State Director of Finance, which state in part, "Any invoice prior to the date of any encumbrance document shall be rejected by the Director of State Finance." This directive must be strictly adhered to by filing a requisition and obtaining a purchase order prior to any purchase commitment for goods, wares, merchandise (materials, supplies, equipment), or contractual services.

15.10.2 Purchase Orders

The "University Purchase Order" (Exhibit MM) is a legal document and when accepted by a vendor, constitutes a contract between the University and the vendor (seller). The purchase order contains all pertinent details of the agreement, specification, and other appropriate information. Purchase orders are issued by the purchasing office.

Following receipt of a purchase order, vendors may proceed with delivery of the items ordered.

15.10.3 Blanket Requisition/Purchase Order and Procurement Card

15.10.3.1 A DPS requisition will be authored for blanket or open orders. A blanket or open order authorizes unspecified purchases from vendors not to exceed a stated amount. This type of purchase is to be used in purchasing situations where the normal requisitioning time rules are not practical. Blanket requisitions must be issued for a stated period of time and a definite amount of money. Purchases made against a blanket purchase order should be limited to supplies of small dollar value.

15.10.3.3 Office supplies are available from Campus Book Store and can be purchased through blanket purchase orders.

15.10.3.4 The University procurement card is a MasterCard. Each department may obtain a procurement card by making application and getting approval of the Dean and/or VP. Applications will be submitted to the purchasing office. Cards will be obtained and distributed by the purchasing office. Agreements must be signed by the budget director and the card manager (usually the departmental secretary). Budgets must be set up in a "333" expense code and departments must monitor that budget in DPS to ensure that budgets are not overspent.

Monthly reconciliations must be completed by the department and forwarded to the purchasing office for payment.

The procurement card is intended to facilitate small dollar purchases for supplies and materials.

15.10.4 Receiving Reports (Exhibit LL)

In accepting delivery, it is the responsibility of the department to promptly inspect all purchases, including opening and checking of the contents. The department must determine whether the quality and quantity of the items purchased conform to the specifications included in the purchase order. The receiving report must be marked as to quantity received and dated in DPS.

The department supervisor or the authorized representative must certify receipt by signing and dating a receiving report. The receiving report, bearing notations of any exception, deviation, or qualification, as well as all invoices, credit memos, freight or express bills, etc., are to be forwarded without delay to the purchasing office to expedite payment.

15.10.5 Supplementary Information

15.10.5.1 Change Orders

If it is necessary to change a purchase order, the department should provide written details to the purchasing office, which will in turn implement the necessary changes. This request may be made on a copy of the receiving report.

15.10.5.2 Partial Shipments

If the department receives a partial shipment, a copy of the receiving report noting the quantity received, date and signature of the department supervisor or authorized representative should be attached to the back of the invoice and sent to the purchasing office.

15.10.5.3 Receipt of Damaged or Unsatisfactory Goods

If a shipment arrives with visible damages, the department employee should insist that the freight bills be noted "Received in Damaged Condition" and proceed with arrangement for an "Inspection Report" by the carrier's representative. All boxed and packing materials should be saved until after the carrier has made an inspection. In case of damage made to a parcel post delivery, the local Postmaster should be contacted followed by written notice to the vendor with a copy sent to the purchasing office. Defective merchandise or substitute materials should be reported to purchasing office by written memorandum. The memorandum should contain the department supervisor's report of the complaint and suggestions or information sufficient to use as a basis for adjustment. The decision to accept an offer of adjustment must be mutually agreed to by the department supervisor and the purchasing office.

15.10.5.4 Returning of Merchandise Not Ordered

Goods MUST NOT be returned without first securing permission of both the vendor and the purchasing office. When authorization is obtained, all shipping instructions should be followed and all shipping labels or tags should be attached as directed by the authorization document. The requesting department should also send the vendor a letter of transmittal, copying the purchasing office which explains full particulars of each returned shipment, including date, purchase order number, and name of carrier. A copy of the waybill should be attached.

15.10.5.5 Receipt of Merchandise not Ordered

If unordered or unidentified material should be delivered, the purchasing office should be notified promptly since vendors occasionally misdirect shipments. The University will accept responsibility for merchandise received when delivered in accordance with an official requisition.

15.10.5.6 Jacket Authorization

University Physical Plant is authorized to use requisitions and invoice-attached jackets for purchases.

Invoice-attached jackets may be used for invoices that come on an annual basis such as institutional memberships and subscriptions.

The purchasing office, when circumstances warrant or when it is in the interest of the University to grant an exception may approve exceptions to these procedures.

Exhibit A **[EMPLOYMENT REQUEST](#)**

Exhibit B **RECRUITMENT RECORD**

Please e-mail the Office of Diversity, Equity & Compliance at the following address:
ddean@se.edu or call campus extension 3036.

Exhibit C **[EMPLOYEE TRANSACTION FORM](#)**

Exhibit D **LOYALTY OATH FORM**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit E **FORM W-2**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit F **[FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION](#)**

Exhibit G **[DRUG-FREE WORKPLACE POLICY STATEMENT](#)**

Exhibit H **FAIR LABOR STANDARDS ACT**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit I **EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit J **[AUTOMATIC DEPOSIT TRANSMITTAL FORM](#)**

Exhibit K **DEPARTMENTAL COVER SHEET FOR FACULTY LEAVE REPORTS**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit K **NON-EXEMPT EMPLOYEE LEAVE RECORD FORM**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit K **EXEMPT STAFF LEAVE RECORD FORM**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit K **FACULTY LEAVE RECORD FORM**

Please e-mail Human Resources office at the following address:
payrollandbenefits@se.edu

Exhibit L	PERFORMANCE APPRAISAL GUIDELINES Please e-mail the Office of Diversity, Equity & Compliance at the following address: ddean@se.edu or call campus extension 3036.
Exhibit L	PROBATIONARY (90-DAY) PERFORMANCE APPRAISAL FORM Please e-mail the Office of Diversity, Equity & Compliance at the following address: ddean@se.edu or call campus extension 3036.
Exhibit L	ANNUAL PERFORMANCE APPRAISAL FORM Please e-mail the Office of Diversity, Equity & Compliance at the following address: ddean@se.edu or call campus extension 3036.
Exhibit M	APPLICATION FOR STUDENT EMPLOYMENT
Exhibit N	STUDENT WORK CERTIFICATION FORM
Exhibit O	STUDENT EMPLOYEE TIMESHEET
Exhibit P	EMPLOYMENT FINAL CLEARANCE FORM
Exhibit Q	EXIT INTERVIEW FORM
Exhibit R	KEY REQUEST FORM For information regarding keys please e-mail physical plant office at: jtowne@SE.edu
Exhibit S	SE Benefits Eligible/Oklahoma Resident Employee Tuition Waiver Form
Exhibit T	MEDICAL CARE AUTHORIZATION FORM
Exhibit U	EMPLOYER'S FIRST NOTICE OF INJURY "FORM 2"
Exhibit V	AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION
Exhibit W	OK FORM 301 - INJURY AND ILLNESS REPORT
Exhibit X	REPORT OF OCCUPATIONAL INJURY OR ILLNESS FORM
Exhibit Y	EMPLOYEE'S REPORT OF INJURY ON THE JOB
Exhibit Z	WITNESS/CO-WORKERS STATEMENT FORM
Exhibit AA	RETURN TO WORK FORM
Exhibit BB	SEXUAL HARASSMENT POLICY STATEMENT/COMPLAINT PROCEDURE FORM

Exhibit CC	<u>COUNSELING REPORT FORM</u>
Exhibit DD	<u>OUT-OF-STATE TRAVEL REQUEST FORM</u>
Exhibit EE	<u>TRAVEL INFORMATION CLAIM FORM</u>
Exhibit FF	<u>REQUEST/APPROVAL OF LEAVE FORM</u> (staff)
Exhibit GG	MATERNITY LEAVE Please e-mail Human Resources office at the following address: <u>payrollandbenefits@se.edu</u>
Exhibit HH	<u>INVENTORY TRANSFER SHEET</u>
Exhibit II	<u>VEHICLE REQUEST FORM</u>
Exhibit GG	<u>MOTOR POOL DEPARTMENT TRIP TICKET FORM</u>
Exhibit KK	ACCIDENT INFORMATION FORM Please e-mail campus police office at the following address: <u>plocke@SE.edu</u>
Exhibit KK	SCOPE OF EMPLOYMENT FORM Please e-mail campus police office at the following address: <u>plocke@SE.edu</u>
Exhibit KK	STANDARD LIABILITY INCIDENT REPORT Please e-mail campus police office at the following address: <u>plocke@SE.edu</u>
Exhibit LL	<u>REQUISITION (DPS PURCHASE REQUEST)</u>
Exhibit MM	<u>UNIVERSITY PURCHASE ORDER FORM</u>
Exhibit NN	Nepotism Policy Please e-mail Human Resources office at the following address: <u>payrollandbenefits@se.edu</u>

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