



OKLAHOMA CITY UNIVERSITY

Staff Handbook
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OKLAHOMA CITY UNIVERSITY

Staff Handbook

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OKLAHOMA CITY UNIVERSITY Staff Handbook

February 1, 2002

Welcome to Oklahoma City University. There is a sense of purpose and commitment here that makes us all proud to invest our professional time and energy. You will enjoy being part of this institution.

We believe that each employee can contribute direct to the mission of OCU and to our growth and success. We hope you will take pride in being a part of this university community and the many avenues of service it affords.

This handbook was developed to detail the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. You should familiarize yourself with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with OCU.

You will find that your work experience will be challenging, enjoyable, and rewarding. We are glad you chose to pursue your career at OCU.

Sincerely,

Tom J. McDaniel
President



OKLAHOMA CITY UNIVERSITY Staff Handbook

0.30 Organization Description

Oklahoma City University is a United Methodist University that provides a rigorous value-centered education.

FACILITIES AND LOCATIONS:

Oklahoma City University is located on a beautiful sixty-five acre campus in the heart of Oklahoma City. In a park-like setting, student and staff enjoy the history and architecture of historic buildings along with innovative renovations and state-of-the-art new facilities. The campus is designed to be esthetically pleasing while ensuring the safety and security of student, faculty and staff.

Oklahoma City University offers off-campus classes at various facilities in Oklahoma City, Tulsa and in several countries overseas.

BRIEF HISTORY OF OCU

Oklahoma City University was chartered as Epworth University on September 1, 1904. The first students came to a sixty-five acre campus that boasted one all-purpose building. One hundred sixteen enrolled that fall. The original building is still standing and forms part of Epworth United Methodist Church in Oklahoma City.

Surviving the storms of financial difficulties, the University was moved to Guthrie, Oklahoma in the fall of 1911. Classes were conducted in the old Oklahoma Territory capitol building. At this time the name was changed to Methodist University of Oklahoma. In 1922, the name was changed to Oklahoma City College. The college was relocated to its present location in Oklahoma City. The current administration building housed both classrooms and student dormitories. In 1924, the college was renamed Oklahoma City University.

Currently 4500 students attend OCU enrolled in a broad spectrum of curriculum offerings.



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Degrees are offered in the following:

Petree College of Arts and Sciences
Meinders School of Business
School of Law
Kramer School of Nursing
Wimberly School of Religion and Graduate Theological Center
Margaret E. Petree College of Music and Performing Arts
School of Dance and Arts Management
School of Music

CHANCELLORS OF OKLAHOMA CITY UNIVERSITY

Dr. George Henry Bradford 1905-1912
Dr. William Fiedler 1912-1914
Dr. Edward Hislop 1914-1917
Dr. C.Q. Smith 1957-1960
Dr. Jerald C. Walker 1997-2001

PRESIDENTS OF OKLAHOMA CITY UNIVERSITY

Dr. R.B. McSwain 1904-1905
Dr. G.J. Jones (Interim) 1905
Dr. Edwin George Green 1918-1923
Dr. Eugene M. Antrim 1923-1934
Dr. Walter Scott Athern 1934
Dr. Aaron G. Williamson 1934-1941
Dr. Cluster Q. Smith 1941-1957
Dr. Jack Stauffer Wilkes 1957 - 1963
Dr. Dolphus Whitten, Jr. (Interim) 1963 - 1964
Dr. John F. Olson 1964 - 1969
Dr. Dolphus Whitten, Jr. 1969-1978
Dr. Willis Wheat (Interim) 1978 - 1979
Dr. Jerald C. Walker 1979 - 1997
Dr. David Cawthon (Interim) 1997 - 1998



OKLAHOMA CITY UNIVERSITY

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Dr. Stephen Jennings 1998 - 2001

Mr. Tom J. McDaniel 2001-

ORGANIZATIONAL STRUCTURE

Board of Trustees

Executive Level of University Administration

President

Vice-President for Academic Affairs

Vice-President for Administration and Finance

Vice-President for Student Development

Vice-President for Institutional Advancement

Vice-President for University/Church Relations

Vice-President for International Relations

Vice-President for Enrollment Management



OKLAHOMA CITY UNIVERSITY Staff Handbook

0.40 Introduction to Staff Handbook

This handbook is designed to acquaint you with OCU and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by OCU to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy nor does this handbook constitute a contract. OCU reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

Employees are subject to additional departmental policies and procedures. Due to the technical and critical nature of their job duties, Security personnel must adhere to all requirements in the Security Department Policy and Procedure Manual.



OKLAHOMA CITY UNIVERSITY Staff Handbook

Employee Acknowledgement

To: All Staff Employees

Instructions:

Upon receipt of a copy of the OCU Staff Handbook, please sign this Employee Acknowledgement form and return it to the Personnel Office.

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Oklahoma City University Staff Handbook this date. I understand the handbook provisions are not intended to serve as an employment contract, and are subject to change from time to time.

I further understand that:

(i) revisions to the handbook may occur from time to time, and such revisions shall apply to my employment; (ii) a copy of any such handbook revisions will be made available to me by OCU; and (iii) it is my responsibility to read and comply with the provisions of the handbook, as revised.

I acknowledge and understand: (i) my employment has no specified term of duration; (ii) either I or OCU may terminate my employment at will, so long as there is no violation of applicable federal or state law; and (iii) if my employment is involuntarily terminated by OCU, I may utilize the Grievance Procedures set forth in the handbook as revised from time to time, and will have all protection provided by applicable federal and state employment discrimination laws.

Dated this _____ day of _____, _____.

Employee Name (Printed) Department _____

Employee Signature Date of Signature _____

Social Security Number _____



OKLAHOMA CITY UNIVERSITY Staff Handbook

0.81 Mission Statement

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a diverse student-centered environment. Men and women pursue academic excellence through a rigorous curriculum that focuses on their intellectual, spiritual, moral and physical development to prepare them to become effective leaders in service in their communities.

Guiding Principles

Oklahoma City University is guided by the following core values:

- The total University educates.
- Personal involvement is essential to learning
- A religious dimension in human experience is inescapable.
- A broad base of knowledge is the foundation for critical thinking and creative solutions to complex issues.

In the tradition of United Methodist higher education the University is committed to students through the following purposes:

- To seek, advance, and transmit truth as its primary responsibility
- To cultivate ethical and humane behavior, enhance value judgment, and stress the moral use of knowledge and skills
- To develop social consciousness through academic and co-curricular programs.
- To stress the importance of spiritual, intellectual, and physical development; and
- To provide an aesthetic and cultural experience.

Oklahoma City University fulfills these purposes by providing the following:

- a. Undergraduate, graduate and professional academic programs that emphasize, examine and encourage intellectual, religious and aesthetic experience and growth:
- b. Lifelong learning programs empowering individuals to lead productive and creative lives;



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- c. Activities that support and enhance the quality of campus life;
- d. Service to a global community of learners;
- e. Opportunities for worship and service in the Christian and other tradition; and
- f. Culture and aesthetic opportunities to the community.



OKLAHOMA CITY UNIVERSITY

Staff Handbook

1.01 Nature of Employment

Effective Date: 11/02/1998

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are requested to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with OCU. However, this handbook cannot anticipate every situation or answer every question about employment.

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. OCU is an "employment at will" employer. Neither the employee nor OCU is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, OCU reserves the right to change, revise, deviate from, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment at will. The only recognized deviations from the stated policies are those authorized in writing by the President and/or the Board of Trustees of OCU. Employees will be notified of revisions or changes in the handbook.



OKLAHOMA CITY UNIVERSITY

Staff Handbook

1.02 Employee Relations

Effective Date: 11/2/98

Revision Date: 1/8/01

OCU believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that OCU amply demonstrates its commitment to employees by responding effectively to employee concerns.

STAFF ADVISORY COUNCIL

The Staff Advisory Council was formed in 1998. Members of the Staff Advisory Council are elected to serve in an advisory capacity representing the viewpoint and concerns of staff employees. The Council is made up of elected and appointed representatives, as provided in the constitution. The Council meets regularly with administrative representatives.



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1.03 Equal Employment Opportunity

Effective Date: 11/02/1998

Revision Date: 03/16/2001

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at OCU will be based on merit, qualifications, and abilities. OCU, in compliance with federal laws and regulations, does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, status as a veteran, or any other characteristic protected by law in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

The Vice President for Administration and Finance, located in room 402 of the Administration Building, telephone 405-521-5029 serves as the university affirmative action officer and coordinates the university compliance with Title VI, Title VII, Title IX, Section 504 of the ADA and the ADEA.

OCU will make reasonable accommodations for otherwise qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are requested to promptly bring these issues to the attention of their immediate supervisor or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



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1.04 Business Ethics and Conduct

Effective Date: 11/02/1998

The successful business operation and reputation of OCU is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of OCU is dependent upon the trust of our students, their parents, and the community. We are dedicated to preserving that trust. Employees owe a duty to OCU, its students, and community to act in a way that will merit the continued trust and confidence of the public.

OCU will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Director of Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every OCU employee.



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1.05 Personal Relationships in the Workplace

Effective Date: 11/02/1998

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships

Relatives of persons currently employed by OCU may be employed only if:

- They will not be working directly for or supervising a relative or
- They will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate.

No family members may be employed as full-time personnel in the same academic department or administrative unit.

OCU employees cannot transfer or be transferred into a position that would cause such a working relationship, as described above.

If the relative relationship is established after employment, the individuals concerned will decide who will seek transfer to another position, if a comparable position is available. If that decision is not made within 30 calendar days, the President's Cabinet will decide. The employee must meet all qualifications for the open position in order to be considered for transfer. If no transfer position is available, one of the employees in the relationship may be terminated.

In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.



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Requests for exceptions to this policy must be reviewed and approved in writing by the President of the University. Employment relationships commencing prior to August 1, 1998, which conflict with this policy shall not require such review and approval.



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1.06 Employee Medical Examinations

Effective Date: 11/02/1998

Pre-Employment

Applicants for positions within certain departments, such as Security, are required to successfully complete a pre-offer physical agility test.

Post-employment

After a preliminary offer of employment has been made to an applicant entering a designated job category, a medical examination may be required when such an examination is job-related and consistent with business necessity. Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam when such examination is job-related and consistent with business necessity.

Current employees may be required to take medical examinations that are job related to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at OCU's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and confidentially maintained. Access to this information will be limited to those who have a legitimate need to know.



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1.07 Immigration Law Compliance

Effective Date: 11/02/1998

OCU is committed to employing only United States citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with OCU within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Payroll and Tax Compliance Manager, Room 349, Administration Building. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.



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1.08 Conflicts of Interest

Effective Date: 11/2/98

Revision Date: 3/16/01

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which OCU wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director of Accounting and Budget for more information or questions about potential conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of OCU. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of OCU's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of OCU as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which OCU does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving OCU.



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1.10 Secondary Employment

Effective Date: 11/2/98

Revision Date: 1/8/01

An employee may hold a secondary job with OCU or another organization as long as he or she satisfactorily performs his or her primary job responsibilities with OCU. Such employment requires prior approval of the employee's supervisor and vice president. Employees may not provide contract services for the department of their primary employment. If secondary employment with OCU or any other organization occurs during the employee's regular working hours, the employee, with supervisor's approval will:

- Use accrued vacation leave for missed work time
- Extend the workday to make up missed work time.

All employees will be judged by the same performance standards and will be subject to OCU's scheduling demands, regardless of any existing outside work requirements. Other employment or volunteer or elected positions are considered to be secondary. A full-time staff member's major responsibility is to OCU. Secondary employment will be subject to administrative review and must be approved in advance by the appropriate vice president.

If OCU determines that an employee's secondary work interferes with performance of the employee's primary job, or with the employee's ability to meet the requirements of OCU as they are modified from time to time, the employee may be asked to terminate the secondary employment if he or she wishes to remain with OCU.

Secondary employment will present a conflict of interest if it has an adverse impact on OCU.

A full-time staff member may perform and receive compensation for additional part-time secondary job assignments, either within or outside OCU, subject to the following conditions:

- a. Full-time staff employees may perform and be compensated for an additional part-time secondary job assignment for OCU such as adjunct teaching, subject to



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prior approval from his/her current supervisor and vice president.

- b. An employee must receive prior approval from his/her current supervisor and vice president before seeking or accepting additional work assignments.
- c. If an employee accepts a part-time secondary assignment, all duties and obligations of the primary assignment, including work hours, must be filled.
- d. If the duties of the secondary assignments occur during the employee's regular work schedule for the primary assignment, one of the following must occur:
 - i. Vacation leave must be used for time missed from the employee's regular work schedule for the primary assignment.
 - ii. The employee's normal work hours for the primary assignment must be extended to compensate for time missed from their primary assignment. The employee must receive prior approval of the supervisor and the vice president for a modified work schedule.
- e. Secondary employment or activities will be considered excessive when, in the judgment of the employee's Vice President or the OCU President, the employment restricts the staff member's full obligation to the University. Arrangements must be re-approved upon any significant change in the nature or extent of the commitment required.
- f. Outside work shall not constitute any financial burden on OCU, such as furnishing supplies, facilities, secretarial work, or otherwise.
- g. Secondary employment or activities must avoid a conflict of interest situation with respect to the mission, policies and standards of OCU.
- h. Any individual engaging in secondary employment or activities, in behalf of an employer other than OCU, shall act as an individual and not as agent of the University.
- i. Employees shall not perform contract labor for their own department.



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1.12 Non-Disclosure

Effective Date: 11/02/1998

The protection of confidential business information and trade secrets is vital to the interests and the success of OCU. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Customer lists
- Customer preferences
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Scientific data
- Scientific formulae
- Scientific prototypes
- Technological data
- Technological prototypes

Employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.



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1.14 Disability Accommodation

Effective Date: 11/02/1998

OCU is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide otherwise qualified individuals with disabilities meaningful employment opportunities. Pre-employment inquiries are made regarding only an applicant's ability to perform the duties of the position. Some positions, within the Security Department, require an applicant to successfully pass an agility test before an offer of employment will be made.

After conditional job offers, post-offer medical examinations may be required for those positions for which there is a bona fide job-related physical requirement. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all otherwise qualified individuals with a disability, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) and to equal consideration in job assignments, classifications, organizational structures, and position descriptions. Leave of all types will be available to all employees on an equal basis.

OCU is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. OCU will comply with state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. OCU is committed to taking all other actions necessary to ensure equal employment opportunity for otherwise qualified individuals with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



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1.16 Job Openings

Effective Date: 11/02/1998

Revision Date: 09/01/2001

AUTHORIZATION TO FILL OPEN POSITION

If a position becomes vacant or a new position is established, an Authorization to Hire Form and a formal job description must be completed by the department head and submitted to the Human Resources Department via e-mail and hard copy. No position will be advertised until these documents have been received and approved.

ADVERTISEMENT OF OPEN POSITION

OCU provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Job postings inform employees of openings and identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources, such as printed advertisements, may also be used to fill open positions. In general, notices of all regular, full-time job openings are posted, although OCU reserves its discretionary right to not post a particular opening.

Job openings will be announced by the OCU e-mail system, OCU web-site, and posted in the Human Resources Department. Job descriptions are available in the Human Resources Department.

POSTING REQUIREMENTS

Available positions will normally be posted for a minimum of three days. Each job posting will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).



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1.80 Employee Transfer

Effective Date: 11/02/1998

Revision Date: 01/08/2001

OCU recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

To be eligible to seek a transfer into a posted job, current OCU employees must have performed competently for at least six months in their current position. Employees with less than six months of service at OCU are not eligible for transfer to another department. Employees who have been issued a written warning within the last six months, or who are currently on probation or suspension are not eligible to apply for posted jobs. Eligible employees must have the required skills, competencies, and qualifications for the position to which they seek to transfer.

As a professional courtesy, an employee who is seeking a transfer must inform his/her current supervisor of interest in an open position. If the employee is selected, the supervisor may not prohibit the employee from transferring to another department. Furthermore, any form of retaliation against the employee seeking a transfer is strictly prohibited. When an internal transfer of an employee occurs, supervisors will work cooperatively to ensure a smooth transition, as well as continuity of programs and services in both offices.

To apply for an open position, employees must submit to the Human Resources Department an Employee Transfer Request signed by the current supervisor, as well as an up-to-date resume.

After reviewing all applications received within the posting period, supervisors will select the applicants to interview who best meet the job requirements. Requests for Transfers from current OCU employees will be considered along with all other applications. Supervisors of applicants will be contacted to verify performance, skills, attendance, as well as other job related issues. Staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.



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1.90 Employment Contracts

Effective Date: 03/10/1999

Revision Date: 01/08/2001

Individuals employed in the following positions will receive employment contracts:

President

Vice President

Faculty

Department Director

Coach

Other employees do not receive employment contracts. Staff employees are considered to be at-will employees. An employee enters into a relationship with OCU voluntarily and acknowledges that there is no specified length of employment. Accordingly, the employee or OCU can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Unless sooner terminated, an employment contract is for a stated period of time. Employment compensation and other benefits can be terminated with or without notice, with or without cause, at any time either by the University or the employee.



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2.01 Employment Categories

Effective Date: 11/02/1998

It is the intent of OCU to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and OCU.

Each employee is designated as either **NON-EXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NON-EXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NON-EXEMPT** classification may be changed only by the Department of Personnel.

In addition to the above categories, each employee will belong to one other employment category:

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with OCU is appropriate.

REGULAR FULL-TIME employees are those who are not in a term or introductory status and who are regularly scheduled to work OCU's full-time employment schedule. A full time employment schedule is defined as 32 or more hours per week and a minimum of nine months of employment per year. Generally, they are eligible for OCU's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a term or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by OCU, subject to the terms, conditions, and limitations of each benefit program.



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PART-TIME employees are those who are not assigned to a term or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for any of OCU's other benefit programs.

TERM employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Term employees retain that status unless and until notified of a change. While term employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for any of OCU's other benefit programs.

FOREIGN NATIONAL EMPLOYEE

For any information regarding employment and/or payment to a foreign national, please refer to the Policy and Procedures Manual Foreign National Payment Guide, June 1997.

INDEPENDENT CONTRACTOR

Independent contractors should meet the following criteria:

- They ordinarily use their own methods and receive no training from the purchaser of services.
- They have made a significant investment in facilities and perform services for another.
- They are in a position to realize a profit or suffer a loss as a result of their services.
- Their services are available to the general public.
- They are usually responsible to complete a specific job or are legally obligated to make restitution for failure to complete the job.

If the following occurs, ordinarily an employer/employee relationship exists which precludes the existence of an independent contractor relationship:

- Work is performed on the employer's premises, which might indicate control, especially when the work could be done elsewhere.



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- The employer establishes the hours of work.
- The employer furnishes tools and/or materials.
- An on-going relationship with the employer and the worker is in existence.
- The employer pays the worker's business and travel expenses.

Summary:

If the employer directs and controls how the job is to be performed, an employer-employee relationship exists.



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Staff Handbook

2.02 Access to Personnel Files

Effective Date: 11/02/1998

Revision Date: 01/08/2001

I. Purpose

To establish standards by which information contained in Personnel records will be managed to achieve accuracy, privacy and legal compliance.

II. Scope

This policy applies to all departments and employees of OCU.

III. Policy

A. Records Maintenance

Personnel records will be maintained containing information on each OCU employee to meet state and federal legal requirements and to assure efficient personnel administration. Personnel records are the property of OCU and access to the information they contain is restricted.

B. Notification of Changes

Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Human Resources Department, as an employee's income tax status and group insurance may be affected by these changes.

C. Files Access

Access to personnel files is restricted to authorized employees of the Human Resources Department, supervisors and administrators on a "need to know" basis. Personnel files are the property of OCU and may not be removed from the Human Resources Department.



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D. Information Requests

Requests for information from employee files received from OCU supervisors or inquiries from outside OCU will be directed to the Human Resources Department. If an employee wants OCU to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request.

E. Employment Reference Checks

See Policy 2.03 for regulations related to employee/employment reference checks.

IV. Procedures

A. Personnel File Contents

When an employee is hired at OCU, a personnel file will be established and will generally contain the following information:

1. Application for employment and related hiring documents, such as resumes and course transcripts.
2. Personal information changes and personnel action notices of pay and employment status changes.
3. Performance documents including performance appraisals.
4. Tuition reimbursement documentation.
5. Pay advance requests.
6. Employee history updating information submitted by employees including recent education, records of outside achievements, changes affecting withholding tax, etc.
7. Other documents pertaining to employment such as appreciation letters, corrective action reports, employment contracts, employment verifications, and references from previous employers.
8. Medical records, documents necessary for the administration of OCU benefit programs, and any investigatory records will be kept in a separate confidential file. I-9 forms are also kept in a separate file. Only appropriate officials conducting an investigation may examine these files.



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B. Examination of an Employee's Personnel File

Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions:

1. Employee

Employees may examine their files, at reasonable times, and upon prior 24-hour notice submitted to the Human Resources Department. This review will take place in the Human Resources Department with a Human Resources Department representative present. Confidential employment references, litigation, EEO complaints, and legal or disciplinary investigations in progress, if any, will remain confidential and are not available for employee review.

2. Management Staff

OCU staff may examine active and separated employee files on a "need-to-know" basis.

3. Government Inquiries

OCU generally will cooperate with federal, state, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate, however, OCU may first seek legal advice. OCU may permit a government investigator to review a personnel file on OCU premises, but the investigator will not be allowed to remove or reproduce this information without consent from the Personnel Office and/or OCU legal counsel.

4. Information Requests

Employees may obtain a copy of documents in the file that contain their signature. OCU may charge five cents per page for all copies made.



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2.03 Employment Reference Checks

Effective Date: 11/02/1998

To ensure that individuals who join OCU are well qualified and have a strong potential to be productive and successful, it is the policy of OCU to check the employment references of all applicants.

Departmental or other authorized University administrators will respond only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by OCU's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.



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2.04 Personnel Data Changes

Effective Date: 11/02/1998

It is the responsibility of each employee to promptly notify OCU of any changes in personnel data. The personnel records should be accurate and kept current at all times. If any of the following personnel data has changed, the employee must notify the Human Resources Department:

- Legal name
- Marital status
- Home mailing address
- Home telephone numbers
- Numbers and names of dependents
- Names and telephone numbers of individuals to be contacted in the event of an emergency
- Beneficiary
- Educational accomplishments



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2.05 Introductory Period

Effective Date: 11/02/1998

The introductory period of employment, sometimes referred to as a probationary period, is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. OCU uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 180 calendar days (six months) after their date of hire.

Any significant absence will automatically extend an introductory period by the length of the absence. If OCU determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Either the employee or OCU may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

INTRODUCTORY PERIODS AND EMPLOYEE BENEFITS

Eligible employees accrue sick leave and vacation leave from the first day of employment. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employees who are still in their introductory period must be mindful that excellent attendance on the job is considered essential to an overall satisfactory job performance. All employees must request and receive prior administrative approval to utilize accrued vacation leave. Requests for vacation leave during the introductory period may be disapproved or approved on a very limited basis.



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2.08 Employment Applications

Effective Date: 11/02/1998

OCU relies upon the accuracy of information contained in the employment application, as well as the accuracy of other application materials or data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in OCU's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.



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2.09 Performance Evaluation

Effective Date: 11/02/1998

Revision Date: 01/08/2001

The University is committed to developing a competent staff, maintaining high morale among this staff, and ensuring effective and efficient operation of all departments. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. An integral part of fulfilling these objectives is a program of continuous evaluation by immediate supervisors to appraise each staff member's ability to:

- Meet the performance expectations listed in the job description
- Document performance areas in which the employee does well and areas which require improvement
- Summarize both formal informal performance discussions held with employee throughout the review period

Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance appraisals will be used to support various employment decisions including wage changes, transfers, promotions, demotions, suspensions, or terminations. Merit-based pay adjustments are awarded by OCU in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

TIME LINES

Introductory Employee:

An introductory employee will receive a formal performance evaluation prior to the completion of the six-month introductory period. The supervisor may complete a performance evaluation at any time during the six-month introductory period.



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Complete performance evaluations must be submitted to the Human Resources Department within two weeks of the date of the evaluation.

Probationary Employee:

OCU has the discretion to place an employee on probationary status, but is not required to do so, for serious infraction of rules. An employee may be placed in probationary employment status due to poor performance evaluation or a serious infraction of University policies and/or procedures. Employees who are placed on probationary employment status will receive a formal evaluation prior to the end of the probationary period. Performance evaluations may be completed at any time during the probationary period. Continued poor performance or infractions of University policies or procedures by a probationary employee may be cause for immediate termination. In the case of very serious or repeated infractions of rules, an employee may be immediately terminated without being placed on probationary status.

Completed performance evaluations must be submitted to the Human Resources Department within two weeks of the date of the evaluation.

Regular Part-time and Full-time Staff Employees

All regular part-time and full-time staff employees who have completed their introductory period of employment shall receive an annual evaluation. Annual evaluations must be completed by July 1 of each year.

Completed performance evaluations must be submitted to the Human Resources Department by July 15 of each year.

EMPLOYEE RESPONSE TO PERFORMANCE EVALUATION

An employee has two weeks to submit a written response to their performance evaluation. The employee should submit a copy of the written response to the supervisor and the Director of Human Resources. The response will be attached to the employee's performance evaluation and placed in the employee's personnel file.

JOB DESCRIPTIONS



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Job Descriptions must be reviewed and updated annually by the employee and the supervisor. This should be completed at the time of the employee's performance review.

PERSONNEL FILES

All performance evaluations, employee responses to performance evaluations, and job descriptions will be retained in the employee's personnel files.

Merit-based pay adjustments are awarded by OCU in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.



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2.10 Job Descriptions

Effective Date: 03/11/2002

OCU makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

OCU maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.



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2.12 Salary Administration

Effective Date: 07/16/2000

The salary administration program at OCU was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, OCU is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. OCU periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of the Human Resources Director who is also available to answer specific questions about the salary administration program.

Purpose of Policies and Procedures

1. Ensure equitable treatment in handling personnel issues
2. Minimize time expended on routine decision-making
3. Communicate the University's philosophy on compensation

OCU Compensation Committee

The OCU Staff Compensation Committee is a board of appointed members who advise and provide oversight in matters of staff compensation. Presidents Cabinet appoints members. Essential qualities of committee members include a cooperative spirit, logical/rational problem solving, broad representation of Vice President Divisions, strong knowledge of University operations and functions, predisposed to fairness and objectivity, and recognized as opinion leaders by their peers. Members will serve



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rotating terms and represent various academic units on campus. The Director of Human Resources serves as chair of the Compensation Committee. The Assistant Director of Human Resources serves as an ex-officio member of the committee.

Responsibilities of Compensation Committee:

1. Research, development and recommend short term and long term staff compensation goals, including time lines and plans for implementation.
2. Provide a fair, impartial, and equitable review of staff positions for the purpose of determining appropriate salary grade placement for staff positions for the purpose of determining appropriate salary grade placement for staff positions. The positions of academic dean, associate, dean and vice president are not included in the staff compensation plan.
3. Recommend compensation policies for the management and administration of the university staff compensation plan.
4. Review and assign position titles and job code taxonomy that reflects the duties and responsibilities of the position. This coding includes occupational category, job family, and Fair Labor Standards Act status.
5. Review job market data, implement a periodic evaluation of the compensation plan, and evaluate current compensation rates.

Position Evaluation Process

Refers to the method whereby positions are classified, evaluated and assigned to pay grades for purposes of establishing internal equity within the organization.

Positions are evaluated and assigned job grades by the Staff Compensation Committee.

The employee, the dean/administrator and the vice president of the division must complete position Analysis Questionnaires (PAQs). Job value of positions is measured using the following six factors:

Knowledge and Experience
Complexity and Creativity
Impact on Institutional Missions
Client Interaction Services



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Leadership
Physical Demands and Working Conditions

Final job grade assignment may not be appealed unless the duties of the position have been significantly expanded or decreased. (See section on job upgrade or downgrade)

Job Audit

Refers to the formal review of positions at designated intervals for purposes of ensuring that current duties and responsibilities are being appropriately reflected in each position's evaluation and pay grade assignments.

Human Resources and the Compensation Committee formally audit all jobs within each department over a three-year period. This is done to ensure adequacy and accuracy of grade assignments based on current duties, responsibilities and requirements.

Every three years departments will send an updated job description to Human Resources for review. If the duties of the position have significantly changed, the supervisor will complete a new Position Analysis Questionnaire and submit it to Human Resources for normal review by the Compensation Committee.

Hiring Rates

Reflects the salary, which an incumbent is provided upon entering the job.

In general, an incumbent will be offered the minimum salary for the grade level of the job.

Supervisors, with the approval of the Human Resources Director, may exceed the minimum salary if the following criteria are met:

- a. Qualifications of the candidate greatly exceed the minimum qualifications posted
- b. Only a limited number of qualified candidates are identified in the search
- c. Extending recruitment would be costly in time, production and money

Requests to give an incumbent a salary above the minimum must be reviewed in light of the salaries of current university employees with similar qualifications who have the



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same job title.

Incumbent salary offers:

Minimum salary in pay range - requires approval by Division Director only

Up to first quartile of pay range - requires approval by Division Director and Director of Human Resources

Up to mid point of pay range - Requires approval by Division Director, Vice President and Director of Human Resources

Above mid point of pay range - Requires approval by Division Director, Vice President, Director of Human Resources and President or designee

Internal Promotion

Occurs when a certain incumbent moves from a position requiring a certain level of skill, effort and reasonability to a vacant or newly created position assigned to a higher pay grade requiring a significantly greater degree of skill, effort and responsibility.

Salary Offer for Internal Promotion

Minimum salary in new pay range - requires approval by Division Director only

Up to first quartile of new pay range - requires approval by Division Director and Director of Human Resources

Up to mid point of new pay range - Requires approval by Division Director, Vice President and Director of Human Resources

Above mid point of new pay range - Requires approval by Division Director, Vice President, Director of Human Resources, and President or designee

The salary would be subject to the minimum and maximum of the new grade i.e. no incumbent would receive less than the minimum pay for the new grade or more than the maximum for the new grade.



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Upgrade/Reclassification

Occurs when a position is advanced to a higher pay grade as a result of a significant expansion in the position's existing duties and responsibilities.

Note: Requests for the supervisor must review position upgrades/reclassification and division Vice President before the position will be re-evaluated by the Compensation Committee.

Salary Offer for Upgrade/Reclassification of Position

Minimum salary in new pay range - requires approval by Division Director only

Up to first quartile of new pay range - requires approval by Division Director and Director of Human Resources

Up to mid point of new pay range - Requires approval by Division Director, Vice President and Director of Human Resources

Above mid point of new pay range - Requires approval by Division Director, Vice President, Director of Human Resources, and President or designee

The salary would be subject to the minimum and maximum of the new grade i.e. the incumbent would not receive less than the minimum for the new grade or more than the maximum for the new grade.

Demotion

Occurs when an incumbent moves from a position requiring a certain level of skill, effort and responsibility to a vacant or newly created position assigned to a lower pay grade requiring significantly less skill, effort and responsibility.

Salary Offer for Demoted Employee

Minimum salary in new pay range - requires approval by Division Director only



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Up to first quartile of new pay range - requires approval by Division Director and Director of Human Resources

Up to mid point of new pay range - Requires approval by Division Director, Vice President and Director of Human Resources

Above mid point of new pay range - Requires approval by Division Director, Vice President, Director of Human Resources, and President or designee

The salary decrease would apply only if the demotion is voluntary or due to less than satisfactory job performance. The salary would be subject to the minimum and maximum of the new grade i.e. the incumbent would not receive less than the minimum for the new grade or more than the maximum for the new grade. Each demotion situation will be looked at on a case-by-case basis.

Downgrade

Occurs when a position is reassigned to a lower pay grade as a result of a significant reduction in the positions existing duties and responsibilities.

Salary Offer for Downgraded Position

Minimum salary in new pay range - requires approval by Division Director only

Up to first quartile of new pay range - requires approval by Division Director and Director of Human Resources

Up to mid point of new pay range - Requires approval by Division Director, Vice President and Department of Human Resources

Above mid point of new pay range - Requires approval by Division Director, Director of Human Resources, Vice President, and President or designee

The salary decrease would apply only if the downgrade is voluntary or due to less than satisfactory job performance. The salary would be subject to the minimum and maximum of the new grade i.e. the incumbent would not receive less than the minimum for the new grade or more than the maximum for the new grade. Each downgrade



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situation will be looked at on a case-by-case basis.

Transfer

A lateral move which results when a employee is moved from a position requiring a certain level of skill, effort and responsibility to another position requiring a comparable degree of skill, effort and responsibility and assigned to the same pay grade.

Salary Offer for Transferring Employee

Under normal circumstances, an employee may transfer to another position in the same grade and maintain current pay. The salary would be subject to the minimum and maximum of the pay grade i.e. the incumbent would not receive less than the minimum for the new grade or more than the maximum for the new grade.

Salaries Outside Approved Pay Ranges

Trainees: Paid Below Minimum Salary for Pay Grade

Occurs when an incumbent's pay is less than that established for minimum of grade

An incumbent who does not meet the minimum requirements for a position may be employed as a "trainee" and is not subject to the minimum salary of the job grade for that position. A person may not remain in a "trainee" classification for longer than one calendar year. Upon satisfying the job requirements of that position, the salary will be raised to the minimum for that grade.

Employee: Salary Increase that Exceeds Maximum of Salary Range

Occurs when a incumbent's pay exceeds the maximum of the salary range to which he/she is assigned.

If an employee is paid above the maximum for that pay grade, the employee may be awarded increases in the form of a lump-sum payment. The base amount would remain unchanged until such time as the range maximum exceeds current base salary. Such awards shall be based upon exceptional job performance.



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New Hire: Salary Offer for Job Families with Unusual Market Conditions

A special premium can be established for a particular family of job titles when unusual market conditions exist causing excessive turnover, grade midpoints well below market average, and/or failure of current pay to attract qualified candidates.

A market premium may be established by moving the pay range for a family of jobs upward by a percentage equal or comparable to the percentage difference between the documented market average pay for the job and its current midpoint value; subject to periodic review to determine appropriateness of premium. The market premium may range from 5-25%.

At the time the market conditions change and the market premium is no longer necessary, the market premium will be discontinued.

The Compensation Committee and the Director of Human Resources may recommend the implementation of a market exception for a family of jobs based upon current market conditions and forward to President's Cabinet for consideration.



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2.80 Layoff

Effective Date: 03/01/2002

A layoff is defined as an involuntary separation from the university due to changes in the availability of funds, a reduction of available work, and/or reorganization that results in involuntary changes in hours or the elimination of positions. Layoffs are initiated by the university and will result in the work force adjustments.

The President, in consultation with the Board of Trustees, will determine the need for a layoff. Workforce adjustment decisions are not subject to the university grievance procedures.



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3.01 Employee Benefits

Effective Date: 11/02/1998

Eligible employees at OCU are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Cafeteria Plan/Section 125
- Dental Insurance
- Educational Financial Assistance
- Employee Discounts
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability/Waiver
- Pay Advances
- Pension Plan
- Sick Leave Benefits
- Uniform Program for Security Dept.
- Vacation Benefits
- Voting Time Off

Some benefit programs require contributions from the employee, but most are fully paid by OCU.



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3.03 Vacation Benefits

Effective Date: 11/2/98

Revision Date: 9/1/00, 07/01/2009

Paid vacation leave is provided to eligible employees for rest, relaxation and personal pursuits. Employees are encouraged to use accrued leave.

I. Eligible to earn and use vacation time as described in this policy:

Regular full-time employees

*Definition: employees regularly schedule to work at least 32 hours or more hours per week for at least nine months per academic year. (This **does not** include term workers, contract employees, employee paid by grant or third source funding.)*

Regular part-time employees

*Definition: employees regularly scheduled to work at least 20 or more hours per week for at least nine months per academic year. (This **does not** include term employees, contract employees, employees paid by grant or third source funding)*

II. Not eligible to earn vacation benefits:

Part-time employees

Definition: employees regularly assigned to work less than 20 hours per week and/or less than nine months per year

Term employees

Contract employees

Employees paid by grant or third party fund

III. Vacation Accrual Rates



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Group A: The following full-time positions earn:

Ten (10) days annually for the first 24 months of continuous OCU employment

Eleven (11) days annually after 24 months of continuous OCU employment

Sixteen (16) days annually after 60 months of continuous OCU employment

Staff Positions - Grades 1, 2, 3, 4, 5, 6, 7, and 8

Group B: The following full-time positions earn:

Fifteen (15) days annually for the first 24 months of continuous OCU employment

Sixteen (16) days annually after 24 months of continuous OCU employment

Twenty-one (21) days annually after 60 months of continuous OCU employment

Staff Positions - Grades 9, 10, 11, 12, and 13

Group C: The following full-time positions earn:

Twenty (20) days annually for the first 24 months of continuous OCU employment

Twenty-one (21) days annually after 24 months of continuous OCU employment

Staff Positions - Grade 14, 15, 16, 17 & 18 and certain Administrative Positions

IV. Exceptions to September 1, 2000 policy:

Employees hired prior to September 1, 2000 and who accrue vacation at a higher rate than allowed under this policy will retain the higher rate of accrual.

V. Partial, Pro-rated Vacation Accrual:



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Regular Part-time employees:

Definition: employees scheduled to work at least 20 hours per week but no more than 31 hours per week for at least 9 months

Employees in this category earn one-half (1/2) of full-time accrual based upon job grade and prorated based upon number of months employed.

VI. Loss of Vacation Accrual:

Employees on **unpaid** leave of absence will not accrue vacation during the term of the unpaid leave. This includes Family Medical Leave, Personal Leave of Absence, or Military Leave.

Employees on Long Term Disability Leave will not accrue vacation during the term of the leave.

VII. Length of eligible service:

The length of eligible service is calculated from the first day of employment. An extended leave of absence, except military leave as provided in Federal law, may extend an employees anniversary date for vacation benefit purposes.

VIII. Request to use Vacation Leave:

To use vacation leave, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

IX. Increments of Time to Utilize Vacation Leave:

Paid vacation can be used in minimum increments of one-fourth hour for all employees.

X. Rate of Pay for Vacation Leave:

Vacation leave is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives,



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commissions, bonuses, or work schedule differentials.

XI. Unused Vacation Leave:

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits.

XII. Carrying Unused Vacation Leave Into Next Fiscal Year:

The employee may carry forward a maximum of one year's vacation accrual into the next fiscal year. In rare instances, pressing job duties make it impossible for the employee to take all accrued vacation prior to the end of the fiscal year (August 31st). If this occurs, the employee may request that unused vacation leave be carried forward to the next fiscal year. Such a request must be submitted prior to August 31st and require the approval of the employee's supervisor, Dean, Vice President, and President.

XIII. Unused Vacation Leave Converts to Sick Leave:

On August 31st of each year, all unused vacation leave, in excess of the employee's annual accrual rate, will be transferred to the employee's sick leave accrual

IX. Payment for Unused Vacation Leave Upon Termination:

Upon termination of employment, an employee with at least three years of continuous service prior to termination will be paid for unused vacation leave. Employees who leave the University with less than three years of continuous service will not be paid for accrued vacation leave.

Employees will be paid for leave accrued through their last working day, with maximum payment of one year's annual accrual. Payments are subject to all applicable taxes. Checks are on regular pay days but not earlier than one month following termination. This delay in payment is necessary to clear all accounts and collect money owed by the employee to the University. Any money that is still owed to the University will be deducted from the check before it is issued.



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3.04 Flexible Spending Accounts (Cafeteria Plan)

Effective Date: 11/2/98

Revision Date: 04/26/07

Full-time employees may enroll in this plan and pay for eligible expenses with pre-tax dollars as provided under the Section 125 of the IRS Code. Under this plan, employees may authorize the university to deduct a specified amount of pre-tax dollars from each paycheck. There are four segments of the Flexible Spending Program:

- OCU Insurance Premiums
- Other Insurance Premiums
- Child Care, up to \$5000 per year
- Non-reimbursable Medical Expenses, up to \$4800 per year

OCU insurance premiums are automatically tax-sheltered under this plan and required no action by the employee.

Monies deducted from the employee paycheck is deposited in a Flexible Spending Account and administered by a third party vendor. Under this plan, employees may file for reimbursement of the full cost of childcare and non-reimbursable medical expenses. Enrollment in the Flexible Spending Account is held in the fall of each year. Employees must plan carefully when enrolling this program. Unused funds are lost to the employee at the end of the plan year. Complete plan information is available in the Human Resources Department.



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3.05 Holidays

Effective Date: 11/9/98

Revision Date: 1/8/01

Eligible employees of OCU will be allowed to observe with pay those holidays listed below or compensatory time (referred to as a floating holiday) which is substituted within six months of the date of the holiday.

Employees in the following employment categories are eligible for holiday pay:

- Regular full-time employees
- Regular part-time employees

Persons in the following employment categories are not eligible for paid holiday leave:

- Part-time employees who are regularly schedule to work less than 20 hours per week
- Term Employees

OCU will observe the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday, one-half day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Week between Christmas and New Year's Day

OCU reserves the right to alter the holiday schedule from year to year as consideration is given to academic calendars and OCU events. Employees will be notified in writing every year of the specific holiday schedule.



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Eligible employees will receive a paid holiday for each holiday based on the number of holidays regularly scheduled to work.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Holidays are not compensated at the time of resignation, termination or retirement.

Working on a Holiday

1. In the event an employee is required to work on a holiday, the employee will be given a floating holiday equal to one and one-half times the number of hours worked on the corresponding holiday except for Christmas Eve and Christmas Day. Employees who are required to work either Christmas Eve or Christmas Day will receive a floating holiday equal to two times the number of hours worked on the corresponding holiday. The floating holiday must be used within six months of the holiday at a time mutually agreed upon by the supervisor and the employee.
2. An employee who must work a portion of the holiday because of a shift that begins on one day and ends on another will be granted a floating holiday for all hours of the entire holiday shift.
3. Eligible employees who are required to work on a holiday will not receive compensation in lieu of floating holiday leave.
4. Holiday leave or compensation is awarded only to those employees who are required to be on the job and who perform authorized work.
5. When the holiday falls between Monday and Friday, an employee who is not scheduled to work on that day, will be given a floating holiday only if such holiday is necessary for the employee to receive the same number of holidays as the Monday through Friday employee receives during a calendar year. The holiday will be credited as a floating holiday and the employee will be authorized to observe the holiday within six months from the date of the holiday.
6. Regular part-time employees who work on an OCU holiday will pro-rata amount of



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time to be used as a floating holiday.

Holiday During Leave

1. When an OCU holiday falls during a period of sick or vacation leave, that day will not be counted as a sick or vacation day.
2. Employees who are on "leave without pay" status will not receive credit for holidays falling during the period of leave without pay.
3. Holiday benefits will be suspended during military leave and will resume upon the employee's return to active employment.

Holidays are to be taken on the observed day of the OCU holiday schedule, unless it is necessary for the employee to be at work. To the extent possible, prior notice will be given to employees who must work on holidays.



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3.06 Workers' Compensation Insurance

Effective Date: 11/2/98

Revision Date: 3/16/01

ON THE JOB INJURIES

No matter how minor an on-the job injury may appear, it is important that it be reported immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor as soon as it is practically possible. The supervisor should notify the Human Resources Office as soon as possible. This will enable an eligible employee to qualify for treatment as quickly as possible.

If injury is serious or life threatening and emergency medical attention is required, contact the Security Department immediately. They will summon emergency services for the injured employee. There is no need to call the Security Department for non-emergency injuries.

Following an on-the-job injury, the supervisor will collect pertinent information concerning injury and notify the Human Resources Office. If the injury occurs after working hours, the Human Resources Office must be notified the next working day.

OCU provide a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized immediately. If an employee is temporarily unable to work due to a work-related injury, compensation will be made in accordance with provisions of the Oklahoma Workers Compensation statutes.

Neither OCU nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by OCU.



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3.07 Sick Leave Benefits

Effective Date: 11/02/1998

OCU provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 10 days per year (.83 of a day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Non-Exempt employees

Paid sick leave can be used in minimum increments of one-fourth hour for non-exempt employees.

Exempt Employees

Sick leave will be reported for exempt employees if they are absent for the entire workday in accordance with the Fair Labor Standards Act.

Use of Sick Leave

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household, as well as spouse, parents, stepparents and stepchildren. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

Notification and Verification Requirements

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a supervisor may



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request a physician's statement verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of five calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Calculation of Pay Rates

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or work schedule differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, worker's compensation or OCU-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Maximum Accumulation

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 180 calendar days (1440 hours) worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Unused Sick Leave

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.



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3.08 Time Off to Vote

Effective Date: 11/02/1998

OCU encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, OCU will grant up to 2 hours of paid time off to vote. Employees are expected to bring back proof of voting.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.



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3.09 Bereavement Leave

Effective Date: 11/2/98

Revision Date: 3/10/99

Employees who wish to take time off due to the death of an immediate family member should immediately notify their supervisor.

Three to five days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or work schedule differentials.

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Five days of bereavement is granted upon the death of a member of the employee's immediate family. OCU defines "immediate family" as the employee's spouse, parent, child, sibling, the employee's spouse's parent, grandparent, child or sibling; the employee's child's spouse, stepparent, stepchild or any other relative living in the same household.

Three days of bereavement is granted upon the death of a member of the employee or employee's spouse's extended family. OCU define "extended family" as the employee's brother-in-law, sister-in-law, uncle, aunt, nephew, niece, and cousin of employee or employee's spouse.



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3.10 Medical Leave Assistance Plan (Shared Leave Bank)

Effective Date: 12/01/2008

Purpose

The Medical Leave Assistance Program is a means by which a plan member may donate accrued vacation or sick leave to another plan member who is unable to work for an extended period of time. This plan encourages prudent use of accrued leave, but provides access and direct assistance to members with extraordinary medical issues. It also provides a limited bridge between accrued leave and the university's long-term disability plan.

Membership

Eligible employees may donate leave to the Medical Leave Assistance Bank and become a member.

To be eligible for membership an employee must hold a "benefit eligible" position and accrue paid sick and vacation leave. Potential members include full-time staff and faculty who hold a current 12-month academic position.

Those making the required annual leave donation to the Bank become "members." Only members may apply for leave grants from the Bank.

Enrollment

At least forty-five initial members are required to implement this plan.

Memberships to the Bank will be offered twice a year during the months of September and March.

Members must retain at least 40 hours of combined sick and vacation leave after donation.

Required Donation from Members

All donated leave must be given voluntarily.

Members will initially donate two days or 16 hours of sick or vacation leave.

In subsequent years, members will, if needed, donate an additional two days or 16 hours of sick or vacation leave.

Donated leave will be deducted from the member's accumulated leave accrual and transferred to the Bank.



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Mid-year assessments of up to two additional days may be transferred from member's sick leave accrual if the Bank reserve falls below 40 total days or 320 hours. Members will be notified if such deductions are necessary.

Leave donations to the Bank are non-refundable and non-transferable, with the following exception: in the event that dissolution of the Bank becomes necessary because membership falls below twenty individuals, the total hours on deposit shall be pro-rated, returned to the participating members at the time of dissolution and credited to their personal sick leave accumulation in proportion to the number of hours each has contributed individually.

A member may withdraw from Bank participation during the months of September or March. Membership withdrawal shall result in forfeiture of all hours contributed.

Voluntary Donation from Terminating Employees

Upon termination of employment from Oklahoma City University, an employee may contribute their unused sick leave to the Medical Leave Assistance Bank.

Definition of Qualifying Medical Condition

The employee must be medically incapacitated and unable to work for a prolonged period of 30 days or more.

Absences are the result of a chronic, serious, extreme, catastrophic, life-threatening personal illness or injury or that of a dependent child under the age of 18.

The medical condition requires on-going treatment and supervision by a health care provider.

Medical Leave Assistance will not be granted due to conditions resulting from elective surgery, routine childbirth, illness of a family member or during any period the member is receiving disability benefits from social security or the university.

Leave taken under this policy must qualify under the Family and Medical Leave Act and must be taken concurrently with leave under FMLA.

Employees who become eligible for other paid benefits will be considered ineligible for Medical Leave Assistance. For example, but not limited to: worker's compensation, long term disability, disability retirement benefits.



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Routine Childbirth

A member with less than 4 weeks of accumulated sick and vacation leave accrued at the time of birth, may request up to 15 days of paid leave immediately following the birth of the child. Accumulated sick and vacation leave must be used first before shared leave will be authorized. Before shared leave is granted, member will be on a “leave without pay” status for 5 days.

Application Process

Members must complete the required application form.

The member’s medical care provider must complete a certificate of medical condition.

In the event a member is physically or mentally unable to make a request to the Medical Leave Assistance Committee for use of the Shared Leave Bank, a family member or agent may file the request.

The Medical Leave Assistance Committee will review all applications within 10 days of receipt.

Donors and Recipients must complete all required forms.

Department heads will be asked for input before the Medical Leave Assistance Committee makes their decision.

The Medical Leave Assistance Committee will consider the member’s overall attendance and job performance records, if applicable.

A donor may not designate the recipient of their donated days.

A member may request an initial grant of up to 20 workdays of paid leave subject to the conditions and restrictions below.

If the member remains unable to work, he/she may request an extension of up to 40 additional work days, subject to the conditions and restrictions below.

Recipient Benefits:

Employees granted Medical Leave Assistance from the Shared Leave Bank reserve will continue to accrue sick and annual leave.

Recipients will be paid at their current rate of pay while on Medical Leave Assistance.



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Repayment:

Members utilizing sick leave hours from the shared leave bank will not have to replace these hours, except as a regular contributing member to the bank.

Restrictions:

Members must have donated leave at least 30* days prior to requesting Medical Leave Assistance from the bank. *In consultation with department head and director of human resources, exceptions may be granted during the first 30 days following the implementation of the program.

Additional factors such as the individual's leave usage record and performance reviews may be considered by the Medical Leave Assistance Committee. Members on probationary status due to job performance are not eligible for Medical Leave Assistance.

A member may not receive Medical Leave Assistance until they have exhausted all personal accumulated sick and vacation leave.

Recipients must have been on a "leave without pay status" for at least 5 workdays before Medical Leave Assistance is paid.

Medical Leave Assistance granted from the Bank, shall not be for more than 20 consecutive workdays or 160 work hours for which the applicant would have otherwise lost pay.

A member may submit a request for an extension of his/her leave grant before or after their prior grants expires.

60 days is the maximum number of days any member may receive in any 12 month period.

The maximum number of days any participant may receive as a result of any one illness, or recurring diagnosed illness, or accident is 90 days.

The maximum number of leave days any participant may receive during the life of their employment is 180 days.

Leave may be granted only for absences that will occur in the future, not for absences that occurred prior to the review of the Medical Leave Assistance Committee.

If a limited number of days are available in the Shared Leave Bank, the recipient will be granted no more than 20% of the available days.

If no days are available in the Shared Leave Bank, no grants will be awarded.



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Exclusions

On-the-job injuries are covered by worker's compensation benefits and are not eligible for shared medical leave assistance.

Employees able to work part days or on an intermittent basis are not eligible for Medical Leave Assistance.

Medical Leave Assistance Committee

A five-member Medical Leave Assistance Committee will be appointed by the President and chaired by the Director of Human Resources. The Assistant Director of Human Resources (manager of employee benefits) will serve as a non-voting member.

The Committee will monitor the program, make policy recommendations, review and rule on employee applications for medical leave assistance grants.

Committee members shall take action within 10 days of receiving a request.

Committee members will consider medical documentation, the employee's attendance and performance record.

A quorum of three members is required to meet and act upon a request for medical leave assistance.

All forms and records pertaining to the Medical Leave Assistance program and actions by the Committee will be maintained in confidential files in the Human Resources Department.

The decision of the committee is final and not grievable.

Administration of the Shared Leave Bank

The Human Resources Department is responsible to administer the Shared Leave Bank, retain records, and initiate payment for Medical Leave Assistance.

The university may amend or discontinue the program at any time.

The Committee will follow all HIPAA laws and regulations.

The identity of donors and recipients will be kept confidential, except as required to administer the policy and for any required legal action.

When a recipient returns to work, the medical condition ends, or employment terminates, shared leave remaining in the recipient's balance will be restored to the Shared Leave Bank.

When a member's employment is terminated, Bank leave will not be included in any lump-sum payment for vacation payout.

Requests for exemptions from policy requirements will be reviewed and considered by the Medical leave Assistance Committee.



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Loss of Benefits

A member will lose their right to plan benefits if they:

- Resign or terminate employment

- Cancel plan membership

- Are on an approved leave of absence in a non-pay status for reasons other than illness, injury or disability

- Engage in activities or work deemed to be inconsistent with their medical certification while receiving Medical Assistance Leave

- Misrepresent their medical condition or disability

- Retire

- Fail to make an annual contribution



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3.11 Jury Duty

Effective Date: 11/02/1998

OCU encourages employees to fulfill their responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate time the number of hours the employee would otherwise have worked on the day of absence. Employee's classifications that qualified for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Introductory employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

OCU will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.



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3.12 Witness Duty

Effective Date: 11/02/1998

OCU encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by OCU, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than OCU. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.



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3.13 Benefits Continuation (COBRA)

Effective Date: 11/02/1998

Revision Date: 01/08/2001

OCU is a religious affiliated university and is exempt from the provisions of the federal Consolidaton Omnibus Budget Reconciliation Act (COBRA). Employees who resign their position with OCU may purchase up to three months coverage under OCU's health plan. If no continuation of health insurance is purchased, coverage will discontinue on the last day of the month in which the employee's resignation takes effect.

For additional information concerning a health conversion policy, contact the Human Resources Department.



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3.14 Educational Assistance (Tuition Remission)

Effective Date: 11/02/1998

Revision Date: 08/15/2003

OCU recognizes that the skills and knowledge of its employees are critical to the success of the organization. OCU offers an educational assistance program providing tuition remission for courses taken at OCU. This program is available to eligible employees, dependants and spouses under the guidelines below. The educational assistance (tuition remission) program is provided to encourage personal enrichment and professional growth. However, the employee's primary responsibility is to successfully fulfill the duties of their job. Employees, spouses, and dependents that participate in the Tuition Remission program are bound by all academic requirements of the university.

REGULAR FULL-TIME EMPLOYEES

First date of eligibility:

First day of classes following **four months** of full-time regular employment.
No exceptions to this requirement will be granted.

Rate at which OCU pays for education assistance:

Undergraduate Tuition 100%
Graduate Tuition 75%
Law School Tuition..... 50%

Restrictions and limitations:

1. Tuition remission applies only to tuition, not fees, books or other related educational costs.
2. Enrollment in course work may not interfere with the responsibilities and duties of the job.
3. Employees must meet current admission standards to be eligible to enroll and receive benefits under this program.
4. Employees must maintain at least a 2.0 cumulative G.P.A. in order to continue to receive tuition remission benefits.



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5. The following are specifically excluded from tuition remission benefits: continuing education classes, non-credit courses, short courses, workshops and/or department revenue-generating courses, individual music lessons, elective independent study courses that are not degree requirements, and Music Academy classes.
6. Enrollment fees and all related costs are the responsibility of the student. Such fees are not covered by tuition remission or other tuition discounts.
7. Tuition remission is limited to only six credit hours per semester for employees.
8. There is no limit as to the total number of credit hours in which the employee may enroll. The employee must pay tuition for courses in excess of six credit hours per semester.
9. An employee may use tuition remission to audit a course.
10. Grant funded employees are not eligible for tuition remission benefits.

Courses scheduled during the workday:

1. The employee must request and receive PRIOR approval from their supervisor BEFORE enrolling in a class scheduled during the workday.
2. The employee must successfully complete the university's six-month introductory period of employment before classes may be taken during the workday.
3. An employee who has been placed on probationary employment status due to unsatisfactory job performance or unsatisfactory attendance may not enroll in classes scheduled during the workday.
4. Only one course per semester may be taken during the employee's workday.
5. All missed work time must be made up. The supervisor and the employee will develop an alternate work schedule. Missed work time may be made up before or after work or during the lunch hour.

Important Note: The supervisor has the right to approve or disapprove an employee's request to enroll in a class during the workday. The employee's request may be disapproved due to pressing job responsibilities, attendance, or job performance issues.

DEPENDENTS/SPOUSES OF REGULAR FULL-TIME EMPLOYEES

Dependency status is determined by IRS definitions. Dependents must be reported on employee's most recently-filed tax return.

A. First date of eligibility for current dependents:

First day of classes following four months of fulltime regular employment.



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OR

B. First date of eligibility for former dependents of current employees:

First day of the semester following ten years of continuous employment, providing the former dependent was listed as a dependent on the employee’s tax return during one of the previous six tax years.

Important Note regarding Provision B: Effective September 4, 2003, Provision B was rescinded and is no longer valid. Dependents and spouses enrolled in degree programs before September 4, 2003 are “grandfathered” and may continue to receive tuition remission benefits until their degree program is completed. Only former dependents or spouses who are “grandfathered” may receive tuition remission benefits under Provision B after September 4, 2003.

No exceptions to these requirements will be granted.

Rate at which OCU pays for education assistance:

Undergraduate Tuition	100%
Graduate Tuition	75%
Law School Tuition.....	50%

Restrictions and Limitations for Dependent/Spouse:

1. Dependent/spouse must meet current admission standards to be eligible to enroll and receive benefits under this program.
2. Dependent/spouse must maintain at least a 2.0 cumulative G.P.A. in order to continue to receive tuition remission benefits.
3. Dependent/spouse must be claimed on the employee’s most recently filed tax return, unless qualified under section (b.), eligibility requirements.
4. Dependent/spouse must be claimed on employee’s tax return during the semester tuition remission benefits are requested, unless qualified under section (b.), eligibility requirements.
5. If the employee and their spouse filed separate tax returns, the employee must provide proof of marriage and copies of both individuals’ tax returns.
6. Required IRS and tuition remission application documents must be received and approved by the Human Resources Department prior to the beginning of each semester.
7. Dependent/souse enrolling in concurrent terms may utilize tax forms on file in Human resources, if applicable to that academic term.



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- 8. There is no limit as to the number of enrolled credit hours for dependent/spouse.
- 9. Non-credit course work, short courses, workshops and/or department revenue-generating courses are not eligible for tuition remission. Private lessons and independent study courses that are not degree requirements, individual music lessons and Music Academy are not eligible for tuition remission benefits.
- 10. Enrollment fees and related costs are the responsibility of the student. Such fees are not covered by tuition remission or other tuition discounts.
- 11. A dependent/spouse may use tuition remission to audit a course.
- 12. Dependents of grant funded employees are not eligible for tuition remission benefits.

REGULAR PART-TIME EMPLOYEES (working at least 20 hrs. per wk):

First date of eligibility for tuition remission:

First day of classes following four months of part-time regular employment.
No exceptions to this requirement will be granted.

Rate at which OCU pays for educational assistance for part-time employees:

All Classes..... 50%

Restrictions and limitations:

(Same as Regular Full-time Employees, see above)

Courses scheduled during the workday:

(Same as Regular Full-time Employees, see above)

DEPENDENT/SPOUSE OF REGULAR PART-TIME EMPLOYEES:

First date of eligibility:

First day of classes and following four months of regular part-time employment.
No exception to this requirement will be granted.

Rate at which OCU pays for educational assistance:

All Classes..... 50%

Restrictions and limitations for dependent/spouse of regular part-time employee:

(Same as Dependent/Spouse of regular full-time employee)



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TERMINATION OF EMPLOYMENT/LOSS OF ELIGIBILITY:

To maintain eligibility for educational assistance benefits for self, dependents or spouse, employees must remain actively employed and be performing their job satisfactorily through the completion of each enrolled course.

If employment with OCU is terminated for any reason, educational benefits will terminate effective the last day of employment. Tuition costs for the remainder of the semester will be pro-rated and charged to the enrolled student.

BENEFITS FOR RETIREE*, DEPENDENT/SPOUSE

(*based upon OCU Retirement Program definition)

1. Effective May 16, 2000 OCU retirees, spouses and dependents of retirees are eligible for the same tuition remission benefits as regular full-time employees. The benefits are subject to the same restrictions and limitations as regular full-time employees.
2. All enrolled hours will be covered by tuition remission.

TAXES IMPLICATIONS:

Tuition remission is subject to all applicable taxes in force at the time the benefit is received.

Undergraduate Coursework, Employees, Dependent/Spouse:

Tuition remission benefits for employees or dependents are not taxable.

Graduate and Law Coursework, Employees:

IRS Code, Section 127, tuition remission benefits, up to \$5250 per calendar year, for classes beginning 1/12/03 are not taxable. Tuition benefits in excess of \$5250 are taxable.

Graduate and Law Coursework, Dependent/Spouse:

Tuition remission for dependents taking graduate and law coursework is fully taxable for dependents.

DEATH PROTECTION FOR EDUCATIONAL ASSISTANCE BENEFITS:

Dependents and spouses of regular full-time employees who have three continuous years of full-time service are eligible to apply for tuition remission after the death of the employee. This benefit may be used to complete either an undergraduate or graduate degree program. This benefit expires once the student has completed the degree and may not be used for subsequent degrees. The dependent or spouse must meet all



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university admission standards before assistance will be approved.

TUITION EXCHANGE PROGRAMS AT OTHER INSTITUTIONS:

OCU participates in Tuition Exchange Programs with other private colleges and universities. Dependents of OCU employees may utilize tuition assistance benefits to attend other institutions. Use of these benefits is governed by the rules of each exchange program. Program descriptions are available in the Human Resources Office or on-line.



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3.16 Health Insurance

Effective Date: 11/02/1998

Revision Date: 09/01/2000

OCU's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan.

- Regular full-time employees
- Introductory Employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between OCU and the insurance carrier.

A change in employment may result in loss of eligibility to participate in the health insurance plan. OCU is exempt from the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees who have terminated from their positions at OCU may purchase continued coverage for up to three months under the OCU's health insurance plan.

Details of the health insurance are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.



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3.17 Life Insurance

Effective Date: 11/02/1998

Revision Date: 05/31/2000

The University provides a term life insurance plan at no cost for eligible full-time employees and retirees.

- Upon the death of an active employee, the beneficiary will receive twice the employee's annual salary, with a maximum benefit of \$100,000.00
- Upon the death of a retired employee, the beneficiary will receive \$15,000.00
- Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between OCU and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Office for more information about life insurance benefits.



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3.19 Long-Term Disability

Effective Date: 11/02/1998

OCU provides a long-term disability (LTD) benefits plan at no cost to the employee to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following classifications are eligible to participate in the LTD plan:

- Regular Full-time Employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between OCU and the insurance carrier. Eligible employees may begin LTD coverage only after completing 365 calendar days of service.

LTD benefits are offset with amounts received under Social Security or workers' compensation for the same time period.

Details of the LTD benefit plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Office for more information about LTD benefits.



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3.80 Group Banking Plan

Effective Date: 11/02/1998

Employees are provided a special banking connection with preferred rates in lending, financial counseling and assistance. An Automated Teller Machine (ATM) is available 24 hours per day at the C.Q. Smith Student-Faculty Center.

For more information regarding group banking, please contact the Human Resources Office.



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3.81 Retirement

Effective Date: 11/02/1998

Revision Date: 05/31/2000

Teachers Insurance Annuity Association College Retirement Equities Fund (TIAA-CREF)

OCU participates in TIAA-CREF, a national retirement plan for colleges and universities. Regular full-time staff may participate in the retirement plan. After two years of continuous service, the University will match employee contributions up to six and one half percent of base salary. The two-year waiting period is waived for those who participated in a TIAA-CREF retirement plan with another educational employer within six months prior to joining OCU.

TIAA-CREF contributions may be made on a "before" or "after" tax basis. The University plan has a cash withdrawal plan available only to employees who have terminated employment with the University. This allows the employees who have accumulations attributable to employees' contributions with no age limitation. Upon meeting IRS retirement regulations, the University's contributions will be available for withdrawal.

For additional information regarding TIAA-CREF contact the Human Resources Department.

Oklahoma City University Retirement Plan

Effective Date of Plan:

May 31, 2000 until amended or rescinded by the Board of Trustees

Eligibility for OCU Retirement Plan:

Employee must be at least 55 years of age
and



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Must have at least ten years of continuous full-time OCU employment
and

The combination of age and years of continuous service must equal at least 70 years.

Procedure to apply for OCU Retirement benefit Plan:

Eligible employee must submit to the Human Resources Department:

1. A completed Voluntary Resignation form
and
2. A completed Application for Retirement Benefits form

Retirement Plan Provisions:

Under the Retirement Plan,

1. Retirees will be provided a gold I.D. card that entitles the retiree, without cost, to:
 - a. An OCU parking decal
 - b. Admissions for two to all athletic events
 - c. Admissions for two to student concerts, musical and dance productions, recitals and other employee events
 - d. Library privileges
 - e. Use of the Freede Wellness Center by retiree and dependents
 - f. Employee discounts at the OCU bookstore
 - g. Employee tuition remissions benefits for retirees and dependents
 - h. Allow retiree to audit university class
 - i. Allow retiree to continue with current e-mail account
2. The University will continue to include retirees as a member of the university community by:
 - a. Providing a copy of the employee telephone directory if requested
 - b. Mailing university publications to retirees



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- c. Inviting retiree to university social and academic events
 - d. Developing a cadre of retirees who are interested in serving as mentors, advisors, and tutors to students
 - e. Offering the opportunity to serve as volunteers, advisors, or committee members
 - f. Setting as a goal to establish an on-campus faculty retiree office that includes 1-3 desks with at least one computer available
 - g. Inviting retirees to a spring “Welcome Back Home” reception to be held in conjunction with the university retiree celebration
 - h. Inviting retirees and publicly acknowledging them and their years of service at the fall Faculty, Staff, Trustee picnic
3. Retirees and dependants may remain on the university health insurance plan until eligible for Medicare. The retiree will pay for the cost of the insurance premium. The university reserves the right to raise premiums for retiree health insurance. The Human Resource office will maintain the price information relative to insurance for retirees.
4. The university will purchase a term life insurance policy for retirees in the amount of \$15,000.

Part time Teaching Opportunities for Faculty Retirees:

Any full-time faculty member who retires under the university Retirement Plan may request to teach part-time. Compensation for part time teaching by retirees, covered under the Plan, will be tied to the current adjunct rate at 1.5 times (x) that rate depending on course level (graduate or undergraduate). The university will consider requests for part time teaching by retirees based upon academic need and at the discretion of the dean of school or college. Offers to retirees for part time teaching will be issued in a Letter of Appointment.

Faculty who resigned or retired prior to the implementation of the Plan are not eligible for the provisions under this Plan.

Phased Retirement Option For Faculty

Faculty members who are at least 55 years of age and have 10 years of continuous



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service at Oklahoma City University are eligible to participate in a phased-retirement program offered beginning June 2000. At the time a faculty member elects the phased-in retirement option a final retirement date will be negotiated. Once the final retirement date has been set, it cannot be extended, but can be shortened. The plan has a 5-year maximum time limit from the time the faculty member elects it.

Faculty members who elect the phased-in retirement option:

1. Teach half - time for the academic year (12 hrs annually). Exceptions can be made to extend the teaching load to a maximum of 15 hrs. per academic year. The distribution of the courses will be determined by the needs of the particular program in consultation with the dean for each year of participation.
2. Are expected to participate in all faculty duties at appropriate levels (committee service, advising, etc.
3. Are subject to the appropriate levels of performance review
4. Receive the appropriate pro-rated salary computed on the most recent full-time base
5. Receive TIAA-CREF contributions based on actual salary and other benefits rules
6. Remain on OCU health plan at the same cost as other full-time employees
7. Receive all other appropriate benefits

At the time of full retirement faculty members who participated in the phased-in retirement program are eligible for all benefits provided under any existing full retirement plan.



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4.01 Timekeeping

Effective Date: 11/02/1998

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require OCU to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.



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4.03 Paydays

Effective Date: 11/02/1998

For payroll purposes, the University work week normally commences at 12:01 a.m., Saturday and ends 12:00 midnight Friday.

Non-exempt employees are paid biweekly on every other Friday. Exempt employees are paid monthly on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the Human Resources Office. Employees will receive an itemized statement of wages when OCU makes direct deposits.



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4.05 Employment Termination

Effective Date: 11/02/1998

Revision Date: 01/08/2001

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation** - voluntary employment termination initiated by an employee.
- **Discharge** - involuntary employment termination initiated by the organization.
- **Layoff** - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

VOLUNTARY RESIGNATION FORM

Employees who voluntarily resign their employment with Oklahoma City University should notify their supervisor or department head at least two weeks prior to the date of departure. The employee must complete a Voluntary Resignation Form, available in the Human Resources.

EXIT INTERVIEW

OCU will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to OCU, or return of OCU-owned property. Suggestions, complaints, and questions can also be voiced.

EMPLOYMENT AT WILL

Since employment with OCU is based on mutual consent, both the employee and OCU have the right to terminate employment at will, with or without cause, at any time, so



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long as such termination does not violate applicable state and federal employment discrimination laws. An employee whose employment is voluntarily terminated by OCU may utilize and will also have all protection provided by state and federal discrimination laws.

FINAL PAY CHECK

Employees will receive their final pay on the next regularly scheduled payday.

CONTINUATION OF BENEFITS

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. OCU, a religious affiliate, is exempt from the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). An individual whose employment at OCU is terminated has the option to purchase up to three months of coverage under OCU's health insurance program. Questions regarding employee benefits should be referred to the Human Resources Department prior to termination.

RETIREMENT BENEFITS

A complete description of qualifications and benefits for retirement is outlined in Policy 3.81.

ABANDONMENT OF POSITION

An employee who is absent three consecutive workdays and has not contacted his/her supervisor is considered to have abandoned his/her position and employment will be terminated. Supervisors must notify the Human Resources Department in writing when the employee has abandoned his/her position. An employee who abandons his/her position is not eligible for rehire at the University.



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4.08 Pay Advances

Effective Date: 11/02/1998

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved.

The employee may only receive a pay advance equal to the value of his/her accrued vacation balance. The supervisor or manager will evaluate the request and determine whether a pay advance can be granted. All pay advances, which are granted, must be repaid by the end of the current fiscal year. An employee may receive only one pay advance per year.



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4.09 Administrative Pay Corrections

Effective Date: 11/02/1998

OCU takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there appears to be an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her supervisor and the Human Resources Department so that corrections, if needed, can be made as quickly as possible. If an employee was underpaid, the error will be promptly corrected and the additional compensation will be issued to the employee. If an employee was overpaid the error will promptly corrected and the overpayment will be collected from the employee.



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4.10 Pay Setoffs

Effective Date: 11/02/1998

The law requires that OCU make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. OCU also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." OCU matches the amount of Social Security taxes paid by each employee.

OCU offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs or garnishments are pay deductions taken by OCU, usually to help pay off a debt or obligation to OCU or others.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Human Resources Department can assist in having your questions answered.



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5.01 Employee Safety Program

Effective Date: 11/02/1998

To assist in providing a safe and healthful work environment for employees, customers, and visitors, OCU has established a workplace safety program. OCU has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

OCU provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group assists in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.



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5.02 Work Schedules

Effective Date: 11/02/1998

WORK SCHEDULE

The normal work schedule for most staff employees is 8 hours a day, 5 days a week. For payroll purposes, the University work week normally commences at 12:01 a.m., Saturday and ends 12:00 midnight Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The normal work schedule for full-time security officers is 10 hours a day, 4 days a week.

FLEXIBLE SCHEDULING

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

Any request for flexible scheduling must be reviewed and receive prior approval by the employee's supervisor, the Vice President of that department and the Director of Human Resources.



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5.04 Telephone and other Telecommunications

Effective Date: 11/02/1998

TELECOMMUNICATION SYSTEMS:

OCU has a sophisticated telecommunications system that facilitates efficient and effective communication. The telephone system is a vital tool used to conduct the business of the University.

Telephone Etiquette:

To ensure effective telephone communications, an employee should identify themselves to a caller and the department's approved greeting. Always speak in a courteous and professional manner. Confirm information received from the caller. Hang up only after the caller has done so.

Voice Mail:

The telephone system includes Audix voice mail, which can record and deliver individual as well as targeted and campus-wide messages. Campus-wide messages are recorded and delivered once each morning by the Telecommunications Department, the Chapel, or the Human Resources Department. Please contact these departments for assistance with campus-wide messages. In the event of an employee's absence, OCU may have business reasons to access the employee's voice mail. Even though OCU does not intend to regularly monitor employee voice mail, it may become necessary to access archives of voice mail in some future litigation.

Employee Training:

Training and information in the use of the telephone system is provided the Telecommunications Department.

Long Distance Telephone Calls:



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Employees who must make long distance calls in the course of their job are assigned an authorization code number. To place a long distance call, the employee must dial the authorization code after dialing the telephone number. The authorization code number is assigned by the Telecommunications Department. OCU long distance telephone service is to be used for business purposes only. The employee who is assigned the authorization code is responsible to maintain the security of the code. The code must not be shared other employees or students, who are not authorized to make long distance calls.

OCU's 1-800 Number:

The 1-800 inbound telephone service is provided for business use. Employees may not use this service for personal calls. Calls made on this line are charged OCU. The billing records of the inbound calls are monitored.

Telephone Calling Cards:

Telephone calling cards are issued to some employees based upon the requirements of their job. OCU calling cards are for business use when the employee is away from the office. The employee's department is billed for calls charged to the OCU calling card. Personal Use/Reimbursement:

Telephones, voice mail, facsimile machines and other communication devices are intended to be used for University-related business. Personal use should be on a limited basis. The use of these devices usually results in additional costs to OCU. All charges associated with the personal use of these devices must be reported to the departmental supervisor and reimbursed. Failure of an employee to report and/or reimburse OCU for personal use of equipment may result in disciplinary action.

Auxiliary Equipment:

The use incompatible auxiliary equipment may result in significant and costly damage to the OCU telephone system. No personal equipment is to be connected to OCU equipment.

Standards for Auxiliary Equipment:



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Equipment such as modems, answering machines must meet the following requirements:

- a. is registered by Federal Communication Commission (FCC)
- b. equipped with a modular line cord and plug
- c. requires no external power (e.g., for lights)
- d. has a ringer equivalence not greater than 1.5 has touch tone dialing only

Responsibility for Damage to OCU Equipment:

If the auxiliary equipment:

- a. does not adhere to these standards
and
- b. its use results in damage to the OCU equipment,

OCU reserves the right to recover the cost of repair and/or replacement.

OBSCENE, LIFE-THREATENING, HARASSING MESSAGES PROHIBITED:

Making obscene, life-threatening or harassing telephone calls or electronic messages is illegal. OCU offers full assistance and cooperation to telephone companies and/or law enforcement agencies that are conducting investigations of such calls or messages if it involves an OCU telephone number or computer account.

In the event of a:

Life Threatening Telephone Call:

Immediately

1. Hang up; do not argue with the caller.
2. Notify OCU Security Department, ext. 5001.
3. Notify your supervisor.
4. Keep a written record of the call including



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- a. the date and time of the call
 - b. who the caller asked for
 - c. what both the caller and you said
5. Inform the Security Department of subsequent calls.

Do not call the telephone company as they will direct you to the OCU Security Department.

Life Threatening Electronic Message:

1. Print a copy of the message(s).
2. Notify OCU Security Department at ext. 5001.
3. Notify your supervisor.

In the event of obscene or harassing calls or messages, refer to policy 7.83.



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5.05 Tobacco

Effective Date: 05/18/2008

In keeping with OCU's intent to provide a safe and healthful work environment, the distribution use of tobacco, including smoking and the use of smokeless tobacco, is prohibited on university, including all indoor and outdoor spaces.

Achieving a tobacco and smoke-free work environment requires the thoughtfulness, consideration and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the campus community to observe this policy and to direct those who choose to use tobacco to go to leave the property to do so. The tobacco and smoke-free environment policy does not supersede more restrictive policies which may be in force in compliance with federal, state or local laws and ordinances.

This policy applies equally to employees, students, and visitors.



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5.06 Rest and Meal Periods

Effective Date: 11/02/1998

Full-time non-exempt employees may be provided with two rest periods of fifteen minutes in length at the discretion of the department head. Supervisors are responsible for scheduling breaks so that offices will be adequately staffed at all times. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time. Break time is not cumulative.

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of active responsibilities and restrictions during meal periods and will not be compensated for that time.



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5.07 Overtime

Effective Date: 11/02/1998

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Non-Exempt Staff Employees

All time in excess of 40 hours per week worked by non-exempt staff will be paid as overtime. All overtime worked must be requested of, and approved by, the department head prior to actual performance of the work.

Non-exempt employees may not accumulate hours worked in excess of forty hours per week to be taken at a later date as compensatory time.

Holiday, medical leave, vacation time and other paid leave are not considered hours worked and will not be used in calculating overtime pay.

Exempt Employees

The University does not pay exempt employees for time worked in excess of forty hours per week. Exempt employees may not accumulate hours worked in excess of forty hours per week to be taken at a later date as compensatory time.



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5.08 Use of Equipment and Vehicles

Effective Date: 11/02/1998

Employees whose job requires them to use OCU vehicles must have prior approval from the department head and contact the office of the Physical Plant for final authorization and scheduling. A current valid Oklahoma driver's license must be shown prior to use of any OCU vehicle. In addition, an employee who requests use of an OCU vehicle must complete a required questionnaire prior to being authorized to operate the vehicle. In addition an employee may be required to provide a current motor vehicle driving record report. These forms are available in the Accounting and Budget Office.

OCU vehicles may not be used for personal business. Employees who are assigned an OCU owned vehicle on a full-time basis are specifically excluded from this provision. Family members of employees are not authorized to drive university vehicles.

Oklahoma law, as well as OCU policy, requires the use of seat belts at all times. For your own safety, it is also advisable to adjust head rests.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using OCU property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.



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5.10 Emergency Closings

Effective Date: 11/02/1998

Revision Date: 01/08/2001

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt OCU operations. The President or the Vice President for Administration & Finance are the only persons to authorize closing of OCU. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits. An extra day off is not allowed when, during an employee's vacation, OCU allows time off because of weather conditions or other unusual circumstances.

OCU Emergency Weather Number: 208-5871



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5.12 Business Travel Expenses

Effective Date: 11/02/1998

OCU will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. A complete travel policy manual is available from the Business Office or in the appendix of the OCU Staff Handbook. All business travel must be approved in advance by the Department Manager.

Employees whose travel plans have been approved should make all travel arrangements through OCU's designated travel agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by OCU. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars. * Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.



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Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a Travel Advance form to their supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel or travel companions are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.



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5.14 Visitors in the Workplace

Effective Date: 11/02/1998

To provide for the safety and security of employees and the facilities at OCU, every effort is made to ensure that campus visitors have University business. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees should not bring family members to work for any extended period of time. Employees must receive supervisory approval for visits by minor children. Employees are responsible for the conduct and safety of their visitors.

All guests should be treated with kindness and respect; however, if a suspicious individual is observed on OCU's premises, employees should immediately notify their supervisor and the Security Department.



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5.16 Computer and E-mail Usage

Effective Date: 11/02/1998

Revision Date: 01/08/2001

Computers, computer files, the e-mail system, and software furnished to employees are OCU property intended for business use. The use of OCU computers for personal reasons may be permitted on a limited basis. Department supervisors may establish specific policies which limit, restrict, or deny personal use of computers by employees of that department. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

It is essential that employees, while using this technology, comply with University policies and use work time, equipment and resources efficiently. Therefore, OCU reserves the right to monitor employee computer usage, e-mail, and voice mail. Even though OCU does not intend to regularly monitor e-mail or voice mail, it may become necessary to access the archives of employee records in some future litigation or investigation. In the event an employee is absent from work, OCU may have business reasons to access the employee's e-mail or voice mail.

OCU strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, OCU prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

OCU purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, OCU does not have the right to reproduce



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such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. OCU prohibits the illegal duplication of software and its related documentation. Personally licensed software may not be installed on OCU computer equipment without written authorization of the Director of Campus Technology or designee.

Employees should notify their immediate supervisor, the Director of Campus Technology, the Director of Human Resources or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.



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5.18 Workplace Monitoring

Effective Date: 11/02/1998

Workplace monitoring may be conducted by OCU to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of OCU. As such, computer usage and files may be monitored or accessed.

Because OCU is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.



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5.22 Workplace Violence Prevention

Effective Date: 11/02/1998

OCU is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, OCU has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of OCU without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, color, religion, national origin, age, disability, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Security Department, and your immediate supervisor or any other member of management. This includes threats by employees or students, as well as threats by visitors, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Security Department and your supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

OCU will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, OCU may suspend employees, either with or without pay, pending investigation.



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Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including, termination of employment.

OCU encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director of Human Resources before the situation escalates into potential violence. OCU is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.



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5.80 Post Office and Mail Services

Effective Date: 11/02/1998

OCU has an on-campus post office in the C.Q. Smith Student Faculty Student Center.

Off-Campus Mail Service

The OCU post office processes all out-going mail for the campus. Charges for postage are billed back to departments.

The supervisor of the mail room will advise employees about the requirements for processing bulk mail, certified mail, and other special mailing needs.

On-Campus Mail Service

Interoffice mail is sorted and delivered daily. Interoffice mail must include both name and department of the receiver.

Personal Use

The use of OCU-paid postage for personal correspondence is not permitted. Employees are welcome to utilize the services of the OCU post office to purchase stamps as well as mail personal correspondence and packages.



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5.85 On the Job Injuries

Effective Date: 11/02/1998

In those cases where an accident occurs with an employee on duty, OCU provides Worker's Compensation Insurance.

NOTIFY SECURITY DEPARTMENT FIRST IF:

- Injury is serious or life threatening and emergency medical attention is required.

Ambulance or emergency equipment will be summoned by the Security Department.

Do not call Security Department for non-emergency injuries.

SUPERVISOR WILL:

1. Collect pertinent information concerning injury
2. Notify Human Resources Department immediately of injury.



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5.86 Campus Security

Effective Date: 11/02/1998

The Security Department provides the University with continual safety protection to the extent possible, 24 hours a day, 365 days a year. After dark, the Security Department offers employees and students safety escorts to vehicles or other buildings.

Located in various areas of the campus, emergency phones are available to individuals who are concerned about their immediate safety.

If you have an emergency or need to report an incident or a suspicious activity, contact extension 5001 or 5000 immediately.



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5.87 Inclement Weather

Effective Date: 11/02/1998

Revision Date: 01/08/2001

Tornado Warnings

When a tornado warning is issued by the National Weather Service, a security officer will alert personnel in all buildings and direct them to shelter areas. Shelter areas are as follows:

Jones Administration Building - basement hallway
Walker Center - lower level, Room 151
Gold Star Library Building - basement lounge area
Fine Arts - basement, Room 15
Noble Center - basement, north side classrooms
Chapel - Asbury and Allison Rooms
Dorms - basement
Dawson-Loeffler - Math Lab
Children's Art Center - basements
Fieldhouse - Athletic Director's office and girls' locker room
Dulaney-Browne Library - basement storage area
Norick Art Center - art gallery and rest rooms
Sarkey Law Center - lower level center of building
Kramer School of Nursing - center hallway

OTHER SEVERE WEATHER AND UNIVERSITY EMERGENCIES

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt OCU operations.

UNIVERSITY CLOSING

The President or the Vice President for Administration and Finance are the only persons to authorize closing of OCU. In extreme cases, these circumstances may require the



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closing of a work facility. In the event that such an emergency occurs during non working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits. An extra day off is not allowed when, during an employee's vacation, the University allows time off because of weather conditions or other unusual circumstances.

Employees should call this number to receive up-to-date information regarding OCU operations during inclement weather conditions:

OCU Emergency Weather Number: 208-5871



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5.88 Keys to University Facilities

Effective Date: 11/02/1998

KEYS TO UNIVERSITY FACILITIES

Some employees may be issued OCU keys for buildings, offices, classrooms, storerooms, and laboratories. Departmental supervisors will determine which keys are to be issued to an employee. Employees are strictly prohibited from copying OCU keys. Employees are responsible for maintaining the security of the keys issued to them. Employees are required to immediately report any lost keys to their supervisor and the Security Department. Upon termination, the employee must return all keys to the department head. If a terminating employee fails to return keys to his/her supervisor, the cost of changing the locks may be deducted from the employee's final paycheck.



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5.89 Parking

Effective Date: 11/2/98

Employees must register their vehicles and properly display an OCU parking decal in the window. Decals are issued by the Security Department. The first decal for general faculty and staff parking lots is provided at no cost. Parking permits for premium lots have a fee attached. There may be a fee for replacing lost or stolen decals.

All employees are required to abide by the OCU parking and traffic regulations booklet, which is available in the Security Department.

Tickets may be issued and fines may be assessed for parking and traffic infractions by employees. Fines assessed to employees must be paid prior to the end of the fiscal year. Fines, which have not been paid prior to June 30th, will be deducted from the employee's paycheck.

All tickets and fines must be cleared prior to termination of employment. Outstanding tickets or fines may be deducted from the last paycheck of an employee.



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5.90 Purchasing

Effective Date: 11/02/1998

Revision Date: 01/08/2001

If an employee wishes to make a purchase on behalf of the University, the employee must receive **prior** authorization from their supervisor, the Vice President of their department, as well as the Vice President for Administration and Finance.

A complete purchasing manual is available in the Business Office. It is the employee's responsibility to understand and abide with purchasing policies of the university. If an employee is unsure of proper purchasing procedures, the employee must contact the Business Office for assistance, prior to making the purchases or making commitments to purchase goods or services.

The University will not pay for purchases made without proper prior authorization. Employees will be personally responsible to pay for purchases made without required prior approval.



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5.91 Computer Software Piracy

Effective Date: 11/02/1998

Revision Date: 01/08/2001

When computer software is purchased, unless the license is a site or multi-license, the license entitles the user to install the application on only one computer at a time. The software itself remains the property of the manufacturer; the user simply leases the application from the manufacturer. Installing a single user licensed copy of software on more than one computer at a time is illegal and subject to significant fines. This illegal use of software is termed software piracy.

OCU does not condone software piracy, nor will it allow any department, faculty or staff to practice piracy. In order to protect OCU from the illegal use of software on the campus, the Campus Technology will be responsible for verifying and recording the registration number for all software registered to OCU. The Campus Technology is authorized to remove any illegally installed software from any OCU-owned computer equipment and to report such illegal software use to the Director of Technology or the Vice President for Administration and Finance.

Employees may be subject to disciplinary action for practicing software piracy.



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6.01 Employee Medical Leave of Absence (FMLA)

Effective Date: 11/02/1998

OCU provides medical leaves of absence under the Family and Medical Leave Act to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request medical leave only after having completed 12 months of service and who have worked at least 1250 hours during the twelve months preceding the beginning of the leave.

Eligible employees should make requests for medical leave to the Director of Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Forms are available in the Human Resources Department.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to OCU. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. The twelve-month period begins July 1 and continues through June 30 of each year. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.



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Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws regarding occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by OCU for the duration of the leave. It is the employee's responsibility to continue payment of their portion of the health insurance premiums.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide OCU with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, OCU will assume that the employee has resigned.

Unless the employee is in the highest paid ten percent of all University employees, who are employed within 75 miles of the facility, the employee will be granted his/her job, or an equivalent one, upon his/her return. "Equivalent" applies to salary, benefits, and terms of employment. The highest-paid ten percent of employees will be granted leave, but do not have a guaranteed like position upon return. If an employee is in the highest paid ten percent of University employees, the employee may be denied reinstatement if the employee's absence causes "substantial and grievous economic injury" to OCU operations.



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6.02 Family Leave of Absence (FMLA)

Effective Date: 11/2/98

OCU provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request family leave only after having completed twelve months of service and who have worked at least 1250 hours during the twelve months preceding the start of the leave. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Eligible employees should make requests for medical leave to the Director of Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Forms are available in the Human Resources Office.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid



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leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by OCU for the duration of the leave. It is the employee's responsibility to continue payment of their portion of the health insurance premiums.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide OCU with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, OCU will assume that the employee has resigned.

Unless the employee is in the highest paid ten percent of all University employees, employed within 75 miles of the facility where the employee works, the employee will be granted his/her job, or an equivalent one, upon their return. "Equivalent" applies to salary, benefits, and terms of employment. The highest-paid ten percent of employees will be granted leave, but do not have a guaranteed like position upon return. If an employee is in the highest paid ten percent of University employees, the employee may be denied reinstatement if the employee's absence causes "substantial and grievous economic injury" to OCU operations.



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6.03 Personal Leave of Absence

Effective Date: 11/02/1998

OCU provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

Regular full-time employees

Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to six weeks. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by OCU until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by OCU according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.



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When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, OCU cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, OCU will assume the employee has resigned.



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6.05 Military Leave

Effective Date: 11/02/1998

Revision Date: 03/16/2001

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. A request for a military leave of absence must be accompanied by a true copy of valid military orders requiring the employee to report for specific military duty.

Employees will receive partial pay for twenty days of training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Continuation of health insurance benefits is available as required by USERRA, based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Director of Human Resources for more information or questions about military leave.



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6.07 Pregnancy-Related Absences

Effective Date: 11/02/1998

OCU will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care not related to medical disabilities for those conditions, will be considered in the same manner as other requests for unpaid family or personal leave.

See Family Medical Leave Policy, Section 6.01, for more information regarding absences due to pregnancy-related absences.



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7.01 Employee Conduct and Work Rules

Effective Date: 11/02/1998

Revision Date: 03/10/1999

To ensure orderly operations and provide the best possible work environment, OCU expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Failure to comply with OCU policies and rules
- Theft or inappropriate removal or possession of OCU property
- Dishonesty
- Falsification of timekeeping records or other OCU documents; removing and/or unauthorized copying of official University documents or records
- Consuming alcoholic beverages or illegally using controlled substances on OCU time or property; working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting, disorderly conduct or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owner property
- Insubordination or other disrespectful conduct; failure to perform reasonable duties as assigned or refusal to comply with instruction
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of OCU property or services for any reason other than official University business



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Unauthorized disclosure of confidential information
Unsatisfactory performance or conduct which, in the OCU's assessment, does not meet
the requirements of the position
Immoral or indecent conduct
Violation of employee firearms policy (Section 7.80)

The foregoing examples are not all inclusive, and there are many other grounds upon which disciplinary action, up to and including termination of employment, may be imposed.



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7.02 Drug and Alcohol Use

Effective Date: 11/02/1998

It is OCU's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on OCU premises and while conducting business-related activities off OCU premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, OCU provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program, which includes counseling services provided by the United Methodist Church Counseling Center. They may also wish to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through OCU's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all OCU policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause OCU any undue hardship.



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Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director of Human Resources without fear of reprisal.

DRUG AND ALCOHOL TESTING

OCU may require any employee, of whom there is reasonable suspicion of drug or alcohol use, in violation of OCU's drug policy, to undergo testing. Additionally, it may require random testing of security officers, persons authorized to carry fire arms, or who are engaged in activities which directly affect the safety of others.

"Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite or any of the substances listed herein.

"Drug or alcohol test" means a chemical test administered for the purpose of determining the presence of a drug or its metabolites or alcohol in a person's bodily tissues, fluids or products.

Drug or alcohol testing will be done in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act of June 10, 1993 (the "Act"). Any drug tests required will be done by a certified drug laboratory, and will be given during, or immediately following regular working hours. The tests will be paid for by OCU. Any employee who requests a re-test of a sample in order to challenge the result of a positive test is required to pay all costs of the second test unless the second test reverses the findings of the challenged positive test. In case of such reversal, OCU will reimburse the employee for the costs of the retest.

No disciplinary action, except for temporary suspension or transfer to another position will be taken by OCU unless the first test result has been confirmed by a second test in compliance with the Act. The University may take disciplinary action against an employee who refuses to undergo drug or alcohol testing in accordance with the Act. An employee discharged on the basis of a refusal to undergo drug or alcohol testing, or because of a confirmed positive drug or alcohol test, will be considered to have been discharged for misconduct for the purposes of the Employment Security Act and will be



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ineligible to receive unemployment compensation. Any employee has the right to explain, in confidence, the test results, and may obtain all information and records related to the testing.

Information related to drug and alcohol tests will be kept confidential and apart from other personnel records.

EVALUATION, COUNSELING, TREATMENT

OCU will provide either an in-house or a contracted service which will provide drug and alcohol dependency evaluation or provide a referral for substance abuse counseling, treatment or rehabilitation.

The United Methodist Counseling Center, associated with OCU, is available for drug and alcohol counseling. The Counseling Center is located at 2200 N. Classen, 528-1906. The counseling center is open from 8:30 a.m. until 5:00 p.m. Monday through Friday. However, employees receiving sanctions requiring treatment may use any other certified program. In any case, the employee must provide proof of treatment before consideration is given to his/her continued employment or reinstatement.

REQUIREMENTS FOR NOTIFICATION OF DRUG CONVICTION

Any OCU employee involved in the (a) use of or abuse of a controlled substance; or (b) unlawful distribution, dispensing or possessing a controlled substance in any OCU owned, leased or operated facility, will receive an immediate personnel sanction up to, and including dismissal. Employees recommended for dismissal have the right to appeal the action through the University's established grievance procedures.

Additionally, OCU may refer individuals to applicable local, state or federal law enforcement authorities for prosecution. Any employee who is convicted under a criminal drug statute for a violation occurring in the workplace must notify the University within five working days of the conviction. Within ten (10) working days OCU is required to notify the Department of Education, the agency from which federal funds are received, of the conviction. Within thirty (30) days, OCU will take appropriate disciplinary action. Any questions concerning this policy may be directed to the Director of Human Resources.



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7.04 Attendance and Punctuality

Effective Date: 11/02/1998

To maintain a safe and productive work environment, OCU expects employees to be reliable and to be punctual in reporting for scheduled work. You are expected to be at work, on time, each business day.

Unless an emergency occurs, requests for time off must be made in writing to your supervisor in advance of your being absent from work. If you are unable to come to work, or will arrive late, you must notify your supervisor as soon as possible.

If you do not report to work for three consecutive days without prior notification, the University will consider this an abandonment of your position and that you have voluntarily resigned your employment.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Absenteeism and tardiness place a burden on other employees and on OCU.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including, termination of employment.

ABANDONMENT OF POSITION

An employee who is absent three consecutive workdays and has not contacted his/her supervisor is considered to have abandoned their position and employment will be terminated. Supervisors must notify the Human Resources Department in writing when the employee has abandoned his/her position. An employee who abandons his/her position will not be eligible for rehire at the University.



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7.05 Personal Appearance

Effective Date: 11/2/98

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image OCU presents to clients and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire. Fridays at OCU are University spirit days. With the approval of the department head, employees are allowed to dress in more casual or University-related attire. OCU attire is available to employees at reduced prices in the Alumni Office or the OCU Bookstore.



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7.06 Return of Property

Effective Date: 11/2/98

Employees are responsible for all OCU property, materials, or written information issued to them or in their possession or control. All OCU property must be returned by employees on or before their last day of work. Where permitted by applicable laws, OCU may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. OCU may also take all action deemed appropriate to recover or protect its property.



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7.08 Resignation

Effective Date: 11/2/98

Resignation is a voluntary act initiated by the employee to terminate employment with OCU. Although advance notice is not required, OCU requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled with The Assistant Director of Human Resources. The administrator will review the employees benefits and explain termination dates and continuation options, if any.



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7.10 Security Inspections

Effective Date: 11/2/98

OCU wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, OCU prohibits the possession, transfer, sale, or use of such materials on its premises. OCU requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of OCU. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of OCU at any time, either with or without prior notice.



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7.12 Solicitation

Effective Date: 11/2/98

In an effort to ensure a productive and harmonious work environment, persons not employed by OCU may not solicit or distribute literature in the workplace at any time for any purpose.

Bulletin boards are reserved for official organization communications on such items as:

Affirmative Action statement
Job openings
Payday notice



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7.80 Firearms

Effective Date: 11/2/98

No OCU employee, except armed OCU security officers, shall have in his or her possession (including a person's motor vehicle) a pistol, revolver, rifle, shotgun or other firearm while on OCU property, whether loaded or unloaded. Violation of this policy shall be deemed to be cause for suspension or termination from OCU pursuant to Section 7.01 of this handbook. Provided, however, that an employee that is duly licensed to carry a concealed handgun pursuant to the provisions of the Oklahoma Self-Defence Act (the "Act") may obtain an exception to this policy from the President of OCU provided, however, that any said exception must be in writing, must automatically revoke on a date certain, and must be kept in the possession of the person obtaining the exception at all time when that person has a concealed handgun in his or her possession on OCU property. The President's decision to grant or deny an exception to the University firearms policy to a staff member licensed under the Act to carry a concealed handgun shall lie with the sole discretion of the President, and any exception granted may be revoked by the President at any time with or without cause.

The provisions of this policy shall not apply to staff members who are law enforcement officers authorized by the State of Oklahoma or any of its political subdivisions, or authorized by the federal government, to carry a firearm, or employed by the University as an armed security officer.



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7.83 Sexual, Unlawful Harassment Discrimination.

Effective Date: 11/02/1998

Revision Date: 03/10/1999

OCU is committed to providing an academic and work environment that provides fair and equitable treatment and is free of discrimination and unlawful harassment. It is the policy of the University to prohibit harassment of any kind, including sexual harassment, of its students, faculty, staff and guests by any member of the academic community.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Sexual harassment or any other form of unlawful harassment will not be tolerated. Sexual harassment is particularly serious when it exploits the dependent relationship between students and faculty or supervisors. When student-faculty or student-supervisor relationships are abused, there is the risk of great harm to students, employees and to the institution. While a particular interaction must be offensive and non-consensual to be defined as harassment, supervisors, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent, and to conflict of interest inherent in these kinds of relationships.

PURPOSE OF THE POLICY:

To establish the University's position on the subject of harassment, to specify the related complaint-handling procedure and to set forth guidelines for handling violations of the policy.

OVERVIEW OF PROHIBITED DISCRIMINATION AND HARASSMENT:

Any decision or action granting or denying employment benefits and/or educational benefits, as to an individual, or any group, is in violation of this policy when such



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decision or action is based, in whole or in part, upon the race, religion, sex, national origin, age, disability, or any other legally protected characteristic of such individual or group. This policy prohibits actions, words, jokes, emphasis or comments, notes, letters, etc., based on an individual's or a group's race, religion, sex, national origin, age, disability, or any other legally protected characteristic, which creates an offensive or hostile working or educational environment.

UNLAWFUL SEXUAL DISCRIMINATION AND/OR HARASSMENT

Sexual discrimination and/or harassment includes, but is not limited to:

1. Efforts to coerce, or coercion of, an unwilling person into a sexual relationship, or
2. Subjecting a person to unwanted sexual attention, or
3. Retaliation against a person for refusing to grant sexual favors, or actions which create a sexually intimidating, hostile or offensive working or educational environment.

Sexual Harassment may consist of:

1. The conditioning of the grant or denial of any employment or academic benefits upon the entering of a social or sexual relationship.
2. The use of an employee's or student's submission to, or refusal of, a request to enter a social or sexual relationship as the basis of employment or academic decisions affecting that employee or student.

The following pattern of on-going behavior may constitute sexual harassment:

1. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that unreasonably interferes with an individual's work or academic pursuits, or creates an intimidating, hostile or offensive work or academic environment.
2. Actions, words, jokes, emphasis or comments based on an individual's sex.
3. Written: Sexually suggestive or obscene letters, notes, invitations, graffiti, e-mail or fax which identifies the individual.



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4. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing," "kidding," double meanings; demeaning comments about a person of one sex being able to succeed in a job historically considered to be held by the opposite sex; solicitation of sexual favors or attention; sexually suggestive or obscene messages on voice mail.
5. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against another's body; pulling at clothing; blocking one's passage.
6. Visual: Sexually oriented gestures; displaying sexually suggestive or derogatory objects, computer graphics, pictures, magazines, cartoons or posters.
7. Unwelcome emphasis of sexual identity.
8. Any other action which emphasizes the vulnerability of the victim specifically because of gender.

NOTIFICATION OF UNWELCOME CONDUCT

It is in the best interest of the employee to directly inform the harasser that the conduct is unwelcome and must stop. An employee or student who has initially welcomed such conduct by active participation should give specific notice to the alleged harasser that such conduct may not be welcome in order for any such subsequent conduct to be deemed unwelcome.

COMPLAINT PROCEDURES

An individual who believes he/she has been unlawfully harassed, as well as any supervisor, manager, employee or student who becomes aware of possible sexual or other unlawful harassment must promptly report this to one of the following:

1. Employee's immediate supervisor
2. Next higher level of management above the immediate supervisor
3. Director of Human Resources
4. Compliance Coordinator



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Allegations involving student-to-student or faculty-to-student sexual harassment, may also be reported to one of the following:

1. Vice President for Student Development
2. Vice President for Administrative and Finance
3. Vice President for Academic Affairs

Any person, who feels that he/she is a victim of sexual harassment, or other unlawful harassment, is urged to report such complaints as soon as possible while facts are known and potential witnesses are available.

Those making a complaint or report will be requested, but not required, to submit their allegations in writing. The supervisor, manager or administrator who receives a report of sexual or other unlawful harassment will promptly bring it to the attention of the Director of Personnel or the Vice President for Student and Administrative Services. Upon receiving a report of a sexual discrimination or harassment, the Director of Personnel or the Vice President for Student and Administrative Services shall promptly refer such report to the Sexual Harassment Committee.

The Sexual Harassment Committee will begin an immediate investigation, in compliance with federal regulations and in accordance with the procedures and guidelines approved by the University administration and the OCU Board of Trustees. (See Policy 7.84).

All complaints or reports of sexual or other unlawful harassment will be investigated in a fair and equitable manner.

Confidentiality will be maintained to the extent permitted by the circumstances. The person charged will be notified as soon as possible and given the opportunity to respond.

A person bringing a complaint founded in good faith will suffer no retaliation. Following the completion of the investigation, the administrator in charge of the investigation will typically prepare a written report of the findings. Both the complainant and the person charged will be notified of the results of the investigation. If either the complainant or the alleged offender does not accept the findings and the decisions made by the investigative team, he/she may file a complaint using employee/student grievance procedures outlined in Policy 7.85.



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CAUSE(S) FOR DISCIPLINARY ACTION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

VALID, CONFIRMED COMPLAINT

If the facts of the administrative investigation confirm the validity of the allegations, the accused employee or student will be found in violation of this policy.

DISREGARD OF COMPLAINT

It shall be a violation of this policy to disregard and fail to report or investigate allegations of sexual or other unlawful harassment, whether reported by the individual who is the subject of the alleged harassment, or a witness. It shall be a violation of this policy to fail to take immediate corrective action in the event misconduct has occurred.

INTENTIONALLY FABRICATED COMPLAINT

It is strictly prohibited for an employee or student to intentionally fabricate a complaint of sexual and/or other unlawful harassment against another individual covered under this policy.

PROHIBITION OF RETALIATION

Retaliation is prohibited against an individual who complains of sexual and/or other unlawful harassment, anyone who testifies on behalf of the complainant or University, or anyone who assists or participates in an investigation or hearing.

PREVENTION: SUPERVISOR RESPONSIBILITIES

Since the University, or supervisory personnel may be found liable for the actions of their employees and others with respect to the above policy, supervisory personnel are required to inform their staff of the seriousness of the issue and this institutional policy. The failure of supervisors, and others in authority, to remedy discriminatory harassment violates this policy just as the original discriminatory act does.

DISCIPLINARY ACTION FOR VIOLATION OF THIS POLICY

Any violation of this policy may result in disciplinary action including, but not limited to, termination of employment or, in the case of a student, suspension/expulsion from the University.



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7.84 Sexual Harassment Committee Procedures

Effective Date: 11/02/1998

Revision Date: 03/10/1999

The purpose of the Sexual Harassment Committee is to receive, discuss and assist in resolving complaints of sexual harassment brought forth by a student, faculty member or staff member.

The committee will be appointed by, and serve at the direction of, the President of the University. The committee will be composed of the Director of Personnel, the Compliance Coordinator, the Vice President for Academic Affairs and other University administrators, two members of the faculty and/or staff, as designated by the President of the University.

The chairperson of the committee will be appointed by the University President or by the committee from its membership. The chairperson will receive complaints and convene the committee. The formal hearing process is initiated by a signed complaint. The complaint must be received within thirty (30) days of the most recent alleged incident.

To ensure an impartial discussion, any committee member who has direct supervision of either the accused or the claimant will be replaced by an alternate individual with like employment status or rank. The chairperson will appoint the alternate.

The committee will convene within fifteen (15) working days for discussion of the incident. Following this discussion, the complainant and the person charged with harassment will both have an opportunity to present any evidence they deem relevant, and to respond to evidence presented by the other party.

A record (either summary or verbatim) will be kept of the evidence presented and that is considered by the committee. The decision of the committee is to be based only on evidence in the record. All discussions, information received or evidence given, shall remain in strict confidence. Written statements, documents, recordings or information of any kind pertaining to the incident will remain in the safekeeping of the chairperson and/or with the office of the University President.



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The committee will make every effort to render its decisions and recommendations within thirty (30) days of the receipt of the complaint. Each party will be notified in writing within fifteen (15) days thereafter.

Allegations of sexual harassment will be thoroughly investigated. The facts will determine the response to each allegation. Substantial acts of sexual harassment will be met with appropriate disciplinary action, up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process.

In the case of most employees, a final decision adverse to their employment interest may be appealed only to the University President.



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7.85 Grievance

Effective Date: 11/02/1998

OCU is committed to providing the best possible environment for its students and employees. Part of this commitment is to encourage an open and frank atmosphere in which problems, complaints, suggestions, or questions receive a timely response from OCU supervisors and administrators. OCU strives to ensure fair and lawful treatment of all employees and students. Administrators, supervisors, students, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive ideas that will improve and enhance the work environment. This policy was established for the prompt and equitable resolution of grievances.

I. SCOPE OF POLICY

A. Categories Of Persons Who May Utilize the Grievance Procedures:

1. Full-time employees, including faculty, staff, and administrators
2. Part-time, adjunct, visiting, and term employees, including work/study students and other students receiving compensation
3. Full-time students
4. Part-time students

B. Categories of Persons Excluded From Utilizing the Grievance Procedures:

1. Contract service employees
2. Contractors
3. Individuals who have applied for employment
4. Individuals who have been offered employment, but who have not begun employment
5. Former employees

C. Definition of a Grievance

A grievance may result from any action that OCU has taken against an employee or



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student which the individual believes:

1. Violates OCU policy or involves an inconsistent application of those same policies, including any decision or action granting or denying employment benefits and/or educational benefits to an individual, or any group
2. Violates state or federal discrimination statutes in that the adverse action is based on race, sex, national origin, age, disability, religion, veteran's status, or other legally protected characteristics
3. Violates any constitutional right.

D. Exclusions to Grievance Policy

1. Matters not defined in Section I.C.
2. Dissatisfaction with a University policy of general application, challenged on the ground that the policy is unfair and inadvisable.
3. Challenges to the desirability of department or University policy
4. Matters covered by the faculty grievance procedure are excluded from this process
5. Matters that arise out of dissatisfaction with the grievance procedures or the actions of individuals participating in the grievance procedure
6. Decisions regarding workforce adjustments due to layoff.

E. Federal Requirements:

1. Section 504 of the Rehabilitation Act of 1972, implemented through 34 C.F.R., Part 108, which prohibits discrimination on the basis of disability in any education program or activity receiving federal financial assistance;
2. Americans With Disabilities Act of 1990, which affords the disabled equal opportunity and full participation in life activities;
3. Title IX of the Education Amendments of 1972, implemented through 34 C.F.R., Part 108, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance;
4. The Age Discrimination Act of 1995, implemented through 34 C.F.R., Part 110, and the ADEA, which prohibit discrimination on the basis of age in programs, activities or employment;
5. Equal Pay Act of 1963, which prohibits the employer from using gender as the basis of compensating the employee;
6. Title VI, which prohibits discrimination based on race, color, or national origin in any



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program or activity receiving federal funds;

- 7 Title VII, which prohibits employment discrimination based upon sex, race, color, religion or national origin covers decisions on hiring, firing, compensation, and the terms, conditions, and privileges of employment.

II. DEFINITION OF TERMS

- A. **Complainant** - Any student or employee who brings a complaint against another student or employee to an OCU administrator which, if unresolved, could lead to a formal grievance.
- B. **Grievant** - Any student or employee, including groups or classes of such employees, of OCU who submits a grievance relative to OCU policies, or any of the federal requirements listed in E., above.
- C. **Grievance** - A complaint alleging any action, policy, procedure, or practice that would be prohibited by any OCU policies or any of the federal requirements listed in E., above.
- D. **Respondent** - The person(s) alleged to be responsible, or who may be responsible for the violation alleged in the complaint or grievance.
- E. **OCU** - Oklahoma City University, including any academic unit, department or program operated by Oklahoma City University.
- F. **Compliance Coordinator** - The employee designated to coordinate OCU's effort to comply with and carry out its responsibilities under Section 504, Title IX, Title VI, Title VII, and the ADA, as well as implementing regulations. The office of the Compliance Coordinator is located in Room 402 of the Administration Building. The telephone number is 521-5029.
- G. **Director of Human Resources** - The OCU administrator designated to coordinate compliance with personnel policies and practices, and to carry out assigned responsibilities regarding University personnel and related issues. The office of the Human Resources Director is located in Room 507, Dulaney Browne Library. The telephone number is 521-5857.
- H. **Business Day** - Any day that is not Saturday, Sunday, an official OCU holiday, or a day in which the entire University is closed due to emergency circumstances.
- I. **Mediation/Mediation Conference** - Mediation is an informal intervention process used to facilitate communication and reconcile differences between the Complainant and the Respondent prior to filing a formal grievance. A Mediation Conference is a time for both parties to meet informally to discuss and attempt to resolve issues. The Mediation Conference is conducted by a neutral third party, or parties, agreed upon



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by both the Complainant and the Respondent.

- J. **Mediator** - The administrator who conducts an informal Mediation Conference between the Complainant and the Respondent.
- K. **Status Quo** - If a grievance is filed challenging an act or condition imposed by a supervisor, that decision will remain in effect during the processing of the grievance. New sanctions may not be imposed upon the Grievant by the supervisor while the grievance is pending, except in compelling circumstances, and with the approval of the Vice President of the Respondent's Division.

III. STAGE I GRIEVANCE-MEDIATION

A. Purpose:

OCU believes that the work environment should encourage open and frank discussion of problems, complaints, suggestions or questions by employees and/or students. A Mediation Conference provides employees and students a forum to informally address issues with a supervisor, faculty member, employee and/or student, and to seek relief. A Mediation Conference will be conducted when a student or employee brings forward an issue or conflict that, if unresolved, may lead to a formal grievance. Mediation is considered to be Stage I of the Grievance process at OCU. The goal of the Mediation Conference is to facilitate open, honest communication between both parties that may lead to mutually agreed upon solutions.

B. Exclusion From Stage I Grievance - Mediation Conference

In some instances, it may be determined that the Stage I mediation process would be an inappropriate forum to address an employee or student complaint. If the Complainant alleges an institution-wide misconduct, or the Complainant and the respondent do not have the authority to enter into an agreement of resolution because such an agreement would have significant impact on other employees, students or departments of OCU, the Complaint will be referred to the formal Stage II Grievance Hearing. The determination to refer the Grievance directly for a Stage II Hearing will be made jointly by the Compliance Officer and the Director of Human Resources. See Grievance Review, Stage I, for more complete explanation.

C. Stage I Grievance - Mediation Conference Procedures



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1. A Mediation Conference will be conducted by an administrator(s) who is considered to be neutral by both parties. A Mediation Conference may be initiated and/or conducted by the following: The Compliance Coordinator, the Director of Human Resources, the Dean designated OCU administrators. At the request of the Complainant and the Respondent, two administrators may co-chair the Mediation Conference.
2. Only the Complainant, the Respondent and the Mediator(s) will be present during the Mediation Conference.
3. Prior to conducting the Stage I Mediation Conference, the Mediator will confer jointly with the Compliance Coordinator and the Personnel Director.
4. During the Stage I Grievance Mediation Conference:
 - a. The Complainant will be afforded the opportunity to explain the facts of their complaint and the relief they are seeking;
 - b. The Respondent will be afforded the opportunity to respond to the complaint, the requests, and to present additional fact;
 - c. Both the Complainant and the Respondent may ask the other party for clarification and/or further explanation;
 - d. The Mediator may ask questions, seek clarification, and/or further explanation;
 - e. The Mediator will seek a mutually-agreed-upon resolution between the Complainant and the Respondent.

D. Conclusion/Written Report Regarding Stage I Grievance-Mediation Conference

If an agreement and resolution of the issues is reached by both parties, the Mediator will conclude the conference and prepare a summary report of the Mediation Conference.

If resolutions are not mutually agreed upon by both the Complainant and the Respondent, the Mediator will conclude the conference, refer both parties to the Stage II Grievance Policy, and provide copies of the policy, if needed. Within ten (10) business days, the Mediator will prepare a summary of the Mediation Conference.

The Mediator's summary will include the following:

- Date/Time of Conference
- Name of Complainant
- Name of Respondent



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Name of Mediator
Summary of Complaint(s)
Relief Sought by Complainant
Summary of Response
Agreement(s) and/or Conclusion(s) Reached, if any
Description of Issues Where Agreement Was Not Reached, if any

The Mediator will provide a copy of the Mediation Conference summary to the Complainant, the Respondent, the Compliance Coordinator and the Director of Human Resources.

IV. STAGE II FORMAL GRIEVANCE

An employee or student may file a formal Stage II Grievance, as follows:

A. Authorization to Conduct Stage II Grievance Hearing -Stage II reviews include those grievance referred for initial review pursuant to III.B, and Appeals brought pursuant to III.C. Stage II formal Grievance Hearings may be conducted by the following:

With respect to a Grievant who is a non-teaching staff employee:
The Staff Grievance Committee

With respect to a Grievant who holds the position of OCU Vice President or President: The Chair of the Executive Committee of the OCU Board of Trustees

With respect to a Grievant who is a student:
Either the Vice President for Student Development, the Vice President for Administration and Finance, or the Vice President for Academic Affairs.

With respect to a Grievant who is a faculty member:
The Faculty/Senate Executive Committee

With respect to a Grievant who is alleging sexual or other forms of illegal harassment or discrimination by a student or employee:
The Sexual, Illegal Harassment/Discrimination Committee

B. Initiating a Stage II Formal Grievance



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1. Any student or employee, or group of students or employees, or OCU may file a Grievance.
2. The nature of the Grievance must qualify under the SCOPE of this policy, described in Section I of this policy.
3. The Grievance must be submitted in writing and contain the following information:
 - a. Name, address and telephone number of Grievant(s); Oklahoma City University Staff Handbook
 - b. Nature and date(s) of alleged violation, including reference to the policy, federal or state law which was violated; or
 - c. The name(s) of the person(s) responsible for the alleged violation (if known);
 - d. Relief or correction action desired by Grievant(s); and
 - e. Background information Grievant(s) believes to be pertinent, including the name, and address of any witness(es).

C. Filing a Stage II Grievance

The written formal Stage II Grievance must be filed with the Compliance Coordinator.

On the same day the grievance is filed with the Compliance Coordinator, a copy of the formal Stage II Grievance must be provided to the Respondent and to the Director of Human Resources by the Complainant.

D. Notification of Filing of Stage II Grievance

Within six (6) business days of receiving the Stage II Grievance, the Compliance Coordinator will inform the following:

The Director of Human Resources, if the Grievance involves an employee

The Vice President for Academic Affairs, if the Grievance involves a student

The Vice President for Student and Administrative Services, if the Grievance involves a student

The Vice President(s) who administers the Department(s) of Grievant and Respondent, all grievances

The Chair of the Board of Trustees Executive Committee, if the Grievance involves a



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Vice President or the President

E. Referral of Stage II Grievance for Hearing

Within six (6) working days of receiving the Stage II Grievance, the Compliance Coordinator will refer the Grievance to the appropriate Hearing Officer:

With respect to a Grievant who is a non-teaching staff employee: The Chair of the Staff Grievance Committee;

With respect to a Grievant who holds the position of OCU Vice President or President: The Chair of the Executive Committee, OCU Board of Trustees;

With respect to a Grievant who is a student: The Vice President for Student Development, the Vice President for Administration and Finance, or the Vice President for Academic Affairs;

With respect to a Grievant who is a faculty member: The Chair of the Faculty/Senate Executive Committee;

With respect to a Grievant who alleges sexual or other illegal harassment or discrimination: The Chair of the Sexual, Illegal Harassment and Discrimination Committee.

F. Stage II Committee Membership

Members of this committee are appointed by the President of OCU and the Chair of the Hearing Committee. A pool of ten (10) committee members shall be appointed annually. No more than five (5), nor less than three (3) members, shall be selected by the Chair to serve at each Stage II Grievance Hearing.

G. Time for Filing

The Grievance must be filed within thirty (30) calendar days of the occurrence of the alleged violation.



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H. Assistance

The Grievant has the right to request assistance in preparation and filing of the grievance from any individual. Individuals who assist with the preparation of the grievance are not eligible to serve on the Grievance Committee.

I. Notice of Receipt of Grievance

Within six (6) business days of receipt by the Compliance Coordinator and the Director of Human Resources, the Compliant Coordinator shall notify the Respondent of the Grievance and of the Respondent's responsibility to submit a written response to the allegations within six (6) business days after receipt of the Grievance notification by the Compliance Coordinator.

J. Answer by Respondent

The Respondent shall file a written Answer with the Compliance Coordinator that provides the Respondent's position concerning the Grievance allegations and the corrective action to be taken. The Answer should specifically:

1. Confirm or deny each fact alleged in the complaint;
2. Indicate the extent, if any, to which the grievance has merit; and
3. Indicate the acceptance or rejection of the relief requested, or outline an alternative proposal of redress.

K. Stage II Grievance Hearing

1. The Hearing Officer may confer with the Director of Human Resources and Compliance Coordinator, who may involve legal counsel prior to and throughout the grievance process.
2. The Hearing Officer may ask the parties to submit additional information in writing prior to the hearing. If such request is made, both the substance of the request and the information provided in response shall be made available to the opposing party prior to the beginning of the hearing.
3. The Hearing will be conducted by the designated Hearing Officer.



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4. Three (3) hours shall be available to conduct the hearing, although the parties may consent to a shorter time. The time will be divided equally between the Grievant and the Respondent.
5. If applicable, designated members of the Grievance Committee will attend and may participate by asking questions of the witnesses during the proceedings.
6. No legal counsel representing either the Grievant or the Respondent may be in attendance.
7. The Compliance Coordinator and the Director of Human Resources may be present and may assist or participate, as requested by the Hearing Officer. The Compliance Coordinator and the Director of Human Resources shall not vote on the facts or merits of the grievance.
8. The Grievant and the Respondent may present any evidence they deem necessary to develop facts pertinent to the grievance. This may include witness testimony from any individual(s) who can provide relevant information in the consideration of the grievance.
9. No formal rules of evidence shall apply.
10. The Hearing Officer may request further information and/or investigation into allegations may be conducted by a third party before a decision is rendered. The Hearing Officer may postpone the conclusion of the Hearing until such requested information is received or the investigations are completed.
11. The hearing shall not be recorded, except by the Hearing Officer, at his/her discretion, for the sole purpose of assisting in the preparation of the written decision, after which the recording shall not be retained.

I. Decisions Following Grievance Hearings

1. Decisions which include disciplinary action, up to and including termination of employment or enrollment at OCU, shall be discussed and reviewed by the Compliance Coordinator and/or the Director of Human Resources prior to the decision being rendered.
2. The Decision of any Hearing Officer or Committee shall be in writing. The Decision shall state the date(s) the hearing was held, list the persons present, and briefly summarize the evidence presented. It shall include a statement regarding the validity of the grievance allegation and specify any corrective action to be taken.



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3. In a Stage I Mediation Conference, no independent Decision is rendered by the Mediator. The Complainant and the Respondent may or may not mutually agree to a resolution which is satisfactory to both. The summary of the conference must be written by the Mediator and forwarded to the Compliance Coordinator and the Director of Human Resources within ten (10) business days following the conclusion of the mediation conference.
4. In a Stage II Grievance Hearing, the Hearing Officer shall forward the written Decision to the Compliance Coordinator and the Director of Human Resources within fifteen (15) business days of the conclusion of the Stage II Hearing. The Compliance Coordinator shall send copies of the Decision to the Grievant and Respondent, along with a statement indicating the deadline for appealing the decision.
5. A Stage III Decision shall be filed with the Compliance Coordinator and the Director of Human Resources within thirty (30) calendar days of the conclusion of the Stage III Review. The Compliance Coordinator shall send copies of the Decision to the Grievant and the Respondent.

(Grievance Policy continues on following page, Policy 7.86)



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7.86 Grievance (Continued)

Effective Date: 11/02/1998

GRIEVANCE REVIEW: STAGES OF GRIEVANCE RESOLUTION AVENUES OF APPELLATE REVIEW

There are three (3) potential stages for grievance review:

A. Stage I - Mediation

Unless referred to Stage II, all grievances are initially designated for Stage I review. A Stage I review is heard through the Mediation Process, as described in Section III of this policy.

B. Stage II Grievance

1. Complaint Referred to Stage II Grievance

If the Complainant alleges institution-wide misconduct, if the Stage I Mediator lacks the authority to mandate redress and/or appropriate corrective action, if any other factor is presented by which the Compliance Coordinator and the Personnel Director determine that the Complaint is inappropriate for Stage I, the Grievance shall be referred directly to Stage II for a hearing.

2. Complaint Appealed to Stage II Grievance

If the Grievant is not satisfied with the conclusions reached at the Stage I Mediation Conference, the Grievant shall be entitled to review under Stage II. Request for appellate review must be received by the Compliance Coordinator, the Director of Personnel, or the Mediator within six (6) business days of the conclusion of the Mediation Conference.

C. Stage III Grievance Review



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If granted, a Stage III Grievance Review provides a final appeal of any Decision in the Stage II Grievance hearing.

1. The appeal is conducted through a review of written documents information presented during the Grievance Process by the Grievant, the Respondent, Stage I Mediation Conference Summary, and the Stage II Hearing Decision.
2. The relevant materials will be provided to the President of OCU or his/her designee by the Compliance Coordinator.
3. Granting a Stage III Review is within the sole discretion of the President, or designee thereof, unless the Grievant did not receive a Stage I Mediation Conference or unless no Decision was rendered within the time permitted for a Stage II decision.
4. The President, or his/her designee, may request more information or clarification from some or all parties to the Grievance.
5. The President, at his/her discretion, may refer the Stage III Grievance to the Executive Committee of the Board of Trustees.

VI. IMPARTIALITY IN THE CONDUCT OF THE HEARING

It shall be the duty of the Compliance Coordinator to assure impartiality of the proceedings at each Stage of Review. Notices of formal Grievance Hearing (Stage II or III) given to the parties under these procedures shall identify the Hearing Officer. Upon request for recusal by the Hearing Officer, upon receipt of objection by any party, or upon belief justified by the Compliance Coordinator's own inquiry, the Hearing should be reassigned to a different Hearing Officer or referred to a different stage of review if the Compliance Coordinator finds such reassignment or referral necessary to avoid the appearance of impropriety or partiality.

VII. DISCONTINUATION OF GRIEVANCE PROCEDURES

The Grievant may discontinue the proceedings at any time during the process with such a request being presented in writing to the Compliance Coordinator and the Hearing Officer.

VIII. NOTIFICATION REQUIREMENTS AND REQUIRED TIME LINES

A. Stage I - Mediation Conference



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Procedures for a Stage I Mediation Conference are outlined in Section III of this policy.

B. Stage II - Formal Grievance

1. Upon receipt of the Respondent's Answer, or upon the expiration of the time for filing an Answer, if non was filed, the Compliance Coordinator and the Hearing Officer shall schedule the Stage II Grievance hearing and notify the parties in writing of the date within a reasonable time.
2. The Hearing shall be scheduled no later than fifteen (15) business days after the Answer is filed (or was due, if no Answer was filed).
3. The parties shall be given at least three (3) business days notice of the hearing, exclusive of the day the notice is received and the day of the Hearing itself. The times set forth in this paragraph may be waived by mutual consent of the parties.

C. Subsequent Review of Decision(s)

Upon receipt of written notification that Grievant wishes to seek review of a decision, the Compliance Coordinator and the designed Hearing Officer shall schedule the appropriate Stage II or Stage III Hearing, and notify the parties in writing of the Hearing date within a reasonable time.

For a Stage II Grievance, the hearing shall be scheduled within fifteen (15) business days and the parties shall be given at least three (3) days notice of the hearing, exclusive of the day the notice is received and the day of the Hearing itself.

The times set forth in this paragraph may be waived by mutual consent of the parties.

For a Stage III Grievance, the President, or his designee, shall notify the Compliance Coordinator, within fifteen (15) business days of receipt of the request, whether further review will be granted, and if so, the date of the review.

In no event shall the date of review be more than thirty (30) calendar days from the date the President, or designee thereof, notified the Compliance Coordinator that a review would be granted.

The Compliance Coordinator shall advise the parties of the review date, the nature of the review, or that further review has been declined.

IX. GENERAL PROVISIONS



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A. Right to Information

The Grievant may request access to OCU records that may bear upon the validity of the grievance. If such requested information requires an unreasonable expenditure of resources by OCU, such a request may be refused, provided that the information is not submitted as evidence by the Respondent, and that this refusal is considered during the grievance hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, OCU reserves the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the Grievant and/or Respondent.

B. Right to Representation and Assistance

The Grievant has the right to be assisted and represented by knowledgeable persons, organizations or groups of the Grievant selection at any point during the initiation, filing or processing of the Grievance. The Compliance Coordinator shall provide help in identifying such knowledgeable persons or groups. OCU shall provide assistance to the Grievant, including copies of the applicable regulation(s), related guidelines, memoranda, and other relevant materials supplied to OCU by the federal government, as well as access to public grievance records. In addition, the Compliance Coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.

C. Confidentiality

Grievance hearings are closed proceedings and not open to the public. Except as provided in IX.D., the records relative to any grievance are considered confidential, unless made available to the public by sent of the Grievant, Respondent and OCU, and on such terms as they shall agree. No record of the grievance shall be included in the personnel file of any student or employee.

D. Records

Records shall be kept of each grievance. These shall include, at a minimum, the Grievant's Complaint, Respondent's Answer, copies of all notices sent, any request for review filed by the Grievant, the Decision(s) rendered by the Hearing Officer(s), and any



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corrective action taken. Such records shall be maintained on a confidential basis unless released by agreement of the Grievant, the Respondent, and OCU. Any agreement to release such records for public inspection may be on such terms that the records not identify or refer to any specific individuals. All written grievance records shall be maintained for a minimum of three (3) years after grievance resolution.

E. Prohibition of Retaliation

No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for utilizing or having assisted others in the utilization of the grievance process. No person in a decision-making role during the grievance process shall experience adverse consequences arising from his/her good-faith participation in the grievance process.

G. Role of Compliance Coordinator

It is the primary responsibility of the Compliance Coordinator to ensure effective installation, maintenance, processing, record keeping and notification required by the grievance procedure.

H. Financial Responsibility for Grievance Processing

All internal costs involved in the administration of the grievance procedure shall be assumed by the University.



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7.87 North Central Reporting Requirements

Effective Date: 11/2/98

In accordance with requirements by the North Central Association of Colleges and Schools, OCU will provide information to their accrediting agency of any written complaints from a student against any faculty, staff, or institutional process or procedure. The information will contain the date the complaint was formally submitted to an OCU official, the nature of the complaint, steps taken to resolve the complaint, OCU's final decision regarding the complaint, including referral to outside agencies, and any other external actions initiated by the student to resolve the complaint, if known by the University.

Any information provided to the North Central Association will be presented in such a way as to shield the identities of faculty, staff, or students involved with the complaint.



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7.90 Whistle-Blower Policy

Effective Date: 11/10/04, revised 01/19/07

We at Oklahoma City University affirm our dedication to the highest standards of ethical conduct, professionalism and high quality in our education, administration, research and service activities. These concepts are constant priorities that are upheld in the behavior of each individual associated with Oklahoma City University.

The university welcomes and encourages the reporting of policy compliance concerns. Reporting assists us in our obligation to embrace the concepts noted above as well as to maintain compliance with all laws, regulations, standards, policies and procedures. This policy applies to all university trustees, faculty, staff, students, volunteers, or those doing business with the university. Any such individual is encouraged to, in good faith, report anything he or she believes evidences a substantial and significant (1) violation of law, (2) violation of University policy, (3) mismanagement, (4) waste of university funds, or (5) an abuse of authority, collectively referred to herein as “alleged wrongful conduct.”

REPORTING: Individuals should make a prompt and timely disclosure after becoming aware of the alleged wrongful conduct. In order to allow the university an opportunity to review alleged wrongful conduct and to take necessary internal corrective action, individuals are encouraged to report in writing a disclosure of alleged wrongful conduct to the university president, provost, a vice president or dean so that a university investigation can be initiated. Because anonymous reports of violation are potentially unfair to the person charged and are difficult to investigate and resolve, the written report should ordinarily be signed by the reporting individual. If an employee is unwilling or unable to put an oral disclosure in writing, the University official who investigates the disclosure will prepare a written summary of the employee’s disclosure and provide a copy to the employee, who may edit the summary for accuracy and completeness.

If in doubt about whether to report a concern, answer the following questions:

- Do I suspect or know substantial and significant illegal or improper conduct has occurred?
- Have I talked with my supervisor or department head, or is the supervisor or manager part of the issue?



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- Do the issues or concerns remain unresolved or ignored?

CONFIDENTIALITY: Individuals who report in good faith possible compliance issues will be accorded confidentiality and/or anonymity to the extent possible under the law. The reporting individual's identity may become known during the normal course of the investigation and this possibility will be discussed with the individual by the university's legal counsel.

INVESTIGATION: The investigation of compliance issues is the ultimate responsibility of the office of the university's counsel, or, in his/her absence, the chair person of the university's audit committee. In some cases, the general counsel or the chair person of the audit committee may delegate investigations to more appropriate units such as human resources, or the provost or vice president overseeing the specific area of concern. The university's general counsel or chair person of the audit committee, of in his/her absence his/her designee will be responsible for:

- Ensuring all investigations are carried out in a fair and unbiased manner.
- Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

FALSE ALLEGATIONS OF WRONGFUL CONDUCT: Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with university rules, policies and procedures.



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8.00 Life-Threatening Illnesses in the Workplace

Effective Date: 11/2/98

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. OCU supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, OCU will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. OCU will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Director of Human Resources for information and referral to appropriate services and resources.

See appendix for Acquired Immune Deficiency Syndrome (AIDS) Guideline and Educational Strategies.



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8.80 Chapel Attendance

Effective Date: 11/2/98

Attendance at University Chapel services of worship during working hours is encouraged, with no loss of pay. Attendance should be coordinated and approved by the employee's supervisor.



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8.81 Check Cashing

Effective Date: 11/2/98

For the convenience of all employees, check cashing is permitted at the Cashiers' Office, third floor, Administration Building, during regular hours. The limit is \$25.00 per employee per day. Employees will automatically be charged \$20.00 per returned check. No exceptions will be granted.



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8.82 Facilities Usage

Effective Date: 11/2/98

Revision Date: 3/10/99

Employees seeking to use OCU facilities for non-university related functions must contact the Vice President Administration and Finance for approval.

USE OF FITNESS AND RECREATIONAL FACILITIES

University employees may use the gymnasium, tennis courts, and other health, physical education, and recreation facilities by making prior arrangements with the Director of Athletics.



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8.83 Employee Identification Card

Effective Date: 11/2/98

Photo identification cards are issued to all employees. Employees should carry identification cards with them while on campus. Employees may be requested to show their identification card by other employees on campus, including Security Officers. Cards issued by the University provide library privileges and discounts on most items at the University Bookstore, as well as discount admission to the University events and activities.

Employees may purchase \$25.00 worth of credit on their identification card. This "munch money" may be used toward purchases in Alvin's or the cafeteria.



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8.85 Public Communications

Effective Date: 11/2/98

The Director of Communications and the Communication Department are responsible for University communications to the public. They work closely with the Office of the President and other University offices to communicate the overall mission of the University.

The Director of Communications is the designated spokesperson for the University. No one should make a response to the media as an official University spokesperson without first consulting the Director of Communications or the President.

The Director of Communication will review, direct and coordinate all University communications and releases to the news media. Staff members are urged to furnish the Communication Office with news items related to themselves, their departments or organizations which they sponsor.

All University advertising must be approved by the Director of Communications before it is placed in publications, on radio or television. Text and design of all publications prepared for external audiences must be routed through the Communication Office.



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8.86 Use of University Credit Card

Effective Date: 11/02/1998

Revision Date: 03/10/1999

General Information

University credit cards are issued to University officers and other personnel with a continuing need for significant expense advancements. Any employee issued a credit card for University use must understand that the credit card cannot be used to circumvent the pre-authorization policy of the University.

Credit card issuance may be requested by the department and must be approved by the Director of Accounting and Budget. Charges to credit cards should be for business related expenses only; the cardholder is personally liable for inappropriate charges. The cardholder is responsible for all charges on the account and will be responsible for contacting the credit card company and/or vendors regarding disputed charges.

The cardholder is personally responsible for guaranteeing that all charges are:

- For an appropriate University expense
- Within budget limits
- Documented with original receipts and description of business purpose.

Reconciliation Procedures

Credit card statements should be received by the cardholder no later than the 20th of each month. If you do not receive the statement by this date, please notify the Assistant Controller at extension, 5233.

The Accounting Office pays from the statement upon receipt and initially charges the transactions to the designated six-digit account and 4251 sub code for VISA advances or 4252 for American Express advances. When the University pays the credit card company, this payment represents an advance to the cardholder which requires reporting and reconciliation. Please remember that these charges represent advances to you and must be accounted for in a manner that is fair and equitable to both you and



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the University. This is done by turning in a properly completed Credit Card Reconciliation Form to the Assistant Controller by the 15th of the following month.

The Credit Card Reconciliation Form should provide details for each charge; original receipts should be attached for documentation. Original receipts must detail items purchased.

1. Number reference to the statement.
2. P.O. to charge to (the P.O. will provide the account number).
3. Notation describing why the charge has a business purpose:
 - a. Entertainment must include number of persons served, business relationship, and business purpose,
 - b. Travel must include business reason,
 - c. Gifts must include business reason.
4. Cardholder signature and date.
5. Vice President signature and date.

Cancellation of Credit Cards

Lost or stolen credit cards should be reported to the Administrative Assistant to the Director of Accounting and Budget extension 5150 immediately. The employee will be held responsible for charges made to lost to stolen credit cards that have not been reported.

Credit cards must be returned to the Administrative Assistant to the Director of Accounting and Budget upon leaving employment of the University.

The credit card may be revoked if the card is used:

- For personal or unauthorized purposes
- To circumvent the preauthorization process
- To purchase any substance, material or service which violates the law or University policy



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- With repeated failure to provide the Credit Card Reconciliation Form to the Accounting office and documentation concerning valid business purpose by the 15th of the month.



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8.87 Volunteerism

Effective Date: 11/2/98

Employees are allowed to volunteer during the workday to participate in OCU sanctioned community activities i.e. United Way Day of Caring, Oklahoma City Public School Mentoring Program, etc.

In order to miss work and participate in such an activity, the employee must seek and receive prior approval. The employee's primary responsibility is to the University and the activity must not interfere with the employee's job duties.



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8.88 Fundraising Activities

Effective Date: 11/2/98

Coordination of fundraising through the Office of Institutional Advancement is essential to achieve adequate funding for scholarships, promote building construction and renovation, support enrollment growth and cover day-to-day expenses of the University.

The Vice President for Institutional Advancement will review, direct and coordinate all University fundraising events and campaigns. Staff members must furnish complete details of the campaign, prospect to be contacted and how the funds will be used. This information is necessary to determine how each fundraising effort will impact other fundraising efforts.



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8.89 Handling Cash Receipts

Effective Date: 02/20/02

All funds received for the University, in whatever form, from whatever source, for whatever purpose, must be deposited in its entirety with the appropriate office to ensure proper credit and record-keeping.

- Receipts for gifts to the University should be deposited with the Gift Records Accountant in the Office of Institutional Advancement. All documentation regarding the wishes of the donor for the use of the fund and the account to be credited should also be furnished.
- If you have questions about how to process gift deposits, please call Gifts/Records, x5245 or call the Business Office.
- All other receipts (i.e.; for dues, ticket sales, and other miscellaneous purposes) should be recorded on a cash transmittal, which includes the account number where the deposit should be credited, and deposited at the Cashier's Office in the Administration Building.
- Deposits will not be accepted by the Cashier's Office as reductions of expense accounts unless the deposit is a valid reimbursement or refund of expenses previously paid from this account. Back up documentation should accompany the cash transmittal to explain why the deposit is being made to an expense account. Examples of valid deposits to expense accounts would be refunds of overpaid bills or return of unused travel funds.
- If you have questions about how to process miscellaneous deposits, please call the Assistant Controller, x5233 or Accounting, x 5214.
- No disbursements should be made from cash received for the University.

Processing Payments

- Generally, all payments for goods should be paid through a purchase order, check request, or purchase card, as authorized and approved by persons responsible for the administration account.
- In specific instances, a petty cash fund may be established to handle small dollar purchases. Approval by the director/dean/officer is required to set up a petty



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cash fund, and the fund may be replenished when receipts and documentation are provided and a request is made to add back to the fund.

- If you have questions about setting up and administering a petty cash fund, please contact Accounting, x5214
- All payments to University vendors for services should be paid through payroll in the case of employment, and through a purchase order or check request in the case of contract labor. Payments for services should never be paid from petty cash or by a credit card, due to tax reporting requirements.
- If you are uncertain as to whether services would be employment or contract labor, please obtain a checklist from Payroll, X5151 or Accounting, X5083, which will assist you in making this determination.
- If you have any other questions about paying for services through payroll, call X5151. If you have any questions about paying for services through contract services, please call Accounting, 5083.

QUESTIONS

For overall questions about any of the above, please call the Controller X5152 or the Assistant Controller X5233.



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8.90 University Contract Authorization

Effective Date: 05/05/03

All contracts entered into by Oklahoma City University shall comply with the policies and protocols set forth herein. Only officers and other designated individuals so authorized by the Board of Trustees can contract for the University to sell University assets or create other obligations. Contracts, leases, bills of sales and any other legally binding instrument must be executed by the appropriate corporate officer in the manner provided below

Review Process

Contracts between the University with companies, vendors, organizations, institutions, or individuals must be reviewed and approved before authorization. Employees are prohibited from entering into contractual agreements or making financial commitments on behalf of the University without this review. The Vice President of the Division to which the contract relates, the Vice President for Administration and Finance and the University's General Counsel, will conduct such review. In addition, if deemed necessary and appropriate, University's insurance carrier may also review some contracts, agreements and/or financial commitments. Only after completion of the review shall the relevant officer of the University be authorized to sign the reviewed contract. As used herein, officers of the University shall mean the President, any Vice President and any other person duly designated an officer by the board of trustees.

Written or verbal contracts, contract changes or modifications will be considered invalid unless this review process has been followed.

If any employee obligates the University financially or otherwise by making unauthorized contractual agreement, it will be considered a serious breach of this policy. Employees engaging in such conduct may be required to make full restitution and/or may be subject to discipline up to and including termination.