

# ADMINISTRATIVE/PROFESSIONAL HANDBOOK

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## **INTRODUCTION**

This Administrative & Professional Handbook is intended to provide general information. Nothing in this Handbook constitutes a contractual undertaking or promise by OSU Institute of Technology. OSU Institute of Technology, through its governing Board of Regents or through lawfully delegated authority by the Board of Regents to the President and other administrative officers, reserves the right to alter policies regarding employment and the operations of OSU Institute of Technology in the future as may be deemed necessary or expedient in the exclusive opinion of the institution. Further, while this document is intended to be an informational guide, each employee should be aware that the OSU Institute of Technology Policies and Procedures contain more detailed and specific statements than those contained in this handbook. In the event that any statement contained in this Administrative & Professional Handbook is determined to be in contradiction to a Policies and Procedures statement, the Policies and Procedures will take precedent.

## **GOVERNANCE**

### **The Oklahoma State Regents for Higher Education**

The Oklahoma State System of Higher Education was created by the adoption of state constitutional amendment, Article XIII-A, on March 11, 1941, which provided, “All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education.” The same amendment also created the Oklahoma State Regents for Higher Education as the “coordinating board of control.” The State Regents for Higher Education consists of nine individuals appointed by the Governor to nine-year staggered terms, with the State Senate confirming the appointments.

Responsibilities of the State Regents include determination of the functions and courses of study for each institution, establishment of standards of education, submission of budget requests to the legislature, allocation of state appropriated and revolving funds to each institution, and the determination of student fees. The Chancellor serves as the chief administrative agent for the State Regents.

### **The Board of Regents for Oklahoma State University and the A&M Colleges**

The Board of Regents for Oklahoma State University and the A & M Colleges is the governing board of five colleges and universities in Oklahoma. The Board possesses wide power to govern these institutions and may adopt rules and regulations deemed necessary. The Board may also employ and fix the compensation of employees, enter into contracts, purchase supplies and equipment, and incur other expenses to make its powers effective. The Board may authorize officials to act in its behalf in making contracts and in exercising powers conferred on the Board; to agencies, appropriated by the legislature, acquired from the sale of public bonds, or received from other sources under its jurisdiction; to supervise the construction of all buildings; and to establish plans for tenure, retirement, and the insurance of personnel serving its institutions.

## **OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY**

### **Institutional Overview**

Successful institutions of higher education of the future will be high performance organizations recognized for both their quality and productivity. As a high performance organization, OSU Institute of Technology must be a place where people are continually learning how to learn together, where creative and expansive patterns of thinking are nurtured, where individual and collective aspirations are set free, and where people constantly expand their capacity to achieve the future-oriented results they truly desire.

A system-wide strategic plan, which provides the vision for the future, was developed in 2005. As a premier technologically oriented institution of higher education, OSU Institute of Technology recognizes that an even stronger covenant with business and industry and an increased emphasis on quality and human resource will be critical to maintaining this reputation.

OSU Institute of Technology was the first college in Oklahoma to offer the Graduate Performance Guarantee. For students, the guarantee is a confirmation they have learned the skills and knowledge business and industry are demanding. For employers, it attests that graduates have met performance criteria developed by national and state leaders for their own industries.

Never before has education been so important, not only to the individual but also to the overall economic well-being of the state and nation. Achieving total quality is fundamental if OSU Institute of Technology is to attain the goals it has set.

### **Philosophy**

OSU Institute of Technology believes the opportunity to participate in education should be readily available and accessible to every person without regard to race, ethnic origin, religion, gender, handicap or level of income; they should not be impediments to an individual's academic and social growth and development. The institution believes learning is a lifelong process that helps individuals develop their

potential and increase their awareness of and capabilities for making reasoned choices. Differences among persons, particularly in goals, learning styles and attitudes, require a variety of means to satisfy the educational needs of individuals.

The institutional environment should be responsive to the varied needs of the students and the other constituencies that the institution serves. To this end, the institution is committed to providing educational opportunities through close collaboration with other educational institutions, the private and public sector, government entities, and the various business and industry-based organizations that serve the residents of Oklahoma.

### **Mission**

OSU Institute of Technology's mission is to serve as the lead institution of higher education in Oklahoma and the region providing comprehensive, high-quality, advancing technology programs and services to prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing members of society.

### **Role**

- To accelerate the development of academic, technical and leadership skills of students seeking associate degrees in advancing technology fields.
- To instill in every graduate an appreciation for his or her individual responsibility for citizenship in a multi-cultural society.
- To provide lifelong educational experiences for individuals.
- To provide out-of-class learning experiences in the environment of quality campus community.
- To develop strategic alliances and partnerships with government, business and industry that lead to enhanced economic development of the state and region.

### **Scope**

OSU Institute of Technology's scope is college level, advancing-technology curricula and services, co-curricular student life and public service. Emphasis is placed on:

- Associate and bachelor degree programs in advancing technologies that fulfill a critical work force need for technical/professionals;

- General education course work that contributes to the development of critical-thinking, and lifelong learners, whose interpersonal and communication skills, problem-solving abilities and knowledge of ethics prepare them to be productive employees and citizens;
- Programs and services which aid in the development and retention of students;
- Continuing education and public service programs that meet the needs of Oklahoma citizens;
- Technologically-advanced learning resource facilities and educational infrastructure which meet the needs for academic excellence;
- Student experiences which foster leadership, participation, and maturity;
- Recruitment and sustenance of a diverse, qualified faculty and staff;
- Institutional planning and program review processes that focus on academic excellence and continuous improvement of support services;
- Strategic alliances and partnerships with government, business and industry that serve to enhance economic development;
- External resources that are required to provide program excellence; and
- Accountability through assessment of student learning, competency, satisfaction, exit placement and career success.

## **EMPLOYMENT POLICIES**

### **Equal Opportunity/Affirmative Action Policy**

OSU Institute of Technology fosters the implementation of affirmative action and equal opportunity in employment and education. It is a practice of OSU Institute of Technology:

- to be a complete equal opportunity employer in all phases of operations, toward the end of attaining the University's basic mission and goals;
- to provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, sex, gender, religion, national origin, sexual orientation, veterans' status or qualified disability;
- to subscribe, to the fullest extent, to the principle of the dignity of all persons and their labors; in support of this principle, sexual harassment is condemned in the recruitment, appointment and advancement of employees, and in the evaluation of students' academic performance;

- to apply equal opportunity in the recruitment, hiring, placement, training, promotion and termination of all employees; and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs. The University shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, ethnicity, color, sex, gender, religion, national origin, sexual orientation, veterans' status or qualified disability;
- to ensure that each applicant offered employment at OSU Institute of Technology shall be selected on the basis of qualification, merit and professional ability; and
- to provide and promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide factors other than age, race, ethnicity, color, sex, gender, religion, national origin, sexual orientation, veterans' status or qualified disability.

OSU Institute of Technology has a written affirmative action program to implement its official policies of equal opportunity employment. Statements are published regularly as to the official stance of the University in regard to discrimination and equal opportunity employment. The continuing policy of the University is to actively and aggressively locate, recruit, place, upgrade and promote members of ethnic minority groups and women at all levels of the University.

The responsibility for the recruitment of administrative and professional staff shall be delegated to the appropriate unit leaders.

A recruitment report generated from the OSU Jobs database is used to implement the University's plan for affirmative action in regard to equal opportunity employment. This report indicates the number of persons considered for employment, their race and sex, and the reasons why the person selected was offered employment.

### **Equal Opportunity Policy**

OSU Institute of Technology, in compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the

Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, national origin or sex in any of its policies, practices or procedures. This provision includes but is not limited to admission, employment, financial aid, and educational services. In addition, OSU Institute of Technology does not discriminate on the basis of religion, age, gender, sexual orientation, veteran's status or qualified disability.

### **Immigration Reform Control Act (IRCA) Statement**

The Immigration Reform and Control Act of 1986, requires all new employees to complete the Employment Eligibility Verification (Form I-9) within three (3) business days from the date of hire.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed since employers are subject to civil or criminal penalties if they do not comply with the IRCA of 1986.

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. The form will be filed by the employer and made available for inspection by auditors and officials of the U.S. Immigration and Naturalization Service, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

### **Oklahoma Taxpayer and Citizen Protection Act (HB1804)**

The Oklahoma Taxpayer and Citizen Protection Act (HB1804) requires all new hires of all agencies within the State of Oklahoma to be verified through the electronic verification of work authorization program operated by the US Citizenship and Immigration Service.

### **Verification Division E-Verify**

- As a companion-piece to the Form I-9, all new hires hired on or after November 1, 2007, will be verified through the E-Verify system within three days of hire. Verification must be performed on all new hires and may not be conducted prior to the acceptance of a job offer.

## **Sexual Harassment Policy Statement**

OSU Institute of Technology explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to college disciplinary sanctions as well as civil and criminal penalties. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The college reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

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

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

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students and staff.

## **Guidelines**

*Definitions:* Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

*Information Sources:* If a person complaining of sexual harassment does not know whom to talk to regarding allegations of sexual harassment, he/she may seek assistance from the Human Resource and/or Affirmative Action Officer. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

## **Procedures**

All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to appropriate college officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the college to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek an informal or formal college evaluation and response to their concerns. However, in order for disciplinary action to be taken against a college employee, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with college officials on a formal basis.

This policy will be published in the student and employee handbooks, the Student Rights and Responsibilities document, and the OSU Institute of Technology Policies and Procedures.



This policy will be administered through the grievance procedures for employees and students respectively.

### **Americans with Disabilities Act (ADA) Policy Statement**

OSU Institute of Technology is committed to serving the needs of individuals with disabilities in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. OSU Institute of Technology will not discriminate against any qualified student, employee, or job applicant with respect to any terms, privileges, or conditions of enrollment or employment because of a person's physical or mental disability.

OSU Institute of Technology, realizing the legislative intent in this measure, will conform to its terms to the strictest degree and will use this Act as a blueprint for the future.

It is the responsibility of each student with a disability at OSU Institute of Technology to notify the University and to provide official documentation of such a disability and make an official Request for a reasonable Academic Accommodation. These requests should be filed in the Office of Disability Services located in the College Readiness Center.

OSU Institute of Technology also will make reasonable accommodation wherever necessary for all students, employees or applicants with disabilities provided that the individual is otherwise qualified to enroll in courses of study or safely perform the duties and assignments connected with the job.

### **Drug-Free Workplace and Drug-Free Schools and Communities Statement**

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind.

As set forth in local, state, and federal laws, and the rules and regulations of OSU Institute of Technology

prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by OSU Institute of Technology or as part of University activities.

### **Internal Sanctions**

Any student or employee found at any time to have violated the drug-free workplace policy may be disciplined by OSUIT even when the violation has not resulted in a criminal conviction, including but not limited to termination of employment. As an alternative to disciplinary action, the university may require satisfactory participation in a drug abuse assistance or rehabilitation program as a condition to continued employment.

### **External Sanctions**

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

Federal law provides severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

- "Illicit drug use" is defined as the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids.
- A drug and/or alcohol abuse assistance/rehabilitation previously approved and/or certified by such purpose(s) by a federal, state or local health, law enforcement, or other appropriate agency.
- Cocaine, marijuana, opiates, amphetamines, and any other drug or substance as set forth in Section 202 of the Controlled Substances Act, 63 O.S. 1981, Sec. 2-101, et seq., as amended.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on

an individual's record and could prevent entry into many careers.

### **Drug/Alcohol Counseling and Rehabilitation Programs**

The Campus Counselor will provide drug/alcohol counseling to students and employees, respectively. Should these programs not meet an individual's needs, there are other programs in the community or nearby. A list of such programs, their locations and phone number is maintained in the above-referenced office.

### **Policies and Procedures**

OSU Institute of Technology has a comprehensive set of Policies and Procedures, and each employee is urged to read them carefully. Policies and Procedures are located on the Employee Website.

### **Professional Development**

Professional development is primarily an employee responsibility although the institution seeks to assist by providing appropriate opportunities. Professional development is defined as the increase and expansion of professional expertise, skills, knowledge and abilities. Employees expected to exert diligent, good faith efforts to achieve such development. Professional development may be achieved by:

- reading professional articles, journals, periodicals, books or other literature that contribute information directly relevant to one's professional career;
- attending seminars, professional programs, and conferences using leaves of absence, with or without pay; and
- participating in activities especially related to enhancing one's professional knowledge, skills, and reputation.

Internal professional development activities are offered between semesters and at other times as the calendar permits. Many noncredit seminars and programs are offered on campus each semester as well.

### **Tuition Waivers**

Employees who take coursework at OSU Stillwater, OSUIT, OSU-OKC, OSU-CHS, and OSU Tulsa are accorded reductions of one-half tuition for a limited number of hours each semester. The Office of Academic Affairs may assist those seeking advisement

concerning degree programs. Employees may obtain the tuition waiver form from the Office of Human Resources. The Office of Human Resources will verify OSU employment status.

- Signed and approved tuition waiver forms must be submitted to the Office of Human Resources prior to the start of the semester request.
- Employees must pay one-half of the tuition cost. All fees must be paid 100% by the employee.
- If the tuition waiver is for more than one course or up to six credit hours, signature approval by the employee's supervisor and the President is required. Six credit hours is the maximum for tuition waiver.
- Employees employed less than 75% time, or who are in Leave without Pay status at the time, do not receive tuition waivers if they are enrolled in University courses.
- There is no special discount for books and supplies at the Student Union Bookstore for employees.

To receive any waiver of tuition, the full-time, active status employee must submit a completed "Request for Faculty/Staff Tuition Waiver" form to Office of Human Resources prior to the beginning of the semester. If the form is not on file prior to the beginning of semester, the employee will not be granted the waiver of tuition. If the number of hours does not exceed one course, only the unit leader's signature approval is needed on the form. If the request is for more than one course or up to six credit hours, the employee's supervisor and the President must sign the form.

### **Professional Organizations**

Participation in professional organizations can be meaningful in professional development. OSU Institute of Technology employees are encouraged to maintain at least one professional organization affiliation. Many also hold memberships in a wide variety of professional, educational and occupational specialty organizations.

### **Employment Status**

Employees are grouped into two major types of employment with regard to the benefits of insurance, annual leave, sick leave, and other types of leave.

### **Continuing Employment**

***Full-Time:*** The period of appointment is expected to be six months or more at 75% or more of full-time.

***Part-Time:*** The period of appointment is expected to be six months or more at less than 75% of full-time.

### **Temporary Employment**

***Full-Time:*** The period of appointment is expected to be less than six months at 75% or more of full-time.

***Part-Time:*** The period of appointment is expected to be less than six months at less than 75% of full-time.

In applying these rules, continuous service shall be construed as employment at OSU Institute of Technology without a break in service. (This interpretation of continuous service shall have no effect on the rules and regulations of the Oklahoma Teachers' Retirement System.)

Employees who have satisfactorily completed their probation period and are terminated due to a reduction in work force (layoff) and then re-employed by OSU Institute of Technology within 12 calendar months from the date of layoff will not be considered to have had a break in service.

Authorized leaves of absence with or without pay shall not be considered a break in service. Any unauthorized leave of absence for more than three consecutive workdays may be considered as a resignation from employment and, if so considered, will be construed as a break in service. Resignation from employment shall constitute a break in service.

When employees move from employment in one department to another department, any period in excess of five weekdays which elapses between the last day on the payroll of one department and the first day on the payroll of the other department shall be covered by approved leave. If leave is not approved, then the period shall be considered to constitute a break in service.

Continuing employees are eligible for proportionate annual leave and sick leave if they are employed 50% or more of full-time.

Temporary employees are not eligible for any benefits.

### **Probationary Period**

All new employees will be required to serve an initial

probationary period. An employee may be terminated during the probationary period with or without cause and without any requirement of advance notice.

Additionally, an employee has no "property interests" in continued employment during probation and there is no contractual right to expect continued employment.

Personnel so dismissed from employment are not eligible for appeal under the OSU Institute of Technology Grievance Policy (see OSU Institute of Technology Policy & Procedure Letter 3-015).

### **Procedures**

All new employees must complete an initial 12-month probationary period.

At least twice during the 12-month probationary period the employee will be informed as to how he/she is performing their job duties through the regular evaluation process.

At the end of the 12-month probationary period the individual's unit leader may make a recommendation that the employee be placed in a continuing employment status; or that the probationary period be extended; or termination of appointment. The recommendation in the form of a memo with a completed Performance Appraisal attached must be forwarded to the appropriate administrator for approval.

If the supervisor finds it necessary to extend the probationary period, not to exceed four months, the employee should be apprised of the reason(s) for the extension. A memorandum summarizing the reasons for extension should be provided to the employee and a copy attached to the Performance Appraisal, including the date to review the probation extension. The Performance Appraisal and memorandum copy should be forwarded to the appropriate administrator for approval.

Employees may request to use accrued annual leave and sick leave during the initial probationary period.

It is the responsibility of the Office of Human Resources staff to explain this policy and obtain the individual's signature on the probation statement. Any employee who transfers to another division, department or office will be required to complete the probationary period.

## **Nepotism Policy**

Near relatives of employees may be employed by the university in any department and in any position provided the level of training, experience and qualifications are commensurate with the needs of the position.

There shall be no restrictions of employment, salary, promotion, assignment, working conditions, or other factors based upon kinship. In instances where one member of the family is in a position to function as a judge or advocate in specific situations involving a member of the immediate family, it shall be the policy of the University that one shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave, etc.) to the other(s). For the purpose of this policy, the immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.

## **Salary Increases**

Salary increases depend upon availability of funds in the budget that is approved by the OSU Board of Regents. Salary increase recommendations are based on performance and merit.

## **Performance Rating System**

The unit leader will evaluate the employee at least once a year. A new employee will also be evaluated during the last week of his/her twelve-month probation and recommendations will be made as to his/her continuing status as an employee. Probationary status may be extended an additional period of time as deemed necessary by unit supervisor. For further information on the evaluation procedures and a sample copy of the evaluation form, see Policies and Procedures on the Employee Website.

## **Promotions**

Promotions are granted to an employee for increased responsibility and work requirements with documented above-average performance and necessary knowledge, skills, education, and experience. OSU Institute of Technology encourages the employee to prepare

himself/herself for advancement in his/her field or other fields that might become open on campus.

For further information on the above, see Policies and Procedures on the Employee Website (Policy #3-019).

## **Termination of Employment**

**Resignation:** An employee should give notice of resignation as early as possible (a minimum of four weeks' notice in order that a replacement can be found). The replacement process takes a minimum of four weeks and hardships may result from short notice. The unit leader should be notified in writing as soon as a resignation date is established.

**Exit Interview:** All employees are requested to report to the Office of Human Resources during their final week of employment to complete an Exit Interview questionnaire.

**Dismissal:** An employee may be dismissed from employment for incompetence, neglect of duty, insubordination, misconduct, failure to report for duty or abandonment of position, or other good cause. In cases in which dismissal is made during the probationary year of teaching, no cause for such dismissal need be given and the employee has no property interests in continued employment for any period of time during this probationary year of employment. After successful completion of the probationary period, any employee who is dismissed has the right of appeal in accordance with due process as set forth in the Institution's Policies and Procedures.

## **Demotion, Suspension and Dismissal**

**Disciplinary Actions/Dismissals:** Each employee at OSU Institute of Technology is given an opportunity to perform assigned tasks and responsibilities in an acceptable manner. In the case of non-acceptable performance, disciplinary action may include probation, suspension without pay, transfer and/or demotion. Termination will result from failure to improve, or in the instance of serious misconduct. Each employee is urged to work with his/her immediate supervisor to alleviate any problems.

An employee may be demoted, suspended or dismissed from employment for inefficiency,

insubordination, job abandonment, misconduct, or failure to report for duty or other good cause. However, after successful completion of the probationary period, any employee who is demoted, suspended or dismissed has the right of appeal in accordance with the principles of due process.

For further information on the above, see Policies and Procedures on the Employee Website (Policy #3-019).

### **Notification of Absence or Tardiness**

Punctual and regular attendance is expected. If the employee is unable to report for work or finds that he/she will be late, he/she should notify the unit leader as soon as possible. If an employee is out for more than one day, he/she must check in with the unit leader daily. The unit leader then can arrange for duties to be covered.

### **Grievance Procedures**

OSU Institute of Technology employee who feels he/she has sustained a grievance related to working conditions, reassignment, demotion, or termination of employment, which cannot be resolved by informal discussion between the parties involved, may request the formation of a Grievance Committee. Procedures are contained in the Policies and Procedures on the Employee Website.

### **PURCHASING**

It is the responsibility of each employee involved in the procurement process to make sure they understand purchasing procedures and apply them correctly. The purchasing policy for Oklahoma State University Institute of Technology is designed to provide uniform procedures that are consistent with university purchasing policy and that permit the timely and efficient procurement of materials, equipment and contractual services. These procedures apply to the purchase of all materials, equipment and contractual services.

Oklahoma State University Institute of Technology procures goods and services through Small Dollar Purchases and Requisition/Purchase Orders. In conjunction with small dollar purchase, the Oklahoma State University purchasing card (P-Card) program establishes the use by designated University employees,

of commercial purchase cards to facilitate the acquisition of lower dollar goods and services (\$2,500 or less) needed to conduct official University business. Purchasing Card Training is required before the card can be issued to any employee. The cardholder is responsible for and accountable to the university for all charges made with the p/card. Personal purchases are strictly forbidden. Additionally, the university does not reimburse employees for university purchases made with personal funds. This does not include approved travel expenses.

Through the Fiscal Services Office only, direct purchase of lodging and airfare with p/card, can be made on behalf of employees conducting official university business. Contact the Fiscal Services Office for procedures.

### **EMPLOYMENT BENEFITS AND SERVICES**

#### **Sick Leave**

Sick leave is defined for the purpose of this policy as absence from assigned duty with pay, such absence resulting from an illness or disabling injury which is expected to continue for less than six calendar months. It is in no way intended or to be construed as “vacation time”.

Employees in a full-time position (100% FTE) shall accrue sick leave at the rate of 14.67 hours per month. The maximum accrual of sick leave is 200 working days (1600 hours). Sick leave accumulations are credited at the end of each pay period until the maximum is reached. There is no accumulation in a pay period where 1600 hours are already credited.

Sick leave does not accrue during periods of leave without pay.

Employees in a part-time continuing position (at least 50% but less than 99% FTE) shall accrue sick leave with pay proportionately, and the maximum accrual will be proportionate to the individual’s percentage of FTE. Part-time employees with less than 50% time shall not accrue, nor be awarded, nor be paid for sick leave in any amount.

Employees shall submit all sick leaves, scheduled and/or used, to their unit leader for approval.

Falsification of such request shall be cause for dismissal with appropriate adjustment in terminal pay.

Employees paid monthly shall earn sick leave for the month provided they are in an active pay status on the 16th day of the month.

Employees shall not be paid for unused sick leave.

Adequate up-to-date records for each employee that will accurately reflect the rate and the amount of sick leave or disability leave accrued, the date of all sick leave or disability leave used, and the current accrual balance shall be maintained by the employing department. Sick leave used shall also be reported on the confirmation payroll record each month.

Employees who transfer from one department to another department or unit within the OSU system shall take with them the balance of unused accumulated sick leave.

The supervisor of the employee requesting sick leave may require the employee to furnish satisfactory proof of illness or disabling injury and furnish medical certification that he or she is able to return to work or to continue working. Satisfactory proof shall be medical certification from any licensed medical practitioner.

Employees who terminate employment with the OSU Institute of Technology shall forfeit all unused sick leave. Upon the recommendation of the hiring supervisor and with the approval of the President or his/her delegated representative, prior sick leave accumulations up to a maximum of ten working days may be reinstated upon reemployment of staff when such reemployment occurs within six months from the date of termination.

Employees may request sick leave for regularly scheduled doctor appointments and for routine physical and checkups. The supervisor may request the employee to provide documentation of such doctors' appointments.

## Annual Leave

Annual leave for administrative/professional exempt personnel is accrued on the basis of years of service.

According to the following schedule:

### *Exempt Administrative/Professional Employees – 1.00 FTE*

Years of Service	Hours Accrued Per Pay Period	Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly		
0-4 yrs	10.00	120 (15 days)	240 (30 days)
5+ yrs	14.67	176 (22 days)	352 (44 days)

## Use and Payment of Earned Annual Leave

The unit leader will consider unit needs when scheduling leave requests. Employees must complete a Leave Request Form as quickly as possible for the supervisor's consideration and approval.

Approved annual leave may be used only after it is earned, it will not be anticipated (new accumulation is added at the end of the pay period).

Employees who resign or who are otherwise separated from employment for any reason, except death, shall be paid for annual leave, except that in no case shall payment be made for more than one full year's accumulation.

Employees who are separated from employment for reason of death shall be paid for accrued but unused annual leave, except that in no case shall payment be made for more than two full years' accumulation.

## Administrative Leave

Any type of administrative leave that is requested by an employee and approved by proper authority, or designated by the President, shall be charged as administrative leave and shall not be deducted from sick leave or annual leave accumulation.

## Funeral Leave

Employees, upon request, shall be granted up to three working days of funeral leave with pay upon the death

of a related person in the employee's immediate family; or for one day upon request of related person not in the immediate family. The immediate family is defined as the spouse, parent, grandparent, child, grandchild, sibling, and spouse of a child, spouse of a grandchild, spouse of a sibling of the employee, or the parent, grandparent or sibling of the employee's spouse. Three days will normally be contiguous with the day of the funeral.

Relatives not in the immediate family would be aunts, uncles, nieces, nephews, and cousins of the employee. Such relatives of the spouse are not considered as the immediate family of the employee and therefore no funeral leave applies.

When covered funeral leave occurs while the employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the employee is on annual or sick leave, the funeral leave will supersede the other type of leave. Funeral leave is considered an administrative leave and does not affect annual or sick leave.

### **Catastrophe Leave**

An employee who suffers individual, personal misfortune as a result of an event such as fire, explosion, flood or violent weather, will be granted upon request up to three working days of paid administrative leave, if the event occurs while the employee is not on leave without pay. Request for use of catastrophe leave will be evaluated on an individual basis.

### **Holidays**

To receive payment for a holiday, an employee must be on active pay status (not terminal or leave without pay) the last workday before and the first workday after the holiday.

The official University holidays are as follows:

- New Year's Day (January 1)
- Martin Luther King Day  
(3<sup>rd</sup> Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day  
(fourth Thursday in November)

Friday following Thanksgiving

Five workdays at Christmas

When an official holiday falls on a Saturday, Friday preceding will be observed as a holiday. When an official holiday falls on Sunday, Monday following will be observed as a holiday.

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

Official holidays are observed through closing all offices and facilities provided functions or other essential activities can be discontinued without adversely affecting services to the students and the public.

The President of the university may designate any other workday as a holiday.

### **Holiday Pay**

Employees at least .50 FTE will be paid in proportion to their assignment at the rate in effect on the date of the holiday.

Holidays are paid as holidays and are not chargeable to other forms of leave. When holidays occur during periods when staff members are on approved leave of absences with pay, the day of the holiday will be charged as a holiday.

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

Holiday pay at Christmas will be granted employees with an official OSU retirement date of December 31 of the same year. However, because individuals wishing to retire must physically be at work on their last day of employment, the employee will need to return the first working day of January.

Holiday pay does not count as hours worked for the

purposes of determining overtime.

### **Work on a Holiday**

Exempt employees do not receive additional pay or compensatory leave for work performed on a holiday.

### **Religious Holidays**

OSU Institute of Technology will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled work days.

To avoid disruption in normal work schedules, employees must submit a leave request in writing to their supervisor at least one week in advance.

Employees will use annual leave, compensatory leave, or personal leave without pay for the time requested.

Time off will be granted unless such leave would cause undue hardship to the department.

### **Military Leave**

Employees who are members of the reserve components of Oklahoma or Federal military forces are entitled to leave of absence with pay to fulfill their military duties. This leave, authorized by federal law, is given without loss in status or seniority for all days in which they are ordered by proper authority to active duty for training or field exercises. Paid Military Leave Pay shall not exceed thirty working days in any one federal fiscal year (10-1 to 9-30).

In ordinary circumstances, the maximum amount of leave, in the aggregate will be five (5) years in duration.

A copy of the military orders must be submitted to the Office of Human Resources as soon as possible after receiving the orders. A copy of the same orders should be attached to a request for military leave and submitted to the division chair, assistant division chair, or program chair (See Policy and Procedures 3-002.16, #4b).

### **Maternity Leave**

After utilizing accumulated sick leave and annual leave, employees shall, upon request, be granted a maternity leave without pay for childbearing purposes.

The beginning date of such maternity leave shall be consistent with the health and/or safety of the mother and the unborn child. The ending date shall be consistent

with the postnatal health and/or safety of the mother as certified by a licensed medical practitioner. The employee will be expected to resume regular employment as soon as certified medically able.

### **Family Medical Leave Act (FMLA)**

The Family Medical Leave Act (FMLA) requires an employer to offer a total of 12 weeks of unpaid leave of absence to employees for one or more of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### **National Defense Authorization Act Amendment**

- A spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness.
- The serious injury or illness is one that was incurred in the line of duty while on active duty.
- The next of kin is the nearest blood relative of the injured/sick service member.

OSU Institute of Technology provides for leave without pay if an employee makes a written request for personal reasons including childcare. Requests do not usually exceed six months. Any accrued compensatory time off and annual leave must be exhausted before personal leave without pay begins. While OSU Institute of Technology policy specifies authorization will be based on departmental and employee needs, departments will be expected to comply with federal law.

A special case of family leave may be used in connection with maternity leave or use of dependent sick leave. A physician determines necessary time away from work for safety and childbearing purposes. To the extent that the employee is disabled and unable to work, sick leave may be used. If additional time were requested, annual leave or leave of absence without pay would be considered. If the employee's medical



condition requires a leave longer than six months, and if they are covered by long-term disability, the policies under that program would apply. Sick leave can also be used for occasions, which required the employee to care for a member of the immediate family who is ill or incapacitated. Documentation can be required.

For eligibility and questions contact the Office of Human Resources.

### **Professional Development Leave**

OSU Institute of Technology employees are encouraged to continually strive to improve their skills and abilities in the area, in which they work and, if desired, prepare themselves for other fields of endeavor. To aid in this, opportunities are made available to the employee to attend classes and seminars presented on campus both in the daytime and at night. Opportunities are also available for the employees to attend off-campus classes, schools, and seminars in their field.

Regular continuing employees will be allowed one day per semester “professional development leave” to confirm a plan of study, enroll, confer on graduate work, etc. Employees must submit for approval an off-campus travel request and complete a division/departmental leave request.

### **Leave without Pay/Leave of Absence**

The Office of Human Resources must be contacted immediately when such request is received.

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

All appropriate accrued leave accumulation must be exhausted before personal leave without pay begins. Any exception must be approved by the appropriate vice president.

### **Jury Duty/Court Leave**

Employees who are called to serve as a member of a jury panel or who are legally subpoenaed as witnesses pertaining to their employment with OSU Institute of

Technology shall be granted a leave of absence with pay. The employee may retain fees paid by the court in connection with the jury panel duty. The employee is not entitled to receive any fee for serving as a witness pertaining to their OSU Institute of Technology employment.

If employees are selected to serve on jury duty, they will be excused from work without loss of pay. Employees are expected to report back to their working assignment during a normal workday when the jury does not require their presence.

A leave of absence with pay shall be granted to the employee when the court appearance is the result of an act performed by the employee as a part of his/her official duties as an employee of OSU Institute of Technology. In no case shall a leave of absence with pay be granted to any employee when the court appearance is the result of the employee being involved in a personal litigation case outside his/her scope of employment.

Employees who receive a jury duty summons should take it to their supervisor immediately so arrangements may be made if the individual serves. In some instances, it may be necessary to ask for the individual to be excused from serving on the jury. In those cases, the supervisor will forward the jury summons to the Director of Human Resources to write the request to be excused. This must be done as soon as possible after receipt of the jury summons.

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

### **Inclement Weather**

At times, usually in winter, travel to and from the campus for work will be difficult due to bad weather. In rare instances the administration of OSU Institute of Technology will make the decision to close all offices except those recognized as necessary to maintain essential services. If no such announcement is made, the following leave policy will apply for employees who are absent.

- Employees with an available balance of annual leave will use annual leave to cover the absence. If annual leave is not available, then leave will be without pay.
- It is understood that in a very few cases an employee's illness or dependent's illness may coincide with a bad weather day. If the employee claims sick leave, it must be documented fully on the request for leave approval to the unit leader.

No type of unused administrative leave shall be accrued by any employee. Employees will not receive payment for unused administrative leave.

Any type of administrative leave that is requested by an employee and approved by proper authority shall be charged as administrative leave and shall not be deducted from sick leave or annual leave accumulation unless otherwise stipulated in Policies and Procedures on the Employee Website.

### **Payroll**

Final responsibility for the processing of OSU Institute of Technology's payroll rests with the Payroll Processing Section, Oklahoma State University-Stillwater.

Each employee of OSU Institute of Technology agrees to render service at a specified rate of pay, either at a monthly rate, hourly rate or job rate and in return expects compensation at a specified time. Therefore, it is the objective of the Payroll Processing Section, as a service function to OSU Institute of Technology; to provide payment for services rendered to each employee when payment is due. OSU Institute of Technology utilizes two payroll systems in order to pay employees.

**Bi-weekly** The biweekly hourly wage payroll pays an employee every other Friday on the basis of time sheets submitted for the two weeks prior to that pay period. Time sheets are required for each element of cost distribution and must be signed by both employee and unit leader.

**Monthly** The monthly salary payroll system utilizes budgeted cost distributions based on planned work assignments to distribute costs to functions and accounts. Monthly salary payroll is distributed to the

employee on the last working day of the month for services rendered for that month.

**Overtime and Compensatory Time** There shall be no accrual or payment for overtime worked by a classified employee who is determined to meet all of the tests for exemption under the Fair Labor Standards Act. Such exempt employee is expected to spend whatever hours are necessary over and above the basic work week in the completion of his/her work assignments.

Classified staff who are not specifically exempt from the payment of overtime under the Fair Labor Standards Act shall receive compensation by check or warrant, or by release time, at the rate of time and one-half his/her regular work rate for hours worked in excess of 40 hours in any work week. Each work week shall stand-alone and cannot be averaged. The work week at OSU Institute of Technology runs from Saturday midnight to Saturday midnight.

**Compensatory Time** Every effort shall be made by a unit leader to minimize overtime. If more than eight hours per day is worked, then every effort should be made to release the employee the equal amount of time during that week.

If an employee works more than 40 hours in an official work week and cannot be released during that time, the employee is to be given compensatory time off at the rate of one and one-half times the amount of time worked over 40 hours in anyone official workweek.

### **Hours of Work and Rest Periods**

Most offices at OSU Institute of Technology remain open for business from 7:30 a.m. to 4:30 p.m. Monday through Friday. An employee is expected to be on duty from 7:30 a.m. to 4:30 p.m., with a one-hour lunch period, unless his/her job requires shift work. Because of the nature of services rendered, some areas and offices may be required to be open longer each day. The unit leader will advise the employee of any variation of the 7:30 a.m. to 4:30 p.m. workday. Depending on the nature of the work, the unit leader may authorize a short rest period not to exceed 15 minutes after two or three hours of continuous work. These rest periods are to allow the employee to relax and improve efficiency. It is

not to be used to offset tardiness or early departures.

Further information may be found in the Policies and Procedures document on the website at [https://www.osuit.edu/employees/policies and procedures](https://www.osuit.edu/employees/policies_and_procedures).

**Direct Deposit**

All employees are required to enroll and participate in the direct deposit system for their paycheck. The deposit is guaranteed to be in the employee’s designated checking or savings account on payday, or the last working day of the month if payday for salaried employees falls on a weekend or holiday. Direct deposit forms are completed and processed through the Office of Human Resources.

**Retirement**

Retirement income for employees is derived from a combination of sources including Social Security, Oklahoma Teachers’ Retirement System, and the Teachers Insurance and Annuity Association (TIAA).

Employees under the provisions of the Internal Revenue Code may invest tax-deferred annuities in additional retirement benefits. The tax-advantage part of one’s annual income is excluded from current income taxes, but is subject to taxation when payments are received after retirement.

**University Policy**

University policy currently provides that an employee may retire with the OSU system if they meet one of the following criteria:

- at age 62 with at least 10 years of creditable OSU service;
- with 25 years of creditable OSU service regardless of age;
- meet the OTRS guidelines for the "Rule of 80" or "Rule of 90" (age plus years of OTRS membership).

After July, 1992, a new OTR participant may retire when his/her age and years of service equals 90 ("Rule of 90").

The Office of Human Resources should be contacted for detailed information regarding any OSU Institute of Technology retirement plan.

**Teachers' Retirement System of Oklahoma**

Membership in the Teachers' Retirement System is

optional for all employees employed 50% or more time.

**Social Security**

Participation in the federal Social Security system is mandatory for all employees unless exempt by law. The staff member and OSU Institute of Technology shall each contribute to Social Security according to the schedule as established by law.

**Insurance**

**Group Life Insurance and Health Care Coverage**

Group Life Insurance and Health Care Coverage is available to all active full-time continuing employees, to age 65 years of age, through OSU Institute of Technology. This coverage is not automatic and an application must be completed within the first 30 days of employment to avoid proving insurability. Group Life coverage is paid by OSUIT, and Health Care premiums are paid jointly by OSUIT and the member, except when the member is temporarily off the payroll while on leave without pay status.

The amount of life insurance coverage is equal to two times the annual salary rounded up to the next full \$1,000. The maximum limit of the base amount of the insurance is \$200,000. The amount of coverage is updated once each year on October 1 based on the September base salary rate. The face amount of coverage decreases over age 65 according to the following schedule:

Under Age 65	2 times annual salary
Age 65	1.84 times annual salary
Age 66	1.69 times annual salary
Age 67	1.56 times annual salary
Age 68	1.44 times annual salary
Age 69	1.33 times annual salary
Age 70 and Over	\$4,000

**Personal Liability Insurance**

Personal liability insurance is provided for all University employees, and is intended to cover any loss arising from a claim against an employee who commits a wrongful act (for which the employee becomes legally obligated) in carrying out official duties for OSU Institute of Technology. The policy premium will be paid by OSU Institute of Technology.

### **Dental Insurance & Vision Benefits**

Participation in the dental and/or vision plan for an OSU employee is optional with all premiums being paid by the employee for themselves and/or their dependents. Currently employees may make a change only during the annual fiscal year sign-up or when there is a bona fide change in family status.

For more information on current premium rates, coverage and application procedures check with the Office of Human Resources.

### **Flexible Benefits**

Employees have the option of tax-sheltering their medical, dental, and vision insurance premiums and/or a medical reimbursement care program for other medical, dental, vision care and dependent care expenses. Employees who wish to participate may do so during open enrollment each year to be effective January 1 of the following year. During the calendar year a plan cannot be changed unless there is a change in family relationship, such as marriage, divorce, death of a spouse or dependent, birth or adoption of a child, or other decrease or increase in dependents or change in spouse's employment status. In the event of a change in status, the employee has 30 days from the date of the qualifying event to make a change in plan.

### **Long-Term Disability Insurance**

Long-term disability insurance is available on an optional basis at the time of employment for all continuing, full-time employees. The employee pays the entire premium through payroll deduction.

New employees must complete application for the long-term disability insurance within the first 30 days of employment. For current rates and coverage information, contact the Office of Human Resources.

### **Unemployment Compensation Insurance**

The provisions of the Unemployment Compensation Act apply to all employees of OSU Institute of Technology. It is the responsibility of the Unemployment Compensation Commission to determine the terminated employee's eligibility for unemployment payments based on the circumstances of

termination.

### **Worker's Compensation**

All employees of OSU Institute of Technology are covered by worker's compensation. Premiums for this insurance are paid by OSU Institute of Technology. Coverage is automatic when an employee is added to the payroll. Worker's compensation covers only those accidental injuries or occupational diseases arising out of or in the course of employment. The incurred costs are screened by the college's carrier to insure the charges are usual, reasonable, and customary.

Compensation benefits for loss of time are not available for the first three days of disability; however, if disability continues beyond the third calendar day, compensation benefits will be paid from the inception date of disability.

When an on-the-job accident occurs, the injured employee should notify the supervisor at once so that medical attention may be provided. It is the responsibility of the employee and supervisor to complete an Employee Injury Report Form and forward to the Office of Human Resources so that a proper claim can be filed.

### **Tax Deferred Annuity**

Tax deferred annuities are available by payroll deduction. Federal and State of Oklahoma Income Tax is deferred. Various plans are available on a voluntary basis subject to limitations established by law.

This is a condensed summary of many, but not all, benefits to which OSU Institute of Technology employees are entitled. For more detailed information, contact the Office of Human Resources.

### **Travel**

Expenses for official university travel are handled on a cost reimbursable basis; that is, the employee does not receive a monetary travel advance prior to the trip, but rather files for reimbursement of allowable costs at the completion of the travel.

All off-campus travel requires the submission of an Off-Campus Trip Request and Vehicle Reservation Form via SharePoint. In addition to making

transportation arrangements and providing for reimbursement, these forms are the employee's authorization to be off campus in a work status.

### **In-State Travel Requests**

Off-campus Trip Requests and Vehicle Reservation Form must be complete with all pertinent information and approved by the unit leader and the VP of Fiscal Services. The form should be received in the Fiscal Services Office 48 hours prior to departure. Vehicle reservations are made only upon receipt of a completed form requesting a motor pool vehicle and then on a "first-come, first-serve" basis. Use of the employee's personal vehicle is normally at one's own expense. However, if a motor pool vehicle was requested and was not available, mileage reimbursement will normally be approved. The employee should assume a motor pool vehicle is available unless notified otherwise.

### **Out-of-State Travel Requests**

Out-of-State Travel Requests must be complete with all pertinent information and approved by the appropriate unit leader. These requests must be submitted to the VP of Fiscal Services for approval as the final authorizing officer. No commitment of funds shall be made without these approvals. Sufficient time should be allowed for approval and scheduling of transportation and accommodations, but in no case fewer than seven days prior to the anticipated departure.

Coach air, when appropriate, is the normal method of transportation. If a motor pool vehicle is required, an Off-Campus Trip Request indicating the need should be completed on SharePoint. Personal vehicles will be authorized only when it is economical or advantageous to the University and a motor pool vehicle is not available. Mileage reimbursement will be limited to the lesser of round trip coach airfare or current map mileage via the most direct route.

### **Out-of-Country Travel Requests**

All out-of-country travel must be approved in advance by the OSU Board of Regents. If out-of-country travel is anticipated, contact the Fiscal Services Office for procedures.

### **Lodging**

Lodging is purchased by the Fiscal Services financial analyst. The university may purchase lodging for any state officer, employee or others, while in official travel status. Lodging is paid after attending an approved meeting, workshop, conference or other such events conducted at a designated location as evidenced by the sponsor's announcement, agenda, brochure, registration form, and/or notice. Lodging is not allowed to be paid in advance of the stay. A deposit for one night is allowable, if refundable.

## **CAMPUS SERVICES**

### **Child Care Center**

The OSU Institute of Technology Child Care Center provides quality and nurturing care to children of students and employees of OSU Institute of Technology. The Center is open from 6:30 am to 5:30 pm, Monday through Friday when school is in session. The Center accepts children ages 0 weeks to 12 years of age.

Staff members at the OSU Institute of Technology Child Care Center are trained in adult and infant CPR, emergency first aid and child development through in-service workshops and conferences. In addition, the OSU Institute of Technology Child Care Center is in compliance with fire, health, and licensing standards

For more information concerning the OSU Institute of Technology Child Care Center, please contact the Child Care Center Manager at ext. 4934.

### **Marketing & Communications**

OSU Institute of Technology's Marketing & Communications Department offers a wide variety of marketing, media, and public relations services and plays an important role in the internal and external communications for OSU Institute of Technology.

### **Copy Center**

Located in the Student Union, the Copy Center offers duplicating, collating and binding services to the campus, and both a black and white and a color copier are available. The Center has a wide selection of paper

from which to choose for projects ranging from resumes and reports to formal presentations. All services must be paid for when orders are placed. Phone: 293-4619.

### **Credit Union**

Employees of OSU Institute of Technology and their family members are eligible for membership in the Credit Union located in the Student Union. The Credit Union is a branch of First Family Federal Credit Union. Joining is a simple procedure: submit a social security card and photo ID; complete the membership card, and make a deposit for \$5. The credit union is open Monday through Friday, 9:00 am until 3:00 pm.

### **Mail Services**

A classified United States Postal Service, located in the Student Union, is maintained for the convenience of the student body and faculty. Departmental pickup and delivery are provided twice daily for institutional mail.

Window service hours are Monday through Friday from 9:30 a.m. to 4:15 p.m. and Saturday from 9:00 a.m. to 10:00 a.m. except on university or U.S. holidays. The lobby remains open during building hours. Normal post office services are available except for C.O.D. and money orders.

Boxes can be rented for a small charge per semester with the charge being based on box size. Box assignments and rental payments are made at the Campus Post Office. Questions concerning campus postal services should be directed to the Campus Post Office at (918) 293-4980.

### **Physical Plant**

Physical Plant personnel are responsible for maintaining and remodeling buildings, furnishing the necessary housekeeping and utilities, and enhancing the campus landscapes. The Physical Plant provides custodial services and schedules maintenance according to usage and traffic.

Faculty and staff members are responsible for locking classrooms, closing windows, and turning off all lights and equipment when leaving the department, as well as adjusting thermostats.

Failures of lights, equipment, or utilities will be reported to the Physical Plant Office through the online TMA work order system. Faculty and staff should report such occurrences to their appropriate office to initiate a work order request. This process is necessary for the Physical Plant to schedule needed work/repairs.

### **Telephone Use**

On-campus calls are handled by direct dialing of the four-digit number. Local outside lines are available by dialing 9, and once a dial tone is heard, dialing the local number.

Only authorized OSU Institute of Technology personnel assigned personal access codes may place long distance telephone calls through the OSU Institute of Technology telephone system.

### **Use of College Property**

College property is defined as equipment and facilities owned by OSU Institute of Technology. This includes donated equipment and utilities. The use of OSU Institute of Technology property on or off campus for personal gain is forbidden.

There may be occasions when it is advantageous to the employee and the department for permission to be granted to check out equipment or use facilities in furtherance of shop assignments, class work, or course work preparation. The unit leader is responsible for the proper use and security of equipment and facilities under their direction. Permission may be granted to remove state property from the campus. The request must be in writing and include the purpose, inventory number, description, date out, date in, and person responsible. The intent and purpose of this policy is not to restrict or discourage usage when deemed appropriate, but to emphasize procedure, responsibility, and security of state property.

## Compensation and Outside Activities

The policy on compensation and outside activities prescribed for the faculty of Oklahoma State University is also applicable to all employees of OSU Institute of Technology. The following is the OSU Policy statement:

“Employees, as highly skilled professionals, possess expertise widely demanded by educational institutions, business, industry, and other private and public institutions. As a consequence, employees may engage in such activities as might improve the general welfare of the people of the state and nation, and/or develop their own professional competencies so long as such activities do not interfere with the employee’s obligation to the University.”

The following key principles are central to these guidelines:

- The employee’s primary professional responsibility to the University must not be impaired by the time and effort expended in outside and/or overload activities and non-professional activities.
- Conflicts of interest (as defined by: 74 O.S. 1971 Sec. 1404, subsequent legislation, opinions of the State Attorney General, and other applicable federal statutes) with the University are to be avoided in all outside activities.
- The employee's outside activities must be carried out in a manner consistent with all applicable state and federal statutes and University Regents' policies.

Policies and Procedures lists the specific guidelines applicable to OSU Institute of Technology (refer to Policy #1-015 and Policy #3-014).

## EMPLOYEE SAFETY AND HEALTH

### Reporting Emergencies

#### Reporting Emergencies During Normal Work Hours

**Bodily Injury:** Injuries should be reported immediately to the dean, assistant dean, or unit leader who will notify campus police in cases of serious injury. For employees, an Employee Injury Report form must be completed and forwarded to the Office of Human Resources. For any non-employee (i.e. student,

guest, etc.) an Incident Report form must be completed and sent to the Fiscal Services Office.

**Fire:** The campus operator (dial “0”) should be notified of the building number, and evacuation of the building should be initiated according to posted fire plans.

**Disaster:** The campus operator (dial “0”) should be notified as to the nature of the disaster and the steps taken to insure the safety of building occupants.

### Reporting Emergencies Outside Normal Work Hours

If an emergency exists after normal work hours, the OSU Institute of Technology operator should be called and provided with information relative to the nature of the incident, building name or number, street, if ambulance or fire truck needs to be called, and who to contact at the scene. The operator will notify the police officer on duty.

### Good Samaritan Act

Normally, each person is responsible for negligent acts performed. The Good Samaritan Act states that any person licensed to practice medicine or ancillary services or to perform surgery or dentistry in this state may render emergency care and is thereby immune from civil damage liability resulting from damages sustained by the patient. The same is true for any person who, in good faith, does the same thing.

### Campus Police

The Campus Police Department is responsible for handling all violations of the law occurring on campus property, for assisting law enforcement agencies in executing their duties, and occasionally for providing emergency assistance.

If it is essential that a student be contacted in class, Campus Police will first contact the unit leader (or designated person). The police officer and the unit leader (or designated person) will jointly determine the most appropriate method for contacting the student. Only as a last resort will a student be contacted in class. If the police officer and the unit leader (or designated person) determines that it is absolutely necessary to contact a student in class, faculty are urged to cooperate fully.

## Safety and Security

Safety on the OSU Institute of Technology campus receives top priority. Each employee is expected to follow safety procedures in work activities. Each employee should consult with his/her unit leader about area-specific practices and procedures.

For the benefit of the faculty, staff, and students of OSU Institute of Technology, and for the training of students for future employment, safety should be stressed in all aspects of the school operations. It is the policy of OSU Institute of Technology that safety practices within departments be in compliance with established Federal, State, and University regulations. Check with your Division or Department Office regarding Quarterly Safety Requirements.

OSU Institute of Technology has an active Safety Committee to organize and implement the institution's safety programs. To insure corrective action, an Employee Injury Report or Incident Report Form is to be completed for any accident which involves personal injury. For further information, see Policies and Procedures on the Employee Website.

The security of OSU Institute of Technology equipment and facilities is the responsibility of all employees and students. Theft or damage should be immediately reported to Campus Police.

### Accidents

**Personal Injury** In case of an injury accident, employees should render reasonable assistance and notify his/her unit leader. If an ambulance is required, dial "0" for the campus operator. The operator will make the necessary call. Campus police can be reached through the campus operator.

All injury accidents must be reported as soon as possible to the proper supervisor, who is required to prepare a written accident report. It is imperative that this report be completed and submitted to the Office of Human Resources within 24 hours of an accident.

**Accidents Involving Campus Vehicles** Insurance information and procedural instructions are located in the glove compartment of each vehicle. If the accident occurs on campus, notify Campus Police. They will conduct necessary investigations.

## Crisis Management Team

A Crisis Team has been assembled to serve the OSU Institute of Technology and strives to provide as safe an environment as possible to facilitate the pursuit of educational goals. The purpose of the Crisis Team is:

- To coordinate the University's response to critical incidents involving students while paying special attention to the safety and security needs of all members of the campus community;
- To coordinate counseling, guidance, and appropriate support measures to members of the campus community in response to critical incidents;
- To use critical incidents, when appropriate, as teachable experiences to enhance the quality of life for all members of the campus community.

The Crisis Team operates as a model under the structure of the National Incident Management System (NIMS), and members are ICS certified through the Oklahoma Office of Homeland Security.

A Crisis Management Plan is in place, and copies are available through the Human Resources or Campus Police Offices.

## OSHA & Hazard Communication Requirements

OSU Institute of Technology, in compliance with the Federal Occupational Safety and Health Act has initiated a Hazard Communication Program. This program was established to:

- ensure compliance with the applicable state and federal standard;
- safeguard the safety and health of OSUIT employees;
- create guidelines to follow for implementation and maintenance of a hazard communication program.

Annual updates of the Chemical Information Lists (CIL) and a Material Safety Data Sheet (MSDS) providing more detailed information on hazardous substances must be maintained and readily accessible to employees in designated areas.

Training and education of employees on work practices, protective measures, and emergency measures must be provided and documented



by records maintained by the department. Records will be maintained for the length of employment plus 40 years. A copy of all records must be sent to the Master Record Keeper.

The Hazard Communication Program for OSU Institute of Technology campus is administered by the Master Record Keeper, in concert with the Physical Plant Services Director, with guidance from OSU-Stillwater's office of Environmental Health and Safety.

### **Firearms, Weapons, and Explosives**

Firearms, fireworks, knives (excluding pen knives and shop tools used during class hours), explosives, ammunition (including blanks and hand-loaded components), bullwhips, bows and arrows, metal knuckles, clubs, blackjacks, darts or dart boards, or any other offensive or defensive weapons are prohibited on campus.

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

### **Campus Vehicle Regulations**

The following regulations are applicable to all students and employees operating vehicles on the OSU Institute of Technology campus:

- All vehicles used by students and employees must have a current OSU Institute of Technology parking decal. Parking decals are available for purchase from the Bursar.
- Transfer of parking decals from one vehicle to another is allowed with proper registration of all vehicles.
- Washing or changing a vehicle's oil on campus is prohibited.
- Abandoning and/or junking vehicles on the OSU Institute of Technology campus is prohibited. Any vehicle abandoned or junked will be towed and stored at the owner's expense after a responsible effort has been made to contact the owner.
- Speed limits on campus exist and are posted.
- Parking lot speed limit is 10 miles per hour.

- Double parking is prohibited.
- Parking in spaces reserved for visitors is prohibited.
- Parking on the lawn is prohibited.
- Parking in spaces reserved for disabled persons requires an appropriate permit.
- Motorists must stop for pedestrian(s) in crosswalk.
- Bicycles ridden at night must be equipped with lights or have reflectors front, rear and sides.
- Students and employees are expected to comply with all other Oklahoma traffic laws.

Any individual who violates any of the above regulations will be fined. All traffic and parking violations are \$25 including parking without a decal, parking in restricted or prohibited areas, failure to stop for stop sign or pedestrian(s) in crosswalk, speeding, careless driving, repairing vehicle or changing oil, and any other traffic and/or parking violations, except unauthorized parking in spaces reserved for disabled persons. The fine for parking in unauthorized handicapped spaces is \$50.00.

Campus Police investigate all collisions on campus and all criminal offenses. The Campus Police may be contacted through the campus operator.

### **Counseling**

Faculty may encounter students in their classes in need of counseling. A licensed professional counselor (LPC) is available for individual and group mental health counseling, advocacy education and other related services to students. Referrals may be made to the Counselor for students to receive assistance in areas such as personal crisis involving physical, emotional or financial problems. These counseling services are free to all current OSU Institute of Technology students and their immediate families.

In addition, the individual also takes responsibility for the advisement of career opportunities as it relates to student recruitment and retention, and may be available to deliver classroom workshops on these and similar topics. The Counselor may be reached at 293-4988.

### **Facility Keys**

Keys are issued to administrators and unit leaders who are responsible to document and maintain respective unit key inventories. The individual accepting issuance

of the key(s) is responsible for use of, safe-keeping and loss of, or any loss resulting from the unauthorized use of such key(s).

Keys made for use on university locks by anyone other than Physical Plant Lock-shop are illegal and contrary to the policy of Oklahoma State University Institute of Technology. Illegal locks and keys will be removed from service. Knowledge of the existence of such should be communicated to the Director of Physical Plant Services.

## **Health Services**

### **Student Health Services**

OSU Institute of Technology has retained the services of a local doctor who visits the Student Health Services Office in the Student Union Monday through Friday beginning at 11:30 a.m. whenever school is in session. In addition to students, employees and their immediate families (minors living at home), may obtain medical advice without charge from the college physician. Those who need hospitalization, x-rays, or lab work are referred to the nearest Hospital and must pay for the cost of the services received. The college physician can write a prescription to the pharmacy of choice but the individual is responsible for this expense as well.

### **Wellness Programs**

The OSU Institute of Technology Wellness Center, located in Covelle Hall, is comprised of recreational sports areas; basketball, racquetball, volleyball, and three weight room areas: Wellness North, Wellness South and Wellness West. Wellness South houses a circuit training area, and an area utilized for boxing and kickboxing. Wellness North houses a complete range of free-weight equipment. Covelle Hall staff can assist in instructing any patron on how to safely perform free weight exercises. Wellness West houses cardio equipment to include treadmills, elliptical, recumbent bike, and stair climber as well as various cable weighted machines. Individual exercise, nutrition and other health-related instruction is provided upon request. The Wellness Center facilities are open to all students, faculty, and staff as well as their spouses and independent minor children. The OSU Institute of Technology Wellness Center hours of operation are: Monday through Thursday, 6:30 am to 9:00 pm; Friday, 6:30 am to 4:00 pm; Saturday and Sunday, 12:00 pm to 4:00 pm fall and spring semesters only.

## **Employee Assistance Program**

The Employee Assistance Program (EAP), provided through Guidance Resources, is for the faculty and staff of OSU Institute of Technology and their immediate family members. It was developed as a confidential resource for those persons experiencing some form of personal distress, which may interrupt or cause deterioration in work performance.

The following services are provided through this program:

- Confidential Emotional Support
- Work-Life Solutions
- Legal Guidance
- Financial Resources
- Online Support
- Wellness Tools

EAP services are provided as a benefit and are available 24/7. Referrals may be made to community agencies or private practitioners who charge for their services. If EAP refers and employee to a qualified practitioner, the university's health insurance may cover some of those costs.

The types of problems that EAP addresses are: Alcohol/Drug Abuse, Marital/Family Issues, Emotional/Stress, Medical Issues, Psychological Distress, Career Issues, Financial Issues and Work-Life Balance Issues. Call Ext. 4988 or the Human Resources Office for additional information.

### **Tobacco Policy**

Effective July 1, 2010, OSUIT was designated as a tobacco-free environment (both indoors and outdoors). Smoking and the use of all tobacco products, and smoking preparations such as: electronic cigarettes (e-cigarettes) and vaping devices is prohibited. This policy applies to all non-leased buildings and grounds owned or under the control of OSUIT including any housing or residence facility owned, operated, or managed by the university. OSUIT designates two (2) outdoor areas on the OSUIT Campus exempt from this policy. In addition to the two outdoor tobacco use areas on campus, Residential Life will designate a limited number of outdoor tobacco use areas for students living in the residence halls.

## **ACADEMIC REGULATIONS**

### **Buckley Amendment - Family Educational Rights and Privacy Act (FERPA)**

OSU Institute of Technology has a policy that current and former students, as well as their parents when appropriate, have the right to review educational records maintained about them by the institution, except for material to which the student has waived right of access or for material specifically determined to be confidential by law. Note that parents may also claim all rights that are afforded to students and/or legal guardians who are assigned such rights by the law (i.e., those who claim the student as a dependent for federal income tax purposes).

Information contained in educational records is confidential but may be reviewed by “school officials” who have a “legitimate educational interest” in the student without prior consent of the student. “School Official” is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative professional, or staff. “Legitimate educational interest” is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official’s responsibility or facilitating the student’s development. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

Any request from off-campus parties for information from educational records shall be handled through three central offices:

- the Office of the Registrar for Academic Records,
- the Office of Enrollment Management, or
- the Office of Human Resources for employment records.

A student or former student, however, may request any school official to release personally identifiable information.

### **Student Privacy Rights**

As required by the Family Educational Rights and Privacy Act of 1974, OSU Institute of Technology

advises students of their privacy rights. OSU Institute of Technology may disclose information to parents of students in two ways:

- By obtaining the student’s written consent, if the student is independent.
- By having the parents sign an affidavit establishing the student’s dependency as defined by Internal Revenue Code of 1954. This form is available in the Registrar’s Office upon request.

Students of OSU Institute of Technology have the right to:

- Inspect and review information contained in their educational records.
- Challenge the contents of their educational records.
- A hearing if the outcome of their challenge is not satisfactory.
- Submit an explanatory statement for inclusion in their educational record if the outcome of their hearing is unsatisfactory.
- Prevent disclosure, with certain exceptions, of personally identifiable information from their educational record.
- Secure a copy of the institutional policy, which includes the location of all educational records.

OSU Institute of Technology has declared the following to be directory information:

- Student’s name, local and permanent address or hometown.
- Student’s telephone number and electronic (e-mail) address assigned/provided by the institution or provided to the University by the student.
- Student’s year and place of birth.
- Program(s) of study engaged.
- Dates of attendance at OSU Institute of Technology
- Degrees, honors, and awards granted or received and dates granted or received.
- Academic classification such as 1st year, 2nd year, etc.
- Part-time/Full-time
- Most recent educational institution previously attended.
- Advisor
- Participation in official organizations and activities.
- Parents’ names and addresses (city, state and zip only).

## **EMPLOYEE EVENTS & OPPORTUNITIES**

### **Assemblies**

OSU Institute of Technology sponsors some divisional, departmental, and institutional assemblies. All assemblies must follow prescribed policies and procedures regarding their organization, promotion, and conduct.

Announcements concerning dismissal of classes for assemblies will be made through a memorandum from the Academic Affairs' Office or a memo from an appropriate supervisory office approved by the President.

### **Graduation Exercises**

OSU Institute of Technology employees are encouraged to attend the graduation exercises held each year: one in December, one in April, and two in August.

### **New Employee Orientations**

A formal orientation to the OSU Institute of Technology campus is held every quarter for all new employees, through Human Resources. This meeting focuses on the introduction of key offices, services and policies. Additional topics may be scheduled throughout the year.

### **Employee Awards Banquet**

An employee awards banquet is held annually in June to recognize employees with 5, 10, 15, 20, 25 or more years of employment with OSU Institute of Technology. Awards for the Outstanding Faculty and Outstanding Staff members are given at this time. All employees are encouraged to attend.

### **Student Organization Sponsorships**

All student organizations are required to have either faculty or staff sponsors. The sponsors meet with the student organizations regularly. They make the organization aware of campus policies and regulations, help develop programming, assist in the monitoring of the organization's financial status, and file an annual organization report with the Student Life Office concerning the organization's status. In matters concerning policy interpretation or other information, club sponsors should consult the Student Life Office.

## **OSU Foundation**

OSU Institute of Technology accepts contributions through the Oklahoma State University Foundation. Contributions augment the institutional budget by providing funds for scholarships, professional development, instructional equipment, building programs, and other purposes.

Industrial gifts of equipment, parts, supplies, and other instructional aides also assist the institution in its constant quest to keep pace with today's advancing technologies.

Employees are urged to support Foundation activities. Donations and gifts should be sent to the President's Office, and made payable to the OSU Foundation.

### **Political Activities**

The policy of OSU Institute of Technology is that an employee of the college enjoys full rights and privileges of citizens to participate in political activities. The employee is permitted to freely engage in lawful political activities of any kind; provided such activities are conducted on the individual's own time and do not interfere with official duties and responsibilities.

## **ACADEMIC SERVICES**

### **Library**

The Library provides access to information in support of the academic programs, enhances bibliographic skills through instruction, works cooperatively with faculty to build appropriate collections in a variety of formats, responds to advances in information technology, establishes and maintains cooperative agreements for resource sharing with other libraries and encourages life-long learning. The Library also serves as the campus information and curriculum resource. The Library Staff can assist with answers to simple reference questions or more in-depth research.

The collection of print and electronic resources is maintained to enhance the classroom learning environment. Specific items in the collection include books, audio books, periodicals and trade journals, videos and electronic resources. Electronic resources

include databases from EBSCOhost, ProQuest, Facts on File, CQ Researcher, and Newsbank.

Services include but are not limited to interlibrary loan, collection development, computer access, and bibliographic instruction, Reference, A/V Equipment and Course Reserves.

The library purchases and maintains A/V equipment, such as laptops, projectors, and digital cameras. This equipment may be checked out to employees on a temporary basis only. For a complete list of equipment, please contact the library. The list is also available on the library's website.

A library tour or orientation on how to use the library may be scheduled. Instruction is given by the Library Director.

Library hours are posted. For additional information, please call 293-5080.

### **Service Learning**

Service learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society and encourage students to become involved in the social problems facing their communities. Whether students "learn to serve" or "serve to learn", the service learning component is a valuable tool for academic growth and success.

### **Distance Learning**

OSU Institute of Technology is a hub site on OneNet, the statewide fiber optics backbone administered by the Oklahoma State Regents for Higher Education. This advanced broadband infrastructure allows the institution to send and receive courses through an internet-based format. OSUIT offers a range of courses and programs through distance delivery. OSUIT's distance learning courses are designed to build strong, interactive learning communities which support student learning. Distance learning courses are offered in three (3) formats: online, hybrid and blended.

### **Online Courses**

OSU Institute of Technology offers online courses in a variety of subjects. These courses are delivered over the Internet, with little or no on-campus participation required. A per credit hour Electronic Media Fee will be assessed students enrolled in any designated Distance Learning and/or online course. To learn more about online courses, including enrollment, instructions for access, and a current list of courses; visit <http://www.osuit.academics/online>.

### **Computer Laboratories**

OSU Institute of Technology has a variety of computer labs available across campus. The Library has an open access computer lab for all students. Both PC and Mac platforms are available with a variety of software including specific program-related applications. Hours may vary according to semester. Call (918) 293-5384 or 293-5080 for more information. Additional computer labs are located in the Wilson Commons, Donald W. Reynolds Technology Center, and Noble Center for Advancing Technology, as well as in most of the academic instructional areas. Hours of availability may vary due to scheduled classes. Contact the appropriate academic division office or an instructor for more information regarding use of these facilities.

### **College Readiness Center**

The College Readiness Center exists to meet individual students' needs by preparing them for success in their fundamental academic goals. The College Readiness Center uses an applied approach to instruction in fundamental courses. Included in instruction are hands-on materials, large and small group activities, continuous discussion of topics and utility. Every effort is made to present each skill using the three learning styles: visual, auditory, and kinesthetic.

### **Tutoring Center**

Contained within this learning community, the Tutorial Learning Center serves and assists current OSU Institute of Technology students in order to improve the institution's retention and graduation rates. The "TLC" provides a facilitated tutorial program that fosters a student learning community, which assists them in meeting educational and career goals. Services are

provided to prospective students in improving college entrance exam scores and in taking fewer developmental courses. In addition to CRC staff, who also provides tutoring services, the Center employs work-study tutors and part-time, adjunct instructor/tutors. The goal is for students to enter OSU Institute of Technology without the need for remediation in any developmental course. By eliminating the need for developmental coursework, students are able to complete their degree in a more timely and cost effective manner. The TLC expands and upgrades OSU Institute of Technology's academic and personal assistance and services for "at-risk" students.

### **Academic Advisors**

Each student is assigned a faculty advisor who can help make decisions concerning course load and course selection. The advisor also helps with plans of study, career goals and transfer options. The advisor must sign enrollment forms, drop and add and withdrawals. Students are encouraged to meet with their advisor each semester. Advisors are assigned by academic unit leaders. Additionally, the Advisement Handbook is available to all OSUIT employees on the website.

### **Services to Students with Academic/Physical Accommodations**

The Director for College Readiness and Academic Accommodations (918) 293-4622 is located in the Noble Center for Advancing Technologies building.

OSU Institute of Technology is committed to providing equal access to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Equal access is most commonly provided through reasonable academic accommodations/adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.

### **Service Members Opportunity Colleges**

The SOC is a consortium of over 1300 institutions pledged to working with service members and veterans earning degrees while pursuing demanding, transient careers. As a member, OSU Institute of Technology is committed to easing the transfer of relevant course

credits, providing flexible academic residency requirements and crediting learning from appropriate military training and work experiences. SOC is sponsored by fifteen national higher education associations. The military services, the National Guard Bureau and the Office of the Secretary of Defense serve as cooperative agencies.

### **Career Profiling**

Comprehensive Career Profiling is available as a free service to help students and prospective students make informed career decisions. Skilled professionals guide the individual through activities to determine values, interests, abilities, aptitudes and personality traits. After these characteristics are aligned with career areas, the salary, current demand, future outlook of specific jobs can be examined. Also, the educational requirements for a specific job and the colleges in Oklahoma and surrounding states that offer those requirements are delineated. First-time college students, students transferring from another college and persons changing careers will get valuable insights to assist in making career choices. All results are confidential. Call the Assessment Center at (918) 293-5248 for more information.

### **Assessment Center**

Located in the Grady Clack Center, the Assessment Center provides academic, career and personnel profiling services for the institution as well as for external clients.

Academic profiling services include Residual ACT, CLEP, Pearson Vue, High School Equivalency and other nationally normed academic examinations. Based on the individual student's academic records, academic profiling may be required for admission to the institution. The Residual ACT is administered throughout the year to groups according to a printed schedule. Any of the CLEP examinations can be scheduled for an individual or for a group. Both the Residual ACT and the CLEP require prepayment.

Career profiling and counseling is available to all students and prospective students. Students who have not declared a program or who are changing programs

are strongly encouraged to participate in Career Profiling. Also, Career Profiling is highly recommended for those students who have marginal grades, poor attendance records or who simply want to learn more about their interests, abilities, aptitudes, and personality in order to make informed career decisions. Career profiling is administered on a no-fee, scheduled basis. Appropriate personnel profiling instruments are administered to individuals who apply for employment at OSU Institute of Technology. This service is provided to departments at no cost. Results provide supplementary data to assist in making sound hiring decisions. Such personnel profiling is scheduled through the Office of Human Resources.

### **OKEY Account Information**

The OKEY system is the key to the various OSU online student and employee services. It gives users the login information needed to access OSU's online systems, including email, Online Classroom, Banner, and the free Microsoft Software website. To set up an OKEY account, visit <http://okey.okstate.edu>.

### **Online Classroom**

The Online Classroom is OSU Institute of Technology's online course management system. Many instructors will use the Online Classroom to post assignments, conduct group discussions, administer tests, post grades, and even conduct an entire course online. To log into the Online Classroom, users must first set up their OKEY account at <http://okey.okstate.edu> and then they will be able to log in with their OKEY email address and password. The Online Classroom is accessible at <http://oc.okstate.edu>.

### **Bookstore**

The Bookstore, located in the Student Union, provides a number of services to the campus of OSU Institute of Technology as well as to faculty and students.

Textbooks, lab books, tools, and related supplies are stocked by the Bookstore for all instructional areas according to the need of each department. Special requests or orders from faculty and departments are also accepted.

Office and school supplies are a permanent part of the Bookstore stock, with office supplies available to each

campus division/department/unit. A discount on certain merchandise is also given to faculty and employees of OSU Institute of Technology.

Services offered to students include MasterCard/Visa and a book buyback at the end of each semester.

Hours of operation are M-F, 7:30 a.m. - 4:30 p.m., but may be abbreviated during vacations and holidays. Call extension 4950 for additional information.

### **Online Bookstore**

Students can order books, supplies, and many other items online, and have them delivered at home, or pick them up from the OSU Institute of Technology bookstore. The online bookstore is accessible at <http://www.osuit.edu/bookstore>.

Additionally, campus personnel may order office supplies on-line through *Staples* for next day delivery. Information on this process is available to P-Card holders through Purchasing.

### **Wireless Internet**

OSU Institute of Technology is a hub site on OneNet, the statewide fiber optics backbone administered by the Oklahoma State Regents for Higher Education. This advanced broadband infrastructure allows the institution to provide high speed broadband wired and wireless internet access across campus as well as send and receive courses through interactive video and online format.

### **Center for the Advancement of Teaching and Learning (The Center)**

The Center provides information, advisement, and training for faculty on the latest instructional technologies. Contact the Administrative Assistant in The Center at Ext. 5195 for details.

### **Banner - Employee Self Service**

Banner Employee Self Service is a system that allows employees to view and update certain information, such as benefits, deductions, leave balances, OSU employee job history, payroll, and other personal information. This system is also used for recording time and attendance, and leave tracking for all employees. The system is available at <http://my.okstate.edu/>.

### **Banner - Student Self Service**

Banner Student Self Service is the OSU Institute of Technology online student information system. The system allows students to access their grades, enroll for classes, view transcript information, print class schedules, pay tuition online, view and update personal information, view financial aid information, and much more. The system is available at <http://my.okstate.edu>.

### **Microsoft Campus Agreement**

OSU has an agreement with Microsoft that allows currently enrolled OSU students and employees to receive free software ranging from the latest version of Microsoft Office to the Windows operating system. To log into the free software website, users should first set up their OKEY account at <http://okey.okstate.edu> and then log in with their OKEY email address and password. To access the free software website, go to <http://it.okstate.edu/mca>.

### **Student Email**

All currently enrolled OSU Institute of Technology students are given an OSU email address. To select an email address, students should first set up their OKEY account at <http://okey.okstate.edu>. To check email, go to <http://mail.okstate.edu>.

### **Advisory Committees**

For many years, OSU Institute of Technology and industry have mutually benefited through an active industrial advisory committee relationship. These committees, representing each major instructional area, convene a minimum of two times yearly on the OSU Institute of Technology campus. The committees are comprised of members from industry who represent a broad spectrum of technical expertise and management. The membership includes representatives from throughout Oklahoma and several other states.

The principal mission of each committee is to provide an advisory function involving course of study content and laboratory or shop design and development.

Another important function is the support and promotion of student recruitment and graduate placement including student loan assistance and scholarship awards. Committee members often serve as the presenters for student and faculty seminars concerning industry trends, technical developments, and employer-employee relations.



## **APPENDIX A**

### **OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY**

#### **Faculty/Staff Association Charter**

This charter of organization is adopted to promote the effectiveness of OSU Institute of Technology in the discharge of its responsibilities to the people it serves and to provide a means by which the faculty and staff may be utilized more fully in the execution of the educational mission of this institution.

### **OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY**

#### **Faculty/Staff Association Constitution Preamble**

Effective communication between faculty, staff, and administrators is essential for providing an atmosphere of mutual respect and confidence which is necessary for the efficient functioning of the institution and the goals set forth in this document. It is recognized that faculty, staff, and administrators have distinct functions and interests, and that each group also has certain rights and responsibilities. There is a mutuality of purpose to maintain a viable educational experience for the students and a positive working environment for all employees.

The objective of this organization is to ensure that this institution maximizes its human resources, and in the interest of efficiency and harmony, this Association is established for the purpose of providing a forum for dialogue and exchange of rationale between faculty, staff, and those with administrative responsibilities. It is intended such a forum will allow recommendations concerning policies and procedures and effective communication with the administration on ideas that might provide a more positive environment for students, faculty, staff, and administrators.

#### **ARTICLE 1 - NAME AND OFFICE**

- A. The name of this Association shall be the Faculty/Staff Association of OSU Institute of Technology, hereinafter referred to as the Association.

1. Selected from within the Association shall be a group designated as the Faculty/Staff Council; hereafter referred to as the Council.
  2. The Council shall represent the Association as prescribed in the Constitution.
- B. The office of the Association shall be on the campus of OSU Institute of Technology, in the city of Okmulgee.

#### **ARTICLE 2 - MEMBERS AND OFFICERS**

- A. The Association shall consist of qualified personnel herein described as faculty and staff members who comply with the following:
  1. Faculty - Full-time Instructors, Deans, and Assistant Deans.
  2. Staff -
    - a. Counselors who are academically trained for this responsibility and whose prime obligations are to OSU Institute of Technology, in a counseling capacity.
    - b. Librarians
    - c. All other permanent staff working 75 per cent full-time, including the President and Vice Presidents.
- B. Members of the Council shall be elected by the members of the Association, in accordance with Article 4, Section A. Eligibility for Council member shall be restricted to those members who have completed their probation period for employment.
- C. The President of OSU Institute of Technology
  1. shall serve as President of the Faculty/Staff Association.
  2. shall serve as a nonvoting ex-officio member of the Faculty/Staff Council.
- D. Officers
  1. The officers of the Council shall be a Chair, Chair-Elect, Secretary and a Treasurer. The Chair and Chair-Elect shall be elected by the Council for a term of one year, beginning with the fall semester following the election.

- E. One (1) faculty member shall be elected as, “Faculty Representative, Oklahoma State University Faculty Council”.
1. The Faculty representative shall be elected by the Council members and shall serve concurrently on the Council and the Oklahoma State University Faculty Council.
  2. The Faculty representative shall have the same voting privileges as other members of the Council.
  3. Length of term on the Council shall be determined by the term set for the membership on the Oklahoma State University Faculty Council and shall end when membership on the Oklahoma State University Faculty Council ends.
  4. The Faculty representative shall serve according to the terms of the Charter and Bylaws of the Faculty Council of Oklahoma State University, Stillwater.
  5. The Faculty representative shall not serve as an officer or chair a committee of the Council.
  6. The Faculty representative shall report to the Council at its scheduled monthly meeting and shall serve as a liaison to all Council Committees with the exception of the Staff Advisory Committee.
- F. One (1) staff member shall be elected as, “Staff Representative, Oklahoma State University Staff Advisory Council”.
1. The Staff representative shall be elected by the Council and shall serve concurrently on the Council and the Oklahoma State University Staff Advisory Council.
  2. The Staff representative shall have the same voting privileges as other members of the Faculty/Staff Council.
  3. Length of term on the Faculty/Staff Council shall be determined by the term set for membership on the Oklahoma State University Staff Advisory Council and shall end when membership on the Oklahoma State University Staff Advisory Council ends.
  4. The Staff representative shall be elected according to the terms of the Charter and Bylaws of the Staff Advisory Council of Oklahoma State University, Stillwater.

5. The Staff representative shall meet the requirements for membership on the Oklahoma State University Staff Advisory Council according to the Charter and Bylaws of the Staff Advisory Council of Oklahoma State University, Stillwater.
6. Staff representative shall not serve as an officer or chair committees of the Council but shall report to the Council at its scheduled monthly meeting and shall serve as a liaison to all Council committees with the exception of the Faculty Advisory Committee.

### **ARTICLE 3 - PURPOSE AND FUNCTIONS OF THE COUNCIL**

- A. The Council shall acknowledge its special responsibilities to the Association. The purpose of the Council shall be to advance the welfare and effectiveness of OSU Institute of Technology and its employees. The Council shall also act, subject to Association approval, on matters delegated to the Association by the President of Oklahoma State University, and the Board of Regents on any matter of general concern to the Association or the institution. Such advice shall be given when these officials request it, or advice may also be offered on the initiative of the Council or of the Association. Finally, the Council shall seek to assure that representatives of the Association shall have a voice in the formulation, revision, and implementation of university policy.
- B. As the official representative of the Association, the Council must be responsive to the will of the Association and attentive to the views of each segment, whether those views are expressed by the elected representative or through the process of petition.

### **ARTICLE 4 - MEMBERS AND OFFICERS OF THE COUNCIL**

- A. The Council shall consist of representatives of the Association with the following exceptions: Vice Presidents, Deans, and Assistant Deans who teach less than four (4) student contact hours per day, and Executive Team (E-Team) members not mentioned above. The President of OSU Institute of Technology shall serve as a nonvoting ex-officio member.
- B. The officers of the Council shall be a Chair, Chair-Elect, Secretary and Treasurer. The Chair and Chair-Elect shall be elected alternately from the faculty

and staff members of the Council by the elected Council membership. The Secretary of the Council shall also serve as the Secretary of the Association. The Chair, Chair-Elect, Secretary and/or Treasurer may be re-elected by the Council, but not to exceed two (2) full terms (years) in succession.

- C. The Council shall have a membership of 26.
  - 1. Thirteen (13) members of the Council shall be elected from the faculty, and thirteen (13) members shall be elected from the staff. No department shall have more than two (2) members on the Council unless there is a department in which no faculty or staff members will accept nomination; then nominations can be accepted from the other departments to fill the ballot.
- D. Council members shall take office beginning with the fall semester of the year in which they are elected and shall serve for three (3) years. Approximately one-third of the Council members shall be elected each year.
- E. A vacancy shall occur upon death, resignation, or nonattendance. Nonattendance shall be defined as an unexcused absence from six (6) consecutive Council meetings.

#### **ARTICLE 5 - AMENDMENT OF THE CONSTITUTION**

- A. An amendment to the Constitution shall be submitted to the Association for approval when it is recommended by a simple majority of the Council at a regular Council meeting or when it is presented to the Secretary in a petition signed by at least 20 percent of the Association and received by the Council at a regular meeting.
- B. The Council Chair shall set the date of the election which shall be held within forty-five (45) days after the date of the distribution of the proposed amendment to the Association by the Secretary. The proposed amendment to the Constitution must be distributed to the Association members within seven (7) days after approval by the Council. The Chair shall also appoint members to supervise the election and counting of the ballots.

- C. An amendment shall be ratified by a two-thirds majority of those voting.
- D. A quorum shall be present to hold the election.
- E. A quorum shall consist of 30 percent of the Association.

#### **ARTICLE 6 - RATIFICATION OF THE CONSTITUTION**

This Constitution goes into effect when ratified by two-thirds of those voting.

Ratified on December 1, 1992

Amended July, 1999

Amended May 17, 2006

Amended August 30, 2011

Amended July 16, 2013

## **APPENDIX B**

### **OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY**

#### **Faculty/Staff Association Bylaws**

##### **A. ELECTION OF COUNCIL MEMBERS**

1. All elections for Council members shall be by secret ballot. Absentee ballots may be obtained four (4) days prior to the election from the Chair of the Election Committee. The absentee ballots must be cast at least one (1) day prior to the day of the election. Absentee ballots will be tallied on the day of the election.
2. Each year, the Chair shall appoint a committee of three (3) Council members to supervise the nomination and election of the Council members. (At the original election, these duties shall be assumed by the committee elected to draft this Constitution.) The election of Council members shall take place during the week between the summer and fall semesters.
3. The Election Committee shall announce the dates of the election at least one month in advance and shall in its announcement solicit nominations from the faculty and the staff. Nominations shall be petitioned for Council members; the petition shall be signed by at least one (1) Association member and shall be in the hands of the Election Committee by 4:30 p.m., seven (7) days before an election.
4. If seven (7) days before an election the committee shall not have received two valid nominations for each vacancy, the committee shall propose names of Association members to make up the deficiency.
5. At a meeting of the Association, Council members shall be elected by secret ballot, and each Association member shall be permitted to vote for as many candidates as there are vacancies to be filled. Candidates receiving a majority of the votes cast shall be declared elected. The remaining positions shall be elected by a runoff election among the top candidates. The number of candidates in the runoff election shall be one greater than the number of positions to be filled.

6. Filling Vacancies - If the Office of Chair becomes vacant, the Chair-Elect shall assume the post of Chair and shall serve for the remainder of the term of office. When the office of the Chair-Elect, Secretary, Treasurer, or any other Council seat is vacant, the Chair shall appoint, upon approval of the Council, a Faculty or Staff member to fill the vacant Council seat. The appointee shall complete the term of the person whom he/she is replacing.

##### **B. MEETINGS**

1. Meetings of the Faculty/Staff Association
  - a. Meeting of the Association shall be called by the President of the Association or the Council Chair. There shall be at least one meeting of the Association each semester, and special meetings shall be called by a majority of the Council, or by a petition signed by ten (10%) percent of the Association.
  - b. A quorum shall consist of thirty (30%) percent of the members of the Association.
  - c. In the absence of the President of the Association, he/she will appoint a designated representative to preside.
  - d. All Association meetings shall be conducted according to Robert's Rules of Order.
2. Meetings of the Council
  - a. The Council shall hold regularly scheduled meetings at 11:30 am on the third (3rd) Tuesday of each month at the discretion of the Chair.
  - b. Special meetings may be called at the written request of (1) the President, (2) Council Chair, or (3) three Council members.
  - c. A quorum shall consist of a simple majority of members of the Council.
  - d. The Chair of the Council shall preside at meetings of the Council. If he/she is absent, the Chair-Elect shall preside. If both the Chair and the Chair-Elect are absent, the Treasurer or Secretary shall preside while the Council elects a Chair pro-tem.

3. Rules for Voting by E-mail - Faculty/Staff Council (hereafter called "the Council") only
  - a. All participants must have access to email to participate in the e-vote.
  - b. A minimum notice of three (3) days shall be provided to all participants via email by the Council Secretary or other officer designated by the Chair.
  - c. Motions to be voted on by email must be answered with a simple yes, for the motion, or no, against the motion. No conditions (i.e. "as long as..." or "only if...") may be stipulated in the vote.
  - d. The Chair shall develop the time frame for discussion of the motion and the e-vote.
  - e. A majority of current Council voting members must participate in an email vote for the vote to be considered valid. The current majority is fourteen (14).
  - f. The number of votes required to approve a motion will be a majority of votes cast. The minimum number is eight (8).
  - g. Voting Council members may not change the subject line of the email to ensure votes are received, identified and counted.
  - h. The email ballot shall allow a Council member to check that he or she is in favor of or opposed to the particular action.
  - i. The Secretary, or other officer designated by the Chair, shall tally the votes and report the result of the vote to the Council, including the number of votes cast for and against the motion. This report shall be submitted to the Council members via email.
  - j. The Chair shall announce the results of the vote at the next regularly scheduled meeting of the Council.
  - k. If a motion fails by an email vote, it may not be moved again until the next regularly scheduled meeting of the Council.

#### 4. The Agenda

- a. Before each regular meeting, the Chair shall prepare an agenda clearly setting forth each subject to be discussed by the Council and shall provide each member of the Council with a copy of the agenda at least seven (7) days prior to the regularly scheduled meeting.
- b. Items shall be placed on the agenda at the request of any member of the Council or of ten (10%) percent of the Association. When an Association member feels that the Council should discuss a subject, he/she shall ask one of the Council members to place it on the agenda. In the event that no Council member is willing to bring up the matter, the Association member may require the Council to discuss the subject by presenting it to the Secretary as a petition signed by at least ten (10%) percent of the Association at least seven (7) days before a regularly scheduled meeting of the Council under the provisions of Section B-2 of this article.
- c. The requirement that the agenda be provided shall in no way prohibit the Council from discussing any matter which shall arise, but the body shall not vote on any matter not announced in the agenda, unless it is routine business, without the unanimous approval of the Council members present.

#### 5. The Meeting Reports

- a. Within five (5) working days following each regular session or special session, the Secretary shall provide each member of the Council with a written report of the meeting. Any Association member may request perusal of the minutes of any meeting of the Council.

#### C. REFERENDUM

The Association shall have the power to nullify any Council decision. The Association members may require a special meeting of the Association by presenting to the Secretary a petition protesting a particular action of the Council. To be valid, the petition must contain the signatures of at least ten (10%) percent of the Association and must be in the hands of the Secretary within 21 working days of the time the disputed decisions have been made. When such a valid petition has been received by the Secretary, the President of the Association shall call a

meeting of the Association within a reasonable time and notify all members at least one week beforehand. Within a week after the Association has discussed the matter, the Secretary shall poll the Association by secret ballot. The Chair shall appoint three tellers: one Council member, one petitioner, and one disinterested member of the Association. If a majority of the Association members vote to nullify the decisions, the action of the Council shall be void.

## D. COMMITTEES

### 1. General

- a. The Council will exercise its function with the assistance of two categories of committees: Standing Committees of the Association and Special Committees created by the Association.
- b. The Standing Committees of the Association are its operating agents. They shall recommend actions and policies for approval by the Council. In addition, all but the Rules and Procedures Committee shall be available to consult with and advise administrators and other members of the Oklahoma State University Institute of Technology community on matters concerning participation of faculty and staff in the government of the university at all levels. Nonmembers with special qualifications may be asked to join in deliberations of a committee, but in no case shall specialists be entitled to vote.
- c. Special committees may be created by the Council to consider particular problems. Such committees shall direct their reports to the Council for its approval.
- d. Committees shall adopt their own rules of procedures and appoint such subcommittees as needed. A committee member may appeal to the Council against committee rules when he/she considers a violation of the spirit of the procedures of the Council.

### 2. Standing Committees

- a. Standing Committees of the Association will be appointed by the Election Committee and approved by the Council. A Standing Committee may be abolished by a vote of not less than two-thirds of the Association.

- b. The term of membership on a Standing Committee shall begin at the fall meeting of the Association and continue for one year. Successive terms on the same committee shall be permitted.
- c. Committee members shall be approved by the Council in accordance with the following procedures:
  - i. The Election Committee shall be composed of the members of the Rules and Procedures Committee and two or more members of the Association. The Chair of the Council shall serve as ex-officio of this committee.
  - ii. Committees will be submitted by the Election Committee in the agenda for the Fall Association meeting. The Election Committee shall be guided by the following principles:
    1. Each committee shall be composed of members who represent different subject matter groups and insofar as possible whose terms expire in different year.
    2. The Chair of the Council shall not serve on any of the Standing Committees of the Association, except the Election Committee.
    3. The Election Committee should give consideration to requests of Association members regarding committee assignments.
    4. The committee Chair shall serve an additional year as a member of the committee.
  - iii. Association members may participate in the deliberations of those committees and subcommittees of which they are not members. Upon proper written request, they are entitled to receive all information furnished committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.
  - iv. The Standing Committees of the Association shall be as follows:

1. **Rules and Procedures Committee** shall consist of two or more members from the Council. This committee shall be responsible for rules and procedures relating to faculty and staff participation in OSU Institute of Technology government at all levels. Its function shall include the following:
  - a) Consideration of organizational problems of faculty and staff and preparation of amendments to the Charter, Constitution and Bylaws of the Association;
  - b) Preparation of regulations for Association elections, and conducting and supervising such elections;
  - c) Recommendation of the creation or abolition of Association Committees;
  - d) Recommending procedures for establishing new OSU Institute of Technology institutional committees, boards, and councils;
  - e) Recommending procedures for faculty and staff participation in the government of the university;
  - f) Recommending procedures for faculty and staff participation in administrative organization and reorganization at all levels, including creation and reorganization of departments;
  - g) Recommending procedures for faculty and staff participation in selecting administrative personnel;
  - h) Recommending procedures for faculty and staff liaison with the President of Oklahoma State University, the Board of Regents, and the Oklahoma State University Faculty and Staff Advisory Councils.

The committee shall also serve as part of the Election committee of the Faculty/Staff Council.
2. **Faculty Advisory Committee** shall consist of two or more Faculty members from the Council and three or more Faculty members from the Association. The functions of this Committee shall include but are not necessarily limited to the following:
  - a) Recommending policies governing faculty status; including appointments, reappointments, dismissals, promotions, leaves, performance standards employment, working conditions, workloads, research activities and similar concerns of the Faculty.
  - b) Shall be available to consult with and advise the President on matters which require application or interpretation of policies concerning the Faculty not otherwise provided for within the Bylaws.
  - c) Shall work in conjunction with the Vice President of Academic Affairs, recommending policies concerning professional development of faculty in areas of continuing education, seminars, workshops, conferences, etc.
  - d) The committee shall appoint a Faculty Awards and Recognition Sub-Committee consisting of three (3) faculty members, one (1) staff member, one (1) student senator, and one (1) former Outstanding Faculty member. This sub-committee will be responsible for:
    - i. Screening all faculty nominees according to established guidelines.
    - ii. Requesting and accepting nominations for the award. Nomination forms will be distributed the first Monday in March and must be returned no later than the first Monday in April.
    - iii. The selection process will begin the first week of April by sending letters to all nominees and a final decision will be made by the first Monday in May.
    - iv. Contact the Faculty/Staff Council Chair with winner.
    - v. Contact OSUIT Fiscal Services with winner's name.
    - vi. Present the award at the Annual Employee's Banquet consisting of a \$500 cash award along with a gift.

- vii. The Sub-Committee shall not be bound to select an Outstanding Faculty recipient if no nominee demonstrates the goals as established within the guidelines as received from the Faculty Advisory Committee.
  - viii. Publish criteria for the award as deemed necessary.
  - ix. Recommend procedure changes to the Council as deemed necessary.
3. **Staff Advisory Committee** shall consist of two or more non-faculty members from the Council and three or more non-faculty members from the Association. The functions of this Committee shall include but are not limited to the following:
- a) Recommending policies governing staff status including appointments, reappointments, dismissals, promotions, leaves, performance standards, employment-working conditions, work load and similar concerns of the staff.
  - b) Shall be available to consult with and advise the President on matters which require application or interpretation of policies concerning the staff not otherwise provided within the Bylaws.
  - c) Shall work with the VP Academic Affairs in recommending policies concerning professional development of the staff in the areas of continuing education seminars, workshops, conferences, etc.
  - d) The committee shall appoint a Staff Awards and Recognition Sub-Committee consisting of three (3) staff members, one (1) faculty member, one (1) student senator, and one (1) former Outstanding Staff member.
  - e) This Sub-Committee will be responsible for:
    - i. Screening all staff nominees according to established guidelines.
- ii. Requesting and accepting nominations for the award. Nomination forms will be distributed the first Monday in March and must be returned no later than the first Monday in April.
  - iii. The selection process will begin the first week of April by sending letters to all nominees and a final decision will be made by the first Monday in May.
  - iv. Contact the Faculty/Staff Council Chair with a winner.
  - v. Contact OSUIT Fiscal Services with winner's name.
  - vi. Present the award at the Annual Employee's Banquet consisting of a \$500 cash award along with a gift.
  - vii. The Sub-Committee shall not be bound to select an Outstanding Staff recipient if no nominee demonstrates the goals as established within the guidelines as received from the Staff Advisory Committee.
  - viii. Publish criteria for the award as deemed necessary.
  - ix. Recommend procedure changes to the Council as deemed necessary.
4. **Policies and Benefits Committee** shall consist of one faculty member and one non-faculty member from the Council and three or more members from the Association. The functions of this Committee shall include but are not limited to the following:
- a) Reviewing current fringe benefit and personnel policies (also proposed new policies), making recommendations for proposed changes as they affect faculty and staff, including recommending policies and long-range plans concerning retirement and fringe benefits, such as



group insurance, tax-sheltered annuities, health services, recreation facilities, and tuition fees for faculty, staff and their dependents.

5. **Public Relations Committee** shall consist of two or more members from the Council and three or more members from the Association. The functions of this committee shall include, but are not limited to the following:

(a) Shall work in conjunction with the Public Information Office and will be responsible for keeping the University community informed of all activities of the Council through whatever channels of communication are necessary.

(b) shall work in conjunction with the Public Information Office and will be responsible for keeping the University community informed of all activities of the Council through whatever channels of communication are necessary.

### 3. General Operating Procedures

a. The Chair of each committee shall report at each regular Council meeting all recommendations of the committee. Only recommendations approved by the council shall be regarded as officially representing the opinion of the Association and be presented to the Administration as such.

b. A committee should study and monitor university policies and procedures which are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by the Council or when required to do so by an appropriate administrator.

c. Special Committees:

i. Special committees may be appointed by the Chair of the Council whenever necessary.

ii. The term of a Special Committee shall expire when its final report is accepted by the Council.

iii. Special Grievance Committee:  
Faculty or Staff who feel that they sustained a grievance, which can be resolved only by a hearing before a grievance committee, may apply to the Council for formation of such a committee. Such committee shall consist of three members appointed by the Chair of the Council and three members appointed by the Administration.

### E. THE PRESIDENT OF OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

1. Shall receive recommendations of the Council and acknowledge receipt thereof by reporting at each regular Council meeting on action taken. He/she shall make regular progress reports to the Council if he/she assigns its recommendations to another group for study.

2. Shall provide information necessary or helpful to the Council and Association for the proper discharge of its functions, including information about any major policy changes which are to be recommended to the President of Oklahoma State University, the Board of Regents, or which any group advisory to the President may have under study.

Ratified on December 1, 1992  
Amended May 17, 2006  
Amended August 30, 2011  
Amended July 16, 2013  
Amended August 28, 2016

## **APPENDIX C**

### **Academic Schools and Programs of Study**

#### **School of Automotive Technologies**

Automotive Service Pro-Tech  
Ford ASSET  
General Motors ASEP  
Mopar CAP  
Toyota T-TEN Program

#### **School of Culinary Arts**

Culinary Arts

#### **School of Energy Technologies**

Natural Gas Compression  
Pipeline Integrity  
Power Plant Technologies

#### **School of Engineering Technologies**

Civil Engineering/Surveying Technology  
Electrical/Electronics Technology  
Engineering Graphics & Design Drafting

#### **School of Nursing & Health Sciences**

Nursing Program  
Orthotic & Prosthetic Technologies

#### **School of Construction Technologies**

Air Conditioning & Refrigeration Technology  
Construction Management Technology  
Electrical Construction Technology  
High Voltage Lineman

#### **School of Diesel & Heavy Equipment**

CAT Dealer Prep  
Komatsu ACT  
Truck Technician  
Western Equipment Dealers Association  
Technician Training

#### **School of Information Technologies**

Information Technologies

#### **School of Visual Communications**

3D Modeling & Animation Program  
Graphic Design Technology

#### **School of Arts & Sciences**

Allied Health Sciences  
Applied Technical Leadership  
Business  
Elementary & Secondary Pre-Education  
Enterprise Development  
Pre-Professional Studies