Chapter 14

Personnel and Staff Handbook

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14.001 - Preface

This Staff Handbook supersedes all previous Eastern Oklahoma State College Handbooks and policies covering staff members. In approving the Staff Handbook for Eastern Oklahoma State College, neither the governing Board of Regents nor Eastern is waiving or restricting its lawful powers, duties, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board.

This handbook is not intended to create any contractual rights in favor of the employee or the College. The State of Oklahoma and the Eastern Oklahoma State College are at-will employers. An employment relationship may be terminated at any time at the will of the employee as well as by the employer. While policies and procedures have been established to provide guidance for administrators and employees, the policies herein shall not be construed to limit or abrogate the rights of the Eastern Oklahoma State College or its employees under the employment-at-will relationship. This handbook does not form an express or implied contract or promise that the policies outlined will be applied in all cases. The College reserves the right to change the terms of this handbook at any time.

14.002 – Mission Statement

CULTIVATE GROWTH, CREATE FUTURES, AND CHANGE LIVES

14.003 – Vision Statement

Eastern Oklahoma State College strives to be a transformative learning community, known for academic excellence, accessibility, innovation, and service to shape a brighter future for students and the region.

14.004 - History of Eastern

Eastern Oklahoma State College was originally established as the Oklahoma School of Mines and Metallurgy, offering degrees in mining engineering. Although closed during World War I, the school re-opened in 1920 with trade and industrial education included in the curriculum. In 1924, the School of Mines added teacher training and extension courses, but, with the local mines rapidly closing, Eastern dropped mining engineering. In 1927, the school's name was changed to Eastern Oklahoma College and with the change came an added mission of pre-college level instruction.

In 1941, the College was renamed Eastern Oklahoma State Agricultural and Mechanical College under the control of the State Board of Agriculture as a two-year College. Finally, in 1972, the legislature changed the College's name to Eastern Oklahoma State College and created a separate Board of Regents to govern the College. In 1997, Eastern added a second campus in McAlester. Since that time, Eastern has been a comprehensive community College, providing instruction in a wide range of curricula in College transfer and career programs.

14.005 - Functions of Eastern

As a system institution coordinated by the Oklahoma State Regents for Higher Education (OSRHE), Eastern Oklahoma State College is charged with the following functions:

- Participate in programs of economic and community development independently or in cooperation with public and private entities.
- Provide general education for all students.
- Provide micro-credentials, certificates, and degrees to prepare individuals to enter the labor market.
- Responsibility for institutional and applied research in those areas related closely to their programs of study and effectiveness of operation.
- Responsibility for public service in the geographic regions in which they are located.
- Provide formal and informal programs designed to serve Oklahomans with continuing education and professional enhancement opportunities.
- Provide developmental education for students who lack required high school academic requirements for college admission or competency in the basic academic skills areas.
- Perform other special programmatic activities as authorized by the State Regents.
- Provide one- and two-year programs of technical and occupational education to prepare individuals to enter the labor market.

McAlester Branch Campus

In addition to sharing the functions of the main campus, the OSRHE have charged Eastern's McAlester Branch to serve as the institution responsible for providing and facilitating higher education courses and programs at the lower-division, upper-division, and graduate level in the McAlester area. The McAlester Branch Campus should:

- Assess the community's higher education needs.
- Provide courses and programs that are part of the institution's assigned functions within limits of available resources.
- Offer community services through programs of continuing education and public service.
- Provide concurrent enrollment opportunities for area high school students.
- Coordinate and facilitate the delivery of courses and programs from other institutionally accredited colleges and universities.

14.006– Core Values

SERVICE – We strive to ensure service to others is deeply ingrained in our culture, empowering students to become compassionate leaders and active contributors to society.

TEAMWORK – We value teamwork, embracing collaboration across disciplines, departments, and communities to provide comprehensive support systems that promote student success.

RESPECT – We believe every individual is valued and treated with dignity. We nurture an environment that creates a sense of belonging, fostering an enriching educational experience for all.

INTEGRITY – We emphasize ethical conduct, honesty, and transparency. We strive to instill values that promote ethical decision-making, social responsibility, and personal accountability in our students and employees.

VISION – We embrace innovation and a proactive approach to address challenges and opportunities. We are committed to evolving and enhancing our programs and services to meet the needs of our students and the workforce demands of a global workforce.

EXCELLENCE – We aspire for excellence in all that we do. Through a commitment to continuous improvement, we aim to exceed expectations in instruction, student support, and community engagement.

14.007 - College Organization and Administration

The Board of Regents

The Board of Regents for Eastern Oklahoma State College governs the institution under the coordination of the Oklahoma State Regents for Higher Education.

The President

The President is the chief executive officer of the College.

Exempt and Non-Exempt Staff

Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are either "exempt" or "non-exempt". Non-exempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are non-exempt. Exempt and Non-exempt staff guide the administrative affairs of the College. The title and duties of these individuals will vary from time to time.

14.008 – Affirmative Action Policy

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1974, and all other federal, state, college rules, laws, regulations and policies. Eastern Oklahoma State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates. Such nondiscrimination applies to all policies, practices, and procedures, including those pertaining to admission.

It is the intent of Eastern Oklahoma State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the

Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, faculty, and staff members who feel discrimination has been shown by the College.

Any complaint may be made to the Director of Human Resources.

Complaints may also be filed with the Regional Office for Civil Rights at:
U.S. Department of Education, Region VII
Office for Civil Rights
10220 N. Executive Hills Boulevard
Kansas City, MO 64153

14.009 – American with Disabilities Act

The Americans Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local governments, and telecommunications services.

Accessibility Policy

Eastern faculty MUST include the following statement in the course syllabi each semester.

The faculty, staff, and administration at Eastern Oklahoma State College will adhere to the policies as set forth in the Americans with Disabilities (ADA) and are committed to making reasonable accommodations for all individuals with disabilities who are qualified to be in an Associate degree program. Eastern's learning platform for online course delivery (Blackboard Learn) also meets accessibility standards. Students are responsible for submitting all professional documentation outlining specific needs and requirements to the Student Disability Services Coordinator in the Enrollment Center (Library 156, 918-465-1810). This professional documentation must be provided before any accommodation can be made by the instructor or by appropriate college personnel. Depending on the specific documented disability of the qualified student, course accommodation may include a wide variety of options. Any accommodations will be determined by campus personnel responsible for ADA accommodation in conjunction with the professionally documented disability of the student.

Disability Services Available

Student Disability Services is committed to providing assistance to students that will facilitate their independence and academic progress. Students should utilize these services to support their academic goals. Reasonable accommodation is based on appropriate documentation and disability-related needs and not desire. Students should be aware that services will be designed in a manner to remove barriers in the classroom that could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class. Each case will be viewed individually, and determinations made upon the documentation submitted and discussion with the student. When providing accommodation for disabilities, institutions of higher education are not required to lower academic standards or compromise the integrity of the school or program.

14.010 – Computer Use Policy

Purpose and Scope

Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern Oklahoma State College (Eastern) mission of instruction, research, and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the Eastern community. The preservation of that privilege for the full community requires that each individual student, faculty member, staff member, and administrator comply with institutional and external standards for appropriate use. This policy will establish the general guidelines for the use of Eastern computing standards for appropriate use. This policy will establish the general guidelines for the use of Eastern computing resources equipment, services, software, and computer accounts by students, faculty, staff, and administration.

Computer Use Definitions

Abuser – Any user or other person who engages in misuse of computing resources as defined in this policy.

Computing resources – Includes computers, computer equipment, computer assistance services, software, computer accounts provided by Eastern, information resources, electronic communication facilities (including electronic mail, telephone mail, internet access, network access), or systems with similar functions.

Computer account – The combination of a user number, username, or user id and a password that allows an individual access to a mainframe computer or some other shared computer or network.

Information resources – Data or information and the software and hardware that render data or information available to users.

Network – A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.

Peripherals – Special-purpose devices attached to a computer or computer network, such as printers, scanners, plotters, or similar equipment.

Server – A computer that contains information shared by other computers on a network.

Software – Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.

System Administrator – Faculty, staff, or administrators employed by the central computing department (Computer Services) whose responsibilities include system, site, or network administration and other faculty, staff, or administrators whose duties include system, site, or network administration. System administrators perform functions including, but not limited to,

installing hardware and software, managing a computer or network, and keeping a computer operational. System administrators include any persons responsible for a system which provides the capability to assign accounts to other users.

User – Any individual who uses, logs in, attempts to use, or attempts to log into a system, whether by direct connection or across one or more networks, or who attempts to connect to or traverse a network, whether via hardware, software, or both. Each user is responsible for his/her use of the computer resources and for learning proper data management strategies.

Computer Use Policy

Appropriate Use of Computing Resources – The computing resources provided by Eastern are primarily intended for teaching, educational, research, administrative purposes, and may generally be used only for authorized Eastern-related activities. Use of the computing resources is governed by all applicable Eastern policies, including, but not limited to, sexual harassment, copyright, and student and employee disciplinary policies, as well as by applicable federal, state, and local regulations.

Prohibited Use of Computing Resources – Eastern characterizes misuse of computing and information resources and privileges as unethical and unacceptable. Misuse constitutes cause for taking disciplinary action. Misuse of computing resources includes, but is not limited to, the following:

- Attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by Eastern, including but not limited to, abuse, or misuse of networks to which Eastern belongs or computers at other sites connected to those networks.
- Circumventing or attempting to circumvent normal resource limits, logon procedures, and security regulations.
- Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without proper permission.
- Sending any fraudulent electronic transmission including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or vouchers, and fraudulent electronic authorization of purchase requisitions or vouchers.
- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.
- Using Eastern computing resources to harass or threaten others.
- Using Eastern computing resources for development, posting, transmission of, or link to, any of the following: commercial or personal advertisements, solutions, promotions, destructive programs, political materials, messages which are fraudulent, harassing, obscene, indecent, profane, intimidating, or otherwise unlawful, or any other unauthorized or personal use.

- Taking advantage of another's naivete or negligence to gain access to any computer account, data, software, or file that does not belong to the user or for which the user has not received explicit authorization to access.
- Physically interfering with other users' access to the Eastern computing resources.
- Encroaching on others use of Eastern computer resources, including but not limited to, disrupting other users use of computer resources by excessive game playing, by sending electronic chain letters or other excessive messages, either locally or off-campus, printing excessive copies of documents, files, data or programs, modifying system facilities, operating systems, or disk partitions, attempting to crash or tie up an Eastern or network computer, or damaging or vandalizing Eastern or network computing resources, equipment, software, or computer files.
- Disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner.
- Reading other user's data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission.
- Violating any applicable federal, state, or local regulations.

User Responsibility – All users of Eastern computing resources must act responsibly. Every user is responsible for the integrity of these resources. All users of Eastern-owned or Eastern-leased computing resources must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements. It is the policy of Eastern that all members of its community act in accordance with these responsibilities, relevant laws, and contractual obligations, and the highest standards of ethics.

Password Protection – Each user is responsible for maintaining absolute security of any password or password right granted to the user. Passwords must not be "shared' with another user. Password security helps to protect the Eastern system against unauthorized access.

Computing Resources Access – Access to Eastern's computing resources is a privilege granted to Eastern students, faculty, staff, and administrators. Eastern reserves the right to limit, restrict, or extend computing privileges and access to its information resources.

Freedom of Communication – It is the intention of Eastern to maximize freedom of communication for purposes that further the goals of Eastern. Eastern places high value on open communication of ideas, including those new and controversial.

General Right of Privacy – A general right of privacy should be extended to the extent possible to the electronic environment. Eastern and all electronic users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate institution official, or required by law. Privacy is mitigated by the following circumstances.

- Eastern is an agency of the State of Oklahoma and therefore subject to the Oklahoma Open Records Act. For Eastern employees, electronic information created in the performance of their duties may be public records, just as are paper records. Such records may be subject to review and/or release under Oklahoma law. All computer files and

email communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation. In these cases, disclosure of personal email or files not related to the specific issue discussed in any Public Records request or discovery will be avoided to the extent allowed by law.

- Administrative files of Eastern are generated as part of the process of managing the institution. Files that employees create or maintain can be reviewed by supervisors within this administrative context. Generally, faculty research files and files relating to scholarly endeavors will not be subject to such a review.
- There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may monitor any computing activity or examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. Sometimes system administrators may monitor computing activity or access files to determine if security violations have occurred or are occurring. In that event, the user should be notified as soon as practical. System administrators at all times have an obligation to maintain the privacy of a user's files, electronic mail, and activity logs.

Computer Use Procedures

Computer accounts will be issued to authorized users only by Computer Services personnel or their designee.

Prior to issuance of an account and password all users must execute such forms including an acknowledgement and acceptance of the terms of this policy, as may be reasonably required by Eastern.

User passwords must be kept private and may not be disclosed to any other individual or entity. A password must NEVER be posted or placed where it can be discovered by someone other than the user.

Each user will select a User id in accordance with rules established by Computer Services. The User id will be used consistently for all logons.

Personal passwords will be maintained by the individual user and must be changed at least every 180 days, or at more frequent intervals as the user may elect. Passwords shall be selected in accordance with the rules established by Computer Services. In the event another person learns a user's password, the user must immediately change the password.

Any user who learns of an unauthorized user of his/her account must report the unauthorized use to Computer Services immediately.

Computer Abuse Investigation Procedures

In the event it appears that a user has abused or is abusing his/her computing privileges, or engages in any misuse of computing resources, then Eastern may pursue any or all of the following steps to protect the user community.

- Take action to protect the system(s), user jobs, and user files from damage.
- Begin an investigation and notify the suspected abuser's project director, instructor, academic advisor, dean or administrative office of the investigation.
- Refer the matter for processing through the appropriate Eastern disciplinary system.
- Suspend or restrict the suspected abuser's computing privileges during the investigation and disciplinary processing. A user may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the procedures existing at the time the user requests an appeal, which procedures will be provided to the appealing user in writing.
- Inspect the alleged abuser's files, diskettes, and/or tapes. System administrators must have reasonable cause to believe that the trail of evidence leads to the user's computing activities or computing files before inspecting any user's files.
- In the event the misuse also constitutes a violation of any applicable federal, state, or local law, Eastern will refer the matter to appropriate law enforcement authorities.

Gramm-Leach Bliley Act (GLBA)

The Gramm-Leach Bliley Act requires financial institutions to protect the privacy and security of consumers' nonpublic personal information. It requires that institutions:

- Implement measures to secure students' personal financial information.
- Inform students about how their data is collected, shared, and protected.
- Only share personal information with third parties under certain conditions and provide customers with the opportunity to opt-out in some cases.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. It gives the student the following expectations:

- The right to inspect and review their educational records.
- The institution cannot release personally identifiable information from a student's record without written consent, except under certain conditions.
- The right to request corrections to their records if they believe information is inaccurate or misleading.

14.011 - Copyright Compliance Policy

It is the policy of Eastern Oklahoma State College (Eastern) to comply with copyright law. Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs, and articles are some of the things subject to copyright. Copyright notice is not required.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108, which can be viewed at https://www.copyright.gov/title17/92chap1.html, it is a violation of copyright law to copy, distribute, exhibit or perform copyrighted works without the authority of the owner of the copyright. In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Content owners can track the sharing and downloading of their copyrighted files via the IP address of the file sharer or downloader. Upon proper notice of infringement from the copyrighted owner to Eastern as the internet service provider in accordance with the Digital Millennium Copyright Act, Eastern investigates, takes down any infringing site or material on Eastern's network, and blocks access to any infringing sites or material. Eastern also investigates to identify the infringing user and takes appropriate action to address misuse in accordance with Eastern policies.

Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five (5) years and fines of up to $250,000 per offense.

Other Consequences of Misue – A violation of copyright law also constitutes a violation of Eastern's policy and can result in suspension of user accounts and referral to the appropriate divisional authority for disciplinary action. In order to comply with Eastern's policy and federal laws and regulations Eastern employs technology-based deterrents including packet shaping, automated intrusion prevention, network segmentation, and firewalls to limit the ability of illegal peer-to-peer network function on campus. In addition, Eastern educates the Eastern community regarding copyright laws and internal policies.

14.012 – Electronic Communications Policy

The purpose of this policy is to instruct non-exempt employees and supervisors concerning the use of electronic communication devices when not scheduled for work duty.

Non-exempt employees for Eastern Oklahoma State College may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones and computers.

Legal Framework for Non-Exempt Employees

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked, the time compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications is not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Prohibited Use of Electronic Communication Devices

Non-exempt employees are to check for, read, send, or respond to work-related emails outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.

Enforcement

Non-exempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy.

14.013 – Emergency Telecommuting Policy

The following policy and procedures have been established to provide guidance to employees, faculty, staff, and their supervisors when an emergency voluntary telecommuting or remote work arrangement is needed to enhance the operations of Eastern Oklahoma State College

This is a policy concerning the appropriate response to unforeseen pandemics that affect student and employee life on the Eastern campus. In the event of an established "social distancing" recommendation, employees may be directed to stay away from their campus workspace. Telecommuting for appropriate departments and employees may be deemed a condition of employment for the duration of the emergency.

Policy

- The work schedule of the telecommuting employee will depend on the type of work to be performed, and the needs of the department as determined by the supervisor.
- Flexible schedules may be scheduled on approval by the supervisor.
- Employees must remain productive and responsive during their scheduled work hours.
- Employees are expected to maintain a presence with their department/division/school while working remotely. This presence may be maintained by using technology including, but not limited to, phone conversations, computer, email, messaging application, video conferencing, Google Sheets, text messaging, etc.
- Employees will be required to have a working telephone or cellphone at their remote location.
- The College is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of the employee's alternative work arrangement.

Telecommuting is not an entitlement or college wide benefit and may be discontinued at any time at the discretion of the President. As a matter of practice, telecommuting should be used only in unusual, urgent, unique, or emergent situations. This policy applies to the entire college workforce, including all branch campuses and other sites. It applies to full time, part time, exempt, nonexempt employees, full time, part time, and adjunct faculty.

Telecommuting is an alternative that is appropriate for some employees, but not all employees or positions. Certain departments are ineligible for telecommuting due to the nature of their job such as custodial staff, maintenance staff, etc.

In telecommuting workspaces, all college policies that would have applied at the workspace continue to apply in full effect, including data security and information protection or privacy.

Employee compensation and benefits, including vacation, sick leave, and other forms of leave and travel benefits will not be affected by the telecommuting arrangement.

Duties, obligations, responsibilities, and conditions of employment with Eastern remain unchanged.

Eligibility for salary, retirement benefits, state sponsored insurance coverage remains unchanged.

Telecommuting employees may not receive advantage or disadvantage for purposes of position upgrade and/or promotion as a result of telecommuting.

Telecommuting Requirements

The total number of hours that the employee is expected to work will not change, regardless of location. The college expects the same level of productivity as when on campus.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in the normal manner.

Nonexempt employees will not work in excess of 40 hours in a workweek without prior approval from their supervisor or Vice President.

Telecommuting employees must be accessible during their agreed upon regular work schedule. Telecommuting employees must be accessible to their supervisor at least once per day or more as needed.

Telecommuting employees may be required to commute to the campus workspace to attend to essential duties. This is considered commute time and will not be eligible to receive reimbursement for travel.

Telecommuting employees will agree with the supervisor on a plan for receiving assignments, returning assignments, and reporting to the supervisor on telecommuting days.

Telecommuting Equipment and Expenses

The telecommuting employee and the supervisor shall determine the minimum equipment and software necessary for the employee to complete assignments from the remote location in a timely, efficient, and professional manner. In determining what equipment (if any) shall be provided by the college, the supervisor may consult other departments as to appropriateness and availability.

The college will provide equipment and materials needed by employees to effectively perform their duties, however the college will not duplicate resources between the campus workplace and the alternative workplace.

The college may determine the appropriate equipment needs for each telecommuting employee's location on a case-by-case basis.

When telecommuting employee's campus work equipment is used at alternate workstations workers must exercise reasonable care for the equipment and take appropriate action to protect the items from damage or theft.

The College will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace.

Telecommuting employees may use their own equipment if authorized. However, the college is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly related to the creation of work products for the College.

Telecommuting employees must adhere to the College's Computer Use Policy.

Telecommuting employees must return any college property upon request.

This policy is subject to change as the pandemic situation changes or evolves. Employees assigned to telecommuting might be reassigned to non-telecommuting workstations at the discretion of the College President.

14.014 – Drug Free Policy

Eastern Oklahoma State College follows the Drug Free Schools and Communities Act Amendment of 1991 (34 CFR 86) and the Drug Free Workplace Act of 1988 (41 USC 701). The institution, in partnership with its students and employees, strives to prevent the illegal use of alcohol and other drugs on our campuses. This policy provides guidance for responsible behavior related to drugs and alcohol use and information regarding available resources.

Eastern seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. These participants are expected to know and follow the applicable laws and all Eastern rules and regulations. Each person is responsible for his/her own behavior. The Eastern Police Department

enforces compliance with state law and alcoholic beverage laws on campus and at college-sponsored activities.

Possession, use, or distribution of alcohol beverages, except as expressly permitted by the law and regulations, or public intoxication are a violation of Eastern policy. The consumption or possession of alcoholic beverages in any form on the campus, in Eastern student housing, or at student organizations or other sponsored activities for students is forbidden.

Students, faculty, staff, and visitors are subject to arrest and prosecution, as well as campus discipline, for violation of any federal or state drinking laws, including possession, intoxication, and driving under the influence (inclusive of DUI – Under 21).

Alcohol and Drug Abuse Prevention

Eastern recognizes its responsibility as an education and public service institution to promote a productive and healthy environment. This responsibility demands implementation of programs and services to facilitate that effort. The College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The college prohibits illegal use of drugs and alcohol in the workplace, on college property, in college housing, or as part of any college-sponsored activities. In order to meet these responsibilities, Eastern:

- Requires all students and employees to abide by the term of this policy as a condition of an initial and continued enrollment or employment. The Eastern Chief of Police, Director of Student Life, and Director of Human Resources, in cooperation with members of the President's Leadership Council, will conduct a biannual review of current Alcohol and Drug Abuse Policies conducted in even numbered years.
- Provides resident students with information about college drug and alcohol policies as part of their orientation. Students who violate the alcohol policy are required to complete an online alcohol awareness program. Information about drug and alcohol issues are also shared with students via brochures, flyers, and campus safety emails distributed by Campus Police and the Office of Student Services.
- Provides student-athletes with specific information about the drug and alcohol policy in the Student Handbook. The college also conducts periodic, random drug tests of student athletes.
- Works with the Latimer County Sheriff's Office to arrange for periodic patrols of a drug dog in the residence halls.
- Has an arrangement with the Health & Wellness Center for students to receive free on-campus counseling two (2) days per week.
- Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws, as well as college policies, the staff and faculty handbook, and the Student Code of Conduct. Eastern policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any college-sponsored activities.
- Considers a violation of this policy to be a major offense, which can result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including

termination from employment and suspension or expulsion from the college. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

- Recognizes that violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal records and may prohibit certain career and professional opportunities.
- Recommends an employee to notify his/her supervisor of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five (5) calendar days following the conviction or to allow the Eastern Chief of Police to make such a notification.
- Forbids an employee from performing sensitive safety functions while a prohibited drug(s) is in his/her system.

Sanctions

College Sanctions for Students – The following sanctions may be imposed by any person or board authorized to assign disciplinary sanctions. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include fines, probation, suspension, expulsion, loss of institutional aid, restriction of student's activities or privileges. Students will be charged for all damages or misappropriations of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement, or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

College Sanctions for Employees – Eastern Oklahoma State College, as a drug-free workplace, is to be free from illegal manufacture, distribution, possession, or use of any controlled substance. Such actions are grounds for disciplinary action up to and including termination of employment. A workplace is defined as any place an employee functions within the scope of his/her job responsibilities. Employees convicted of any workplace related drug offense, which does not result in discharge, or forfeiture of position may be required to successfully complete a recognized drug treatment or rehabilitation program. All employees must notify the employer of any criminal drug statute conviction for a violation occurring while performing within the role and scope of their respective responsibilities. Any employee or student found to be in violation of the federal and/or state laws pertaining to the use or abuse of alcohol and/or illicit drugs may be referred to the legal system for prosecution.

Legal Sanctions Regarding Drugs – Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Criminal Laws in the State of Oklahoma, a person found in possession of a controlled, dangerous substance, within this State, such as marijuana, cannabis, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.) shall be placed under arrest. All vehicles, or any other means of transportation used to transport controlled, dangerous substances and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines to a year in the county jail to life in the state penitentiary, and/or both.

Other Federal Sanctions – In addition to fines and prison terms, federal sanctions for the possession or distribution of illicit drugs may include the forfeiture of federal Financial Aid eligibility for a period of one or more years. If the conviction occurs while the student is enrolled and receiving aid, the student may be required to repay all federal aid received. Eligibility may be regained by completing an acceptable drug rehabilitation program.

Legal Classifications

Misdemeanors (M) – Punishable by imprisonment in county jail for not more than one (1) year and /or a fine not exceeding $500 unless a different amount is specified for the offense.

Felonies (F) – Punishable by imprisonment in the state corrections system for up to two (2) years and/or a fine not exceeding $1,000 unless a different amount is specified for the offense.

Unlawfully selling/delivering alcoholic beverages (M) – Knowingly sell, deliver, or furnish alcoholic beverages to any person under age 21.

Unlawful possession of (drug) paraphernalia (M/F) – Deliver, use, possession, or manufacture of drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a dangerous substance. Delivery by a person aged 18 or over to a person under 18 at least five (5) years his/her junior in a felony. Otherwise, violation is a misdemeanor.

Driving while impaired or intoxicated (M/F) – Any person operating a motor vehicle shall be deemed to have given consent to a test for alcohol concentration and/or presence and concentration of any other intoxicating substance. Any person may refuse a test, but refusal shall result in revocation of driving privileges for 180 days. Test results showing an alcohol concentration of .08 or greater shall result in revocation of driving privileges for 90 days. An alcohol concentration of more than .05 but less than .08 is relevant evidence that driving ability is impaired. An alcohol concentration of .08 or more is prima facie evidence that the person was under the influence of alcohol. The first offense is a misdemeanor. Second and subsequent offenses may be felonies and may result in suspension of driving privileges for six months.

Conviction of a felony can render a person ineligible for licensure/certification/employment in their career profession, examples are law, medicine, engineering, architecture, accounting, teaching, law enforcement, public safety, and military. It can also prevent the acquisition of a security clearance necessary for many other jobs.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgement and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens, cancer, and other health issues. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines and stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates and depressants (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Cocaine and crack stimulate the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked- deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco and nicotine cause death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers. Tobacco use is prohibited on all college property.

Eastern Oklahoma State College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.

This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the college, is applying for a position or is conducting business on the college's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, off-site employees, contractors, volunteers, and students.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the college. Therefore, this policy applies whenever conducting business or representing the college, while on call, paid standby and while on organization property.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting with the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deteriorates and/or other accidents occur.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five (5) calendar days of the conviction. The college will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the college's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he/she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases, lunchboxes, desks, workstations, vehicles, and equipment.

Drug and Alcohol Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in random and reasonable suspicion testing upon selection or request of management.

The substances that will be tested for are Amphetamines, Cannabinoids (THC), Cocaine, Alcohol, Barbiturates, Methaqualone and Methadone.

Testing for the presence of alcohol will be conducted by analysis of saliva.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be referred to a substance abuse professional for assessment and recommendations, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences
One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he/she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one (1) year and must successfully pass a pre-employment drug test.

If an employee violates the policy, he/she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements
Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance
Eastern Oklahoma State College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation.

To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Offers all employees assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality
All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility
A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- Posters and brochures will be available at all locations.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.

Every employee will receive training to help him/her recognize alcohol and other drug problems.

Student Employee Statement

Eastern Oklahoma State College receives grants and contracts from the Federal government which requires the College to comply with the provisions of the Drug Free Workplace Act. As an employee of the College, you must comply with the College's policy that prohibits the use of a controlled substance.

If you are convicted of a criminal offense occurring in the workplace, the Act requires you to notify the Financial Aid Office (FAO) within five (5) days of such conviction. Furthermore, the College must, within thirty (30) days of receiving notice of such a conviction, impose a sanction on a convicted employee. Such a sanction includes appropriate personnel action up to and including termination and/or satisfactory participation in a drug assistance or rehabilitation program.

Should you have any questions regarding this statement please contact the Financial Aid Director. All student employees of the College fall under the federal compliance requirements.

14.015 – Tobacco Free Policy

Eastern Oklahoma State College is a tobacco-free environment. Smoking and the use of all tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products) are prohibited throughout all indoor and outdoor areas owned or under control of Eastern, including all land, buildings, parking lots, athletic facilities, and college-owned vehicles.

This also includes students, guests, or employees using tobacco products in their personal vehicle while parked on Eastern property.

College employees will not use tobacco products while providing services to students regardless of location.

The Tobacco-Free Campus Policy is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased, or contracted for use by the College and/or in state vehicles used for College business. This policy is to include both the Wilburton and McAlester campuses. This policy went into effect February 14, 2014.

The College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The College will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.

All organizations, agencies, non-institutional grant programs that lease or use an office or building space from the College will eliminate the use of tobacco in all indoor or outdoor locations under their control.

The College is committed to providing support to all College employees and other personnel who wish to stop using tobacco products through access to several types of assistance, including cessation and telephone counseling through the Oklahoma Tobacco Helpline or other similar agencies. Supervisors are encouraged to refer employees and other College personnel to the Helpline and other similar agencies as appropriate.

Tobacco Free Noncompliance

Noncompliance by an employee may cause administration or supervisor intervention and may result in corrective or disciplinary action in accordance with institutional policy. Failure to comply with the Tobacco-Free Policy could be classified as insubordination and may result in disciplinary action and/or termination of employment.

Noncompliance by visitors and others will be addressed as stated in this policy as follows:

- Students shall be directed to and addressed by the Director of Student Life. Violations occurring within College housing shall be directed to the Residence Life Coordinator. College housing may refer complaints to the Director of Student Services.
- Visitors shall be directed to and addressed by the College Police department.

14.016 – Marijuana Free Policy

Despite the passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles and products containing marijuana) on any college owned or controlled property is illegal and against Eastern Oklahoma State College policies. Specifically, possession or use (including smoking or consuming) marijuana is not allowed on any college property (including parking lots) or at college-sponsored activities. Additionally, you may not come to class or work under the influence of any illegal substance, including marijuana.

Federal Law

Eastern Oklahoma State College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting those federal funds, Eastern Oklahoma State College is legally bound to comply with the Federal Drug-Free Schools and Communities Act, which mandates the implementation of drug prevention programs and prohibits the use of illegal drugs on campus or at college-sponsored events and activities. The college must also comply with the Federal Drug-Free Workplace Act, which describes the drug-free policies required at workplaces with certain federal contracts. Further, the college must also comply with the Federal Controlled Substance Act, which criminalizes the growth and use of marijuana and makes no distinction between medical and recreational marijuana use.

Medical Marijuana

Because marijuana remains illegal under federal law, even those persons with a valid medical marijuana license are strictly prohibited from using or possessing medical marijuana on the campus or property of Eastern Oklahoma State College or at events authorized or supervised by the College.

Disciplinary Actions

It is illegal for students, employees, or any other persons to use, be under the influence, manufacture, possess, cultivate, distribute, purchase, or sell any alcohol and/or drugs (illegal and/or dangerous or controlled substance, including marijuana) and/or any drug paraphernalia while on any campus, college owned or college controlled property, and/or at any function authorized or supervised by the college, and/or in state-owned or leased vehicles.

- Students and employees found responsible for selling or distributing marijuana on or off campus will be subject to disciplinary actions.
- Students and employees found responsible for using or possessing marijuana on campus (even those with a valid medical marijuana license) will be subject to disciplinary actions.
- Students and employees found responsible for using or possessing marijuana off campus (without a valid medical license) will be subject to disciplinary actions.

Violations of this policy are considered serious infractions. Individuals who violate this policy shall be subject to appropriate disciplinary actions. Student disciplinary actions may include warnings, probation, restrictions, educations courses, fines, suspension, or expulsion. Employee disciplinary actions may include warnings, probation, restrictions, suspension, demotion, or termination.

Referral and Hotline Information

- Reach Out Hotline (Mental Health and Substance Abuse): 1-800-522-9054
- Narcotics Anonymous: 918-747.0017
- Latimer County Health Department: 918-465-5673
- Eastern Sky, PC (Personal Counseling): 918-465-0300
- National Institution on Drug Abuse: 1-800-234-0420
- National Drug Hotline: 1-800-662-HELP
- Cocaine Helpline: 1-800-COCAINE
- Wilburton Health and Wellness Center via Eastern Student Services: 918-465-1818

The Health and Wellness Center provides mental health services. Eastern students who are experiencing challenges in their lives have access to short-term counseling by a licensed mental health provider. The brief therapeutic model is directed at helping students succeed in the college environment. All appointments are to be scheduled in advance by contacting the Student Services Office at 918-465-1818 or in the E.E. Tourtellotte building.

14.017 – Sexual Harassment and Sexual Misconduct Policy

Each employee and student is protected in all aspects of his/her employment or educational experience at Eastern against any conduct that denies him/her equal access to employment or education based upon compliance with the Executive Order 11246; Title II of the Education Amendment of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1974; and all other federal, state, school rules, laws, regulations, and policies.

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Eastern Oklahoma State College adopts the following policy concerning sexual harassment.

It is the policy of Eastern Oklahoma State College to promote a cooperative work and academic environment in which there exists mutual respect for all students, faculty, and staff. Harassment of employees based upon gender and/or sexual orientation is inconsistent with this objective and contrary to the College's non-discrimination policy. Acts of sexual misconduct are illegal under federal, state, and local laws and will not be tolerated within the College. The College will follow procedures that will ensure that allegations of sexual misconduct are thoroughly investigated.

Employees who believe they have been harassed under this policy are strongly encouraged to report the allegations of sexual misconduct to the Director of Human Resources as promptly as possible.

Students who believe they have been harassed under this policy are strongly encouraged to report the allegations of sexual misconduct to the Director of Student Life/Title IX Coordinator as promptly as possible.

Delay in making a complaint of sexual misconduct may make it more difficult for the College to investigate the allegations.

It is a violation of College policy for any member of the College community to engage in sexual harassment or to retaliate against any member of the College community for raising an allegation for sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

Sexual Harassment

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature 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 a basis for employment or academic decisions affecting such individual.
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

Unwelcome sexual touching/exposure

The touching of an unwilling or non-consensual person's intimate part (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

Non-consensual sexual assault
Unwilling or non-consensual penetration of any bodily opening with an object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent using coercion.

Forced Sexual assault
Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the assailant was aware or should have been aware.

Effective Consent:

- informed
- freely actively given
- mutually understandable words or actions, and
- willingness to participate in mutually agreed upon sexual activity.

Further:

- Initiators of sexual activity are responsible for obtaining effective consent
- Silence or passivity is not effective consent
- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.
- Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:
    - Mental, developmental, or physical disability
    - He/she is under the legal age to give consent
    - He/she is incapacitated by alcohol, beer, or under the influence of drugs

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations:

- Ignoring an individual's protest and engaging in sexual activity
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the yes is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him/her to engage in sexual activity against his/her will.

Stalking

Stalking is to engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested and actually cause the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcome contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messages, etc.), following another person or having others contact another person.

Any actions that a stalker takes to contact, harass, track, or frighten another that could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents
- sending unsolicited mail, email, texts, and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone you dated in the past, or a stranger. Definition consistent with Violence Against Women Act Volume 79 CFR and Oklahoma State Statute.

Dating Violence

Dating Violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on a consideration of the following factors:

- length of the relationship
- type of relationship
- frequency of interaction between the people involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence. Definition consistent with Violence Against Women Act Volume 79 CFR.

Domestic Violence

Domestic violence is a crime of violence committed by a:

- current or former spouse or intimate partner of the victim
- person with whom the victim shares a child in common
- person who is cohabitating with or has cohabited with the victim as a spouse
- person similarly situated to a spouse of the victim

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Definition consistent with the Violence Against Women Act Volume 79 CFR.

What to do if you are a Victim of Sexual Violence

- If you are not safe and need immediate help, call the police. If the incident happened on campus, call the Eastern Campus Police Department at 918-448-2365. If the incident occurred elsewhere in Wilburton, call the Wilburton Police Department at 918-465-5371. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location in where it occurred.
- Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable.
- You can call 1-800-656-HOPE (4673) to get advice and discuss options for how to proceed.
- Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications, or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.
- Go to the McAlester Regional Emergency Room to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. If you need accommodation these will be provided.
- If you call 1-800-656-HOPE (4673), a sexual assault nurse examiner (SANE), a police officer, and a rape volunteer advocate will be sent to the exam site, or you will be transported to them.

- Upon arrival at McAlester Regional Emergency Room, you will be taken to a private exam area. The nurse, advocate, and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.
- If you call 1-800-349-7062, ext. 6917 you can reach the local Sexual Assault Response Team.

Eastern has trained police officers who are ready to assist victims of sexual assault and sexual battery 24 hours a day, 7 days a week. Victims of sexual assault or sexual battery may call the Eastern Campus Police at 911, ext. 718, or 918-448-2365 to report the crime. Officers will then take an initial report, secure any evidence, begin an investigation, and contact campus officials.

The Federal Campus Security Sexual Assault Victims' Bill of Rights

The Federal Campus Security Sexual Assault Victims' Bill of Rights is as follows:

- Survivors shall be notified of their options to notify law enforcement.
- Accusers and accused must have the same opportunity to have others present.
- Survivors shall be notified of counseling services.

Programs concerning sexual assault include sessions of periodic emails, flyers, brochures, etc. Sexual assault education programs are available through the Campus Police Department. Campus Police partners with Choctaw Nation Project Safe and DHS to provide training to employees concerning sexual assault and domestic violence each semester. Campus Police will sponsor a minimum of one (1) training each semester.

On and Off Campus Resources

Sexual violence can be very emotionally disruptive, and it takes time to come to terms with such major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution's employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities. Eastern must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Victim Advocate – Confidential Reporting Option

The Victim Advocate can confidentially provide employees with information about on and off campus resources available to victims.

Counseling Resources – Confidential Reporting Option

Health & Wellness Center
802 Highway 2 North
Wilburton, OK 74578
918-465-0005

Other Local Services Available to Victims – Non-Confidential Reporting Options
Eastern Campus Police Department - 918-465-1718
Wilburton Police Department – 918-465-5371
Eastern Director of Human Resources Office – 918-456-1777

Interim Measures

The Eastern Human Resources Office can put in place interim measures for victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. Eastern will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

- Assistance in Reporting – The Director of Human Resources can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the employee(s) who caused them.
- No Contact Order – The Director of Human Resources can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.
- Emergency Protective Order – The Director of Human Resources can assist you in filing an Emergency Protective Order in court. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- Safety Measures – The Eastern Chief of Police can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- Living Arrangements – For employees living on campus, the Housing Coordinator can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.
- Other Interim Measures – The Director of Human Resources Office can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care, or academic support resources.

When the Director of Human Resources Office becomes aware of an employee who potentially could have been a victim of sexual violence, they will contact the victim in writing through Eastern email to share these interim measures, reporting options and other resources available. This will be done no matter what the location of the incident.

Procedures for Reporting Sexual Misconduct

In the event of a sexual assault, the victim is encouraged to report the crime to Campus Police, if the crime occurred on campus, or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve evidence of a sexual assault, which is of paramount importance in offering proof of the crime. For example, victims should not bathe or wash their

clothing. The victim of a sexual assault also should seek medical attention. To aide in their investigation and to gather information necessary to apprehend the assailant, Campus Police will interview the victim.

Eastern has trained police officers who are ready to assist victims of sexual assault and sexual battery 24 hours a day, 7 days a week.

Victims of Sexual Assault or Sexual Battery may call the Eastern Campus Police at 918-448-2365 to report the crime. Officers will then take an initial report, secure any evidence, begin an investigation, and contact Campus officials.

Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of any crime.

Employees also may report the crime to the Director of Human Resources who shall inform the Campus Police.

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Employee Code of Conduct, to the Director of Human Resources at 918-465-1777. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed by calling or completing the online Employee Grievance Form.

If either the victim or the accused are employees, the incident will be addressed through the Human Resources Office process once a complaint is filed.

Eastern strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police.

All forms of sexual violence should be reported, no matter the severity. Eastern's primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

Eastern encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. Eastern offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can contact for assistance following an incident may have different responsibilities regarding confidentiality.

Sexual Misconduct Reporting Options

Different employees on campus have different abilities to maintain a victim's request for confidentiality.

- Some are required to maintain near complete confidentiality, talking to them is sometimes called a "privileged communication".

- Other employees may talk to a victim in confidence and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institutional investigation into an incident against the victim's wishes. This report is done through a Clery Report and does not include the victim's name or other identifying information.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Director of the Human Resources Office.

Confidential Reporting Options
Confidential reporting options provide employees with the ability to confidentiality report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution's ability to respond to incidents. Employees can use the Employee Grievance Form to file a confidential report.

Professional Counselors
Professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

Non-Confidential Reporting Options
The Clery Act requires all other employees (excluding counselors and Victim Advocates) who become aware of an instance of sexual violence to report the instance to Eastern Campus Police. The victim's name should not be reported to the police without the victim's permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

When an instance of sexual violence is reported to a "responsible employee" the reporter can expect the incident to be reported to the Director of the Human Resources Office. A responsible employee must report to the Director of the Human Resources Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time, and specific location of the alleged incident. To the extent possible, information reported to a "responsible employee" will be shared only with people responsible for handling the institution's response to the report. When a victim tells a "responsible employee" about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the victim wants to maintain confidentiality, then the victim should be directed to a confidential resource.

Request for Confidentiality from a Non-Confidential Reporter

If a victim discloses an incident to a "responsible employee" but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken. Eastern must weigh that request against the obligation to provide a safe environment for all employees, including the victim.

If the institution honors the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate and respond to the incident may be limited.

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe environment for all employees.

When weighing a victim's request for confidentiality or that no investigation or conduct process be pursued, the following will be considered.

The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual violence complaints about the same alleged respondent.
- Whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence.
- Whether the alleged respondent threatened further sexual violence or other violence against the victim or others.
- Whether the sexual violence was committed by multiple respondents.
- Whether sexual violence was perpetrated with a weapon.
- Whether the victim was a minor.
- Whether the institution possesses other means to obtain relevant information of sexual violence (e.g. security cameras or personnel, physical evidence).
- Whether the victim's report reveals a pattern of perpetration (e.g., via. Illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue conduct action. If none of these factors is present, the institution will likely respect the victim's request for confidentiality. If it is determined that the institution cannot maintain a victim's confidentiality, the institution will inform the victim prior to starting an investigation. Eastern will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The institution may not require a victim to participate in any investigation or conduct process. Retaliation against the victim will not be tolerated.

Reporting to the Police

Eastern strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institutions conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the Eastern Campus Police Department at 1301 West Main, Wilburton, OK in the Bill Hill Library at 918-465-1718. If the incident occurred elsewhere in Wilburton, it can be reported to the Wilburton Police Department at 209 East Main, Wilburton, OK 74578 or at 918-465-2161. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

Reporting to Human Resources
Anyone can report any instance of sexual violence to the Director of the Human Resources Office at 1301 West Main, Wilburton, OK or on 918-465-1777. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online using the Employee Grievance Form. If either the victim or the accused is a student, the incident will be addressed through the Director of Student Life Office once a complaint is filed. Additionally, as stated above, Eastern strongly encourages individuals to report any instances of sexual violence to the police.

Disciplinary Procedures in Cases of Sexual Misconduct

In addition to addressing sexual assault through the criminal justice system, cases involving sexual misconduct will be assigned to the Director of Human Resources. Individuals found guilty of sexual misconduct can face a number of sanctions including disciplinary, suspension, or termination. Further information regarding the disciplinary process may be obtained by contacting the Director of Human Resources at 918-465-1777.

In addition to the disciplinary procedures described above, the following apply in cases of sexual misconduct: it is the policy of Eastern to provide the accuser and the accused the same opportunities to have others present during disciplinary proceedings. Requests to have others present should be made to the Director of Human Resources. Eastern will inform both the accuser and accused of the outcome of any institutional disciplinary proceeding from a sex offense. This includes the institution's final determination and sanctions, if any, against the accused. The Office of Human Resources shall coordinate this notification.

In cases of alleged sexual misconduct, the accuser shall have the right to request changes in their working situations, if such changes are reasonably available. The Office of Human Resources will receive, review, and process all such reports.

14.018 – Grievance Procedure

This policy provides an avenue for use by staff members for the resolution of differences and misunderstandings in connection with claimed violations of established College policies, handbooks, or practices.

Definitions:
A "grievance" shall mean a complaint by a staff member:

- That has been, as for him/her, a violation of any of the provisions of his/her employment offer.
- Who has been treated inequitably by reason of any act or condition which is contrary to established College policy, handbooks, or practice governing or affecting staff members.
- Except that the term "grievance" shall not apply to any matter as to which the College is without authority to act and shall not apply to staff members performance reviews or discipline or termination of staff members.

A "staff member" means all staff members of the College excluding faculty.

The term "days" when used in this policy shall, except where otherwise indicated, means working days, thus, weekend or vacation days are excluded.

Grievance Procedure Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise from time to time affecting the welfare or working conditions of staff members. Grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. A staff member believing that he/she may have been subject to sexual harassment or discrimination by another staff member, faculty member, or student should file a complaint with the Director of Human Resources. The following procedures should be initiated:

Option I

The College encourages informal resolution of complaints. If appropriate, the aggrieved individual(s) may first discuss the complaint directly with the individual against whom the complaint is made. If the alleged discrimination involves a department or unit rather than an individual, the aggrieved individual(s) may discuss the complaint with a representative of that department or unit. If the complaint is not resolved as a result of this discussion, or if the aggrieved individual(s) do not wish to proceed informally, they should proceed to Option 2.

Option 2

The aggrieved individual(s) may file a formal complaint with the Director of Human Resources. The complaint must be in writing and include the grievant name and address, the nature of the alleged violation, name of the persons responsible for the alleged violation (where known), requested relief or corrective action, specification of desired relief and any background information the grievant believes to be relevant (e.g. witnesses to the alleged violation, name or groups of other persons who may be affected, etc.).

A complaint should be filed in a timely manner following an alleged violation. The College will take affirmative steps to comply with the provisions of Title IX at any time a violation becomes known but may not be able to address a specific instance of alleged violation if the passage of time has rendered memories unclear and relevant documentation is lacking. Aggrieved individual(s) are urged to initiate either option within a week of becoming aware of a perceived violation.

Upon receipt of the complaint, the Title IX Coordinator and/or Director of Human Resources will immediately begin investigating. All parties to the complaint will be afforded the opportunity to submit evidence (including statements from witnesses) relevant to the complaint. The investigation will be completed within twenty (20) days of receiving the complaint and a statement of findings will be issued by the Title IX Coordinator to the individual or department against whom the complaint is made and to the grievant.

If it is determined that the allegations of discrimination have merit, a proposed resolution according to law and College policy will be submitted to the parties involved. If the proposed recommendations are acceptable to the grievant and the solutions are implemented, the complaint is considered resolved.

The grievant may request reconsideration of the case (an appeal) in instances where he/she is dissatisfied with the resolution. The request for consideration should be filed in the President's Office within ten (10) working days of receipt of the resolution or as soon as possible following evidence the accepted solutions have not been implemented. The President will review the request and issue a final resolution in a timely manner. The decision of the President is final.

Withdrawal of a Complaint

The complainant may withdraw the complaint at any point.

Implementation of Recommendations

Within ten (10) working days of receipt of the Title IX Coordinator's recommendation, the President will either implement the recommendations or indicate in writing to the parties involved the reasons for taking other actions or no actions. Anyone at any time may contact the following:

Office for Civil Rights
United States Department of Education
400 Maryland Avenue SW
Washington, DC 20202
Telephone: 202-245-6800

Or

Office for Civil Rights
United States Department of Education
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550

Complaints of discrimination will be treated as confidentially as possible, recognizing the potential need to notify the alleged perpetrator of the facts relative to the alleged violation, contact and interview witnesses and other knowledgeable parties, inform key staff of issues required for compliance, and reply to any state or federal agencies who may have been informed of the alleged violation.

14.019 – Respiratory Illness Policy (COVID-19, Flu, Bronchitis, etc.)

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

Symptoms and Reporting
Individuals exhibiting symptoms of respiratory illnesses **with** fever should stay home and report their symptoms to their instructor or supervisor as soon as possible.

Symptom-Free Requirement
Individuals should not return to work or classes until they have been fever-free for at least twenty-four (24) hours without the use of fever-reducing medications.

Precautions After Return to Work
Upon returning, individuals should take additional precautions for the next five (5) days, including frequent hand washing, wearing a mask, and maintaining social distancing.

Positive Test Protocol
If a student or employee tests positive for a respiratory illness, they may return to class or work once they have been fever-free for at least twenty-four (24) hours without the use of fever-reducing medications. They should continue wearing a mask for the following five (5) days.

14.020 – Authority and Conditions of Appointments

Appointment of the President
The Board of Regents shall appoint the President.

Appointment of Other Employees
The President shall appoint all other employees of the College. The President authorizes all employee searches.

At-Will Appointments
All staff employees of the College, except those specifically designated by formal action by the Board of Regents, are "at-will" staff members. "At-will" employment signifies that either the employer or the employee may terminate the working relationship for any reason at any time. The supervisor of the employee should make a recommendation for termination to their immediate supervisor and/or President. If the request is approved, the supervisor shall terminate the employee.

By accepting an appointment with the College, a staff member agrees and acknowledges:

- That his/her appointment with the College does not create any property interest of any kind or at any time.
- That, except as specifically set out in the paragraph, "Dismissals and Non-Renewals" below, the staff member has no right to a due process hearing of any kind or at any time with regard to any aspect of his/her employment.

- That any appointment and the corresponding compensation may be terminated by the College at any time with or without cause.
- If in the event the staff member is terminated, staff member's compensation, including any vested rights or benefits beyond those due to previous service, shall also immediately terminate.

Renewals
No staff member has the automatic or guaranteed right of renewal from one (1) fiscal year to the next fiscal year.

Dismissals and Non-Renewals
Notwithstanding the foregoing, a staff member who is dismissed or non-renewed and who claims that his/her dismissal or non-renewal is based on his/her race, religion, gender, national origin, age or disability, or any other protected class may request to address the Board of Regents concerning said dismissal or non-renewal on that issue only. The Board of Regents, after hearing from the staff members and receiving such information as may be necessary from other sources, can take such action with regard to the staff members' continuing employment as is in the best interests of the College. No other hearings of any kind with regard to any type of adverse employment action against any staff member are authorized by this or any other policy of the College for any reason.

14.021 – Conditions of Employment

Ethical Behavior
Eastern strongly believes that ethical responsibility is a necessary consideration to ensure institutional integrity. However, the various duties and functions performed by faculty and staff require attention to ethical issues too numerous to specify. Although ethical behavior is at best difficult to define, adherence to accepted norms for preferred and prohibited behavior is appropriate and certainly expected. Staff members must adhere to all legal requirements and ethical norms covering their employment, as defined by their supervisors. Staff members of the College shall maintain the highest standards of conduct in all transactions with students, colleagues and the public.

Supervisors of staff members who violate these laws and/or ethical standards (whether written or unwritten) due to a lack of understanding of them, will allow such staff members reasonable time to correct their behavior. Supervisors of staff members who understand or should have understood the laws and/or ethical standards of their positions but who violate these standards may seek disciplinary actions, including termination.

Regular Work Week
The regular work week is 40 hours per week. The regular workday is eight and a half (8.5) hours in length with a thirty (30) minute lunch. Exceptions to this requirement must have supervisor's approval.

Attendance and Punctuality

- Staff members are required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance reviews.
- Absenteeism or tardiness that is unexcused or excessive in the judgment of Eastern Oklahoma State College is unacceptable.
- If a staff member cannot report to work as scheduled, he/she shall notify the immediate supervisor as soon as possible after the reporting time. In the event notification is not made, immediately upon return to work the staff member shall show sufficient reasons for the lack of notification.

14.022 – Employee Dress Code

All Eastern Oklahoma State College (Eastern) employees are expected to wear attire that is appropriate for their job and work environment. Employees should present themselves in a neat, clean, and professional manner, ensuring that their appearance reflects the standards of the college. Eastern employees frequently interact with other agencies, the business community, alumni, donors, prospective students, and parents, and are expected to project a professional public image.

Employees should practice good personal hygiene, wear clothing that is clean, well-maintained, and appropriate for their work environment, and present a professional image. Supervisors are responsible for determining, on a case-by-case basis, whether an employee's attire is considered unprofessional and addressing any concerns.

General Guidelines
All employees are expected to present themselves in a clean, neat, and professional manner. Clothing should be appropriate to the workplace and reflect positivity on the college campus. Personal grooming and hygiene should align with a professional environment. Attire must not pose a safety risk or interfere with the educational mission of the college.

Wrinkled, frayed, or torn clothing is not acceptable. Because all casual clothing is not suitable for the office, these guidelines will help employees determine what is appropriate to wear to work. Attire that is overly casual or typically worn during personal leisure activities is not appropriate in the workplace. Clothing should not reveal cleavage, back, stomach, or undergarments. To preserve a professional atmosphere, clothing should be free of prominent branding, commercial messages, or logos that draw attention or detract from a business-like appearance. Employees must exercise good judgment and professionalism when selecting attire for the workplace.

Role-Specific Attire
Administrative, office, and support staff along with faculty are expected to dress in casual business attire. This includes items such as slacks, khakis, colored dress jeans (not blue jeans or washed-out jeans), and dress pants that are in good condition, along with button-down shirts, blouses, sweaters, or polo shirts.

Skirts or dresses should be of appropriate, professional length. The ideal length is at or around the knee, with a general guideline of no more than two to four inches above the knee. The hemline should allow you to sit comfortably without the skirt rising excessively.

Footwear should be neat and professional in style without rugged or overly casual elements. Overly casual shoes include sports sandals, rubber mules, flip-flops, slides, or foot wear that would be worn to the beach, pool, or shower.

Blazers and professional jackets are acceptable. Items such as shorts, flip-flops, and unbranded t-shirts should be avoided unless part of an approved casual or spirit day.

The expectation is for all faculty and staff to dress the part of professionalism.

Employees should maintain business casual attire suitable for the classroom/office and may wear more functional clothing when teaching lab or field-based courses.

College branded apparel is acceptable during approved casual days or campus spirit events.

Facilities, maintenance, and custodial staff are expected to wear college branded apparel. This includes durable pants or jeans, weather-appropriate attire, and safety gear such as gloves, goggles, and steel-toed boots when required. Open-toed shoes or items that interfere with safety procedures are not permitted. Hats are permitted when working outside for safety purposes.

Information Technology staff are expected to wear casual business attire. Avoid loose accessories near equipment. Pants or jeans are acceptable when paired with polo shirts, college branded apparel, or dress shirt, when installation and moving of equipment is needed.

Athletic staff are required to wear appropriate athletic clothes that promote safety, comfort, and professionalism. This includes pants, jeans, or athletic shorts accompanied by a polo shirt, college branded apparel, or dress shirt.

Student workers and interns are expected to adhere to the same dress standards as full-time staff, unless otherwise specified by the supervisor.

Casual and Spirit Days
On designated casual or spirit days, employees may wear jeans, a college-branded shirt, and tennis shoes provided the clothing is clean, free of holes, and maintains a professional appearance. Supervisors may approve department-specific dress-down days based on operational needs. Casual and spirit days are approved for each Thursday during the fall, spring, and summer semesters. Game day(s) attire may be appropriate when announced from the President's Office.

Prohibited Attire
The following types of clothing are not permitted under any circumstances: garments with offensive, profane, discriminatory, or suggestive language or graphics; items that expose midriff, cleavage, or undergarments; sleepwear or loungewear; hats or head coverings worn indoors

unless for religious, cultural, or medical reasons; and attire that is excessively tight, sheer, or revealing.

These include sweatpants, shorts, bib overalls, leggings/jeggings (unless worn under dresses/tunics), spandex, miniskirts/skorts, halter tops, midriff tops, sports sandals, rubber mules, rubber flip flops, slides or footwear that can be worn to the beach, pool, or shower.

Accommodation and Cultural Considerations
The college is committed to fostering an inclusive environment. Reasonable accommodation will be made for religious or cultural attire, medical conditions, and disabilities. Employees requiring such accommodation should contact their direct supervisor and/or Human Resources to make appropriate arrangements.

Special Events and Exceptions
Employees may be asked to dress according to different standards during college-sponsored events, conferences, or formal occasions. Themed attire for events or holidays must be appropriate and pre-approved by supervisors. Such attire must still comply with professional and respectful standards.

Enforcement and Accountability
Supervisors are responsible for ensuring compliance with this policy and for addressing violations promptly and respectfully. If an employee's attire is deemed inappropriate, they may be asked to change or return home to do so, using appropriate leave time. Repeated violations may result in disciplinary action in accordance with college policy.

Questions and Clarification
Employees who are unsure whether a particular outfit or clothing item is acceptable should consult with their direct supervisor or contact the Human Resources Office.

14.023 - Employee Performance Review

The continuation of all staff members in their positions is at the will of the College.

The President, at times of his/her own choosing, may take any personnel actions against an employee when deemed to be in the best interest of the College.

Staff members are evaluated informally on a daily basis, but the appropriate supervisor will also conduct a performance review annually. The supervisor has the option to formally review a staff member more than once a year, particularly in cases where performance is viewed as deficient.

- The goal of an employee appraisal is to enhance the employee's job performance and allow the employee to receive appropriate suggestions for improvement as needed. The supervisor will meet with the employee to discuss accomplishments, any needed improvements and set performance goals for the next year. The supervisor and employee will both sign and date the review form. The performance review will be returned to the Human Resources Office and kept in the employee's personnel file. In the event a

supervisor fails to submit a performance review for their employees, the Vice President for the department will be notified.

- The President will conduct performance reviews on those individuals that report directly to him/her. The criteria for these individuals shall be demonstrated satisfactory performance in their respective areas with regard to leadership, responsibility, management, and implementation of the Board of Regents' and President's policies and objectives.
- Performance review criteria for all other staff members shall be based on job performance as determined by administrative policy and needs.

14.024 - Job Titles, Grades, Duties and Responsibilities

The President shall have the authority to change the titles, grades, duties and responsibilities of all employees. This authority is not limited by the provisions below which specify the means by which employees and supervisors may request changes.

Any staff member, or that person's supervisor, may submit a request for a review of his/her current title, grade, duties and responsibilities. A current job description (available from the Human Resources Office), an updated job description prepared by the staff member and his/her supervisor, and a written recommendation from the supervisor must accompany the request. The request shall be submitted to the Director of Human Resources.

The Director of Human Resources will review the request and, in connection with the Vice President for Business Affairs, properly designate the position and send a recommendation to the President and a copy to the staff member and his/her supervisor.

If no change is made in the position and if requested by the staff member, the President may appoint an ad hoc review committee to consider the request. The committee's members will have been employed by Eastern for five (5) years before the committee appointment and must include at least one non-executive level administrator and at least two (2) staff members, one of which will chair the review committee. No committee member shall work in the same department as any person seeking a review. The committee will send its findings and recommendations to the President.

The President will review the recommendation of the Director of Human Resources and the committee findings, if any, and may, at his/her discretion, meet with the person under review and or his/her supervisor. The President may approve the changes, disapprove the changes, or refer the recommendations back to the committee for further study. The changes may or may not include salary adjustments. The President will send copies of his/her decision to the person under review and to the Director of Human Resources. The Director will share the President's decision with the other members of the committee. If the President approves changes, his/her decision is final. If the President disapproves changes, he/she will inform the person under review.

14.025 - Disciplinary Actions

Eastern Oklahoma State College is an "at-will" employer. The contents included in this handbook in no way modify or amend the right of the College as an "at-will" employer in originating or terminating employment of personnel. "At-will" employment is for no specified term and is terminable at the will of either the employee or the employer.

Notwithstanding the above, the College, at its sole discretion, may choose to take disciplinary action, including suspension with or without pay, rather than terminate an employee. Particularly serious problems include, but are not limited to misconduct, insubordination, inefficiency, drug or alcohol use, inability to perform satisfactorily the duties of the position in which employed, violation of College policies, conduct unbecoming a public staff member, conviction of a felony, or any other just cause. In cases of routine problems meriting disciplinary action, the College may follow any or all of the procedures listed below. If he/she deems it necessary and appropriate, the President may take action without following any or all of these procedures. Employees do not have contractual rights which limit the College's actions in disciplinary matters, except those provided by law.

Informal Verbal Warning – Supervisors may at any time issue informal, verbal warnings to staff members. No formal records are kept for such warnings.

Formal Verbal Warning – Supervisors may issue a formal verbal warning, which involves a discussion with the staff member. The supervisor prepares a written summary of the warning and the discussion and gives one copy to the staff member and another to the Human Resources Office for placement in the person's employment file.

Letter of Reprimand – A letter of reprimand is a formal disciplinary document issued by a supervisor in response to misconduct, violations of institutional policy, or ongoing performance concerns. It serves as an official warning to the employee that their behavior or actions are unacceptable and must be corrected immediately. A letter of reprimand is placed in the employee's personnel file.

Performance Improvement Plan (PIP) – Supervisors may request a performance improvement plan from the Human Resources Office, which includes a statement of the problem(s), requirements which the staff member must meet to correct the problem, and a deadline by which the staff member must complete the requirements. Copies of the PIP are issued to the staff member, the appropriate Vice President and the Human Resources Office.

Suspension and Termination – If the staff member fails to complete the requirements in the performance improvement plan within the time allowed, the supervisor may recommend suspension (with or without pay) and termination to the Vice President over his/her area.

Closure – The decisions of the President are final and non-appealable except as to any claim made by an employee under the section titled "Dismissals and Non-Renewals" in the Authority & Condition of Appointment section of this policy.

14.026 - Voluntary Resignation and Job Abandonment

In order to secure a positive recommendation, staff members who resign voluntarily should give the College ten working days' notice. Staff members should present written resignations to their supervisor, who will arrange an exit interview with the Human Resources Office. Staff members who fail to report to work for three (3) consecutive days shall have abandoned their positions without notice.

14.027 - Externally-Funded Staff

Holders of administrative and staff positions funded through external, non-state sources are appointed, reviewed, re-appointed, or not re-appointed through the same mechanism as other College personnel. Depending on job performance, people in these positions may continue their employment only as long as the grant is in effect. The College may accept external funding contingent on continuation of the position or function with College funds without making a commitment to continue the employment of the holder of the position or manager of the function.

14.028 - Secondary Employment

Although full-time employment at Eastern is considered to be one's primary employment, staff members may engage in secondary employment provided that the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest.

Such secondary employment, including employment by Eastern Oklahoma State College, in roles secondary to that of the staff member's primary, full-time employment, must occur outside of the staff member's regular work period. For most staff members, this would mean that supplemental work must be limited to hours outside the Monday - Friday, 8:00 a.m. to 4:30 p.m. time frame for most College business. Similar time restrictions apply to staff members in positions requiring different hours.

Staff members who teach classes within their regular work periods receive no additional compensation, unless by agreement with their supervisors they use annual leave time for the teaching time or make up the lost work time during the same pay period. Staff members who teach classes outside their regular work periods do receive additional compensation.

Any faculty or staff member wishing to engage in secondary employment is required to complete the Secondary Employment Approval Form. This process is in place to ensure a clear separation of duties and to confirm that there are no conflicts of interest related to the secondary position.

If you are considering or currently participating in outside employment, please submit the completed form to the Human Resources Office for review and approval.

14.029 - Conflict of Interest

A staff member has an obligation and responsibility to report any outside business or financial activity which is, or maybe, in conflict with the interests of the College, or which interferes with the performance of his/her duties. Violations of this policy are grounds for disciplinary action or termination.

14.030 - Staff Development/Attendance at Professional Meetings

Staff members are encouraged, and may be required, to continue their professional development by attending applicable meetings, workshops, etc. The President and appropriate supervisors may require staff members to attend professional development sessions. When a supervisor asks a staff member to attend such a meeting and/or represent the College at any meeting, the College will reimburse the staff member for travel and per diem expenses. Permission to miss such required meetings must be obtained from the appropriate College supervisor. For the full travel guidelines, you should refer to the Business and Fiscal Affairs Policy.

14.031 - Safety and On-the-Job Injuries

All staff members have a responsibility for the safety and well-being of the campus community. Safety practices will be a part of the review process. Safety training will be provided annually to all faculty and staff members.

On the job injuries are governed by the Worker's Compensation Act. Staff members should contact the Human Resources Office for their rights under this act. A staff member injured on the job must report the incident immediately to his/her supervisor. The supervisor must immediately contact the Human Resources Office and provide information concerning the nature of the injury and to receive further instructions. In cases of injuries, the staff member should be transported to the nearest available or best emergency health care treatment center.

Unless the injury is life threatening, the staff member should take an "Authorization for Medical Attention" form to the attending physician in order that the staff member is not charged for the services. In case of life or limb threatening situations, the form should be delivered to the attending physician as soon as possible.

14.032 - Professional Organizations and Community/Civil Involvement

All staff members are encouraged to join professional and civic organizations and to take leadership roles in their respective communities, professional organizations, or areas of interest. All staff members are automatically members of the Oklahoma Association for Community Colleges (OACC). Because of the importance of a high rate of staff member participation in fund-raising, all employees are encouraged to contribute to the College, Development Foundation and/or Alumni Association.

Staff are automatically members of the Eastern Staff Council and are highly encouraged to pay annual dues. For further information, please contact any Eastern Staff Council member.

14.033 – Facility Preservation

At Eastern we are very proud of our beautiful facilities and strive to preserve their condition for the future. All employees are required to follow proper protocol with regard to décor. No tape, glue, tacks or nails, are allowed on the walls, floors, doors, ceilings, glass, woodwork, or any painted surface.

14.034 - Employment Files

The Human Resources Office maintains personnel files, which are confidential, and are open only to the individual staff member, the President, the staff member's supervisor, and other appropriate officials on a need-to-know basis. Employees who wish to review their personnel records are required to complete and return a "Request to Review Personnel Records" form to the Human Resource Office. This excludes the President, the Vice President of Business Affairs and any the current auditors under contract for the College.

14.035 – Falsifications

Any false, incomplete, or incorrect information pertaining to credentials for Eastern employment constitutes grounds for refusal of employment, disciplinary action or termination. False, incomplete or incorrect information pertaining to workplace matters or job performance also constitute grounds for refusal of employment, disciplinary action or termination.

14.036 - Media Relations and Political Activities

The President or his/her designee shall be the sole spokesman for Eastern Oklahoma State College. No other individual has the authority to speak for the College. Requests for media communications should go to the President or the Director of Marketing and Communications. Individuals maintain all constitutional and legal rights to speak for themselves.

Staff members may exercise their full rights to political participation so long as their involvement does not imply College endorsement of any political candidate or cause, does not use College time or resources in such efforts and does not interfere with the rights of students or other staff members.

14.037 – Nepotism

Except as prohibited by the laws of the State of Oklahoma, relationship by one staff member to another staff member within the third degree of consanguinity or affinity shall not, in itself, be a bar to appointment, employment, re-employment, transfer or advancement at Eastern Oklahoma State College nor (in the case of faculty members) to eligibility for tenure.

This policy does not apply to student positions as long as all students within a department are treated similarly in all respects.

Relatives within the third degree of relationship are as follows: great-grandparent, grandparent, parent, spouse, son, daughter, grandson, granddaughter, great-grandson, great-granddaughter, uncle, aunt, niece, nephew or corresponding in-law relationship.

The supervisory or subordinate relationship shall be any relationship in which either related staff member is directly responsible for making recommendations regarding promotion, dismissal, re-employment, salary, assignment or any other type of employment action.

14.038 - Propriety of Relationships

Eastern's mission requires an atmosphere of professionalism based on mutual trust and respect. For this reason, it prohibits staff members from engaging in a romantic and/or sexual relationship in which:

- One person supervises, directs, evaluates or makes any employment recommendations over the other person.
- Sexual activity occurs during working hours.
- Sexual activity occurs on College property, outside of private residential facilities.

These rules apply to both sexes equally and to their relationships with other people of either sex. Staff members engaging in such relationships face discipline and possible termination.

14.039 – Employee Benefits

The institution offers various benefits to eligible employees and their dependents. Benefits are contingent upon the availability of funds and are subject to change. If benefits do change, the College will notify all employees. Eligible employees are those employed at least half-time and occupy permanent positions. The institution pays for the cost of the employee's benefits unless otherwise noted below. The institution does not pay for the cost of any dependent's elected benefit. Detailed information concerning all the benefits is available in the Human Resources Office

Health, Dental, and Basic Life Insurance

Group medical, dental and basic life insurance is provided to all eligible employees through HealthChoice. The life insurance policy is in the amount of $20,000.

Other options include the coverage for spouses and children which may be added at an additional cost to the employee.

Life Insurance

Group life insurance through American United Life is provided to all eligible employees. The policy amount is based on two (2) times the employee's annual salary rounded to the nearest thousand.

Workers Compensation Insurance

All employees and volunteers are covered by workers' compensation insurance.

Unemployment Insurance
All employees are covered by unemployment insurance.

Automobile Liability Insurance
College employees are covered for liability while operating a College vehicle or while operating their personal vehicle on official College business.

Teachers Retirement System of Oklahoma
All eligible employees become members of the Teachers Retirement System of Oklahoma. The Teachers Retirement contribution is 100% paid by Eastern Oklahoma State College.

Employees who began contributing to TRS before January 11, 2017, are vested after five (5) years. Employees who began contributing to TRS after January 11, 2017, are vested after seven (7) years.

In order to maintain health insurance in retirement, the retiree must have been a member of HealthChoice for ten (10) years.

Complete information concerning the Teachers Retirement System of Oklahoma can be obtained from the Human Resources Office or by contacting the Teachers Retirement System in Oklahoma City at 1.877.738.6365 or https://www.ok.gov/trs/.

Employees should contact the Human Resources Office three (3) to six (6) months prior to the planned date for retirement.

Eastern participates in the Federal Social Security Program and Medicare for their employees. Individual contributions are deducted from the employee's salary and Eastern provides the required employer's match.

Optional Pay Related Benefits
Employees may also elect to pay for additional, optional benefits to be deducted from the employee's pay. Details of these benefits are available in the Human Resources Office.

14.040 – Leaves of Absences

Holiday Leave
The College observes certain holidays and closed days as determined by the President. Employees on leave without pay the day before or after a holiday or closed day will not receive pay for the holiday or closed day.

Leave for Inclement Weather
The Director of Marketing and Communication is responsible for contacting the news media if the President makes the decision to close any part of the College due to inclement weather conditions. Communications will include: a RAVE alert that is specific to Wilburton and/or McAlester campuses, a banner graphic on the homepage of http://www.eosc.edu/, a Facebook

post, and a notification to area television and radio stations. Employees should assume offices are open unless they are specifically mentioned as being closed. When offices are closed due to inclement weather, no leave will be charged for the approved closing hours. If the offices are not closed during inclement weather, employees will be charged annual leave for any absences so related.

Annual Leave

Exempt staff, paid on a monthly basis, earn annual leave at the rate of ten (10) hours per month (120 hours per year) for the first five (5) years of service and twelve (12) hours per month thereafter. Non-exempt staff, paid on a bi-weekly basis, earn annual leave at the rate of 4.61538 hours bi-weekly for the first (5) five years of service and 5.5384 hours thereafter, but only if work is performed (or on paid leave) during that two-week period (120 hours per year for the first five years and 144 hours thereafter).

Annual leave may be accumulated up to 240 hours. Leave should be scheduled in a timely manner with the appropriate supervisor. Annual accumulations in excess of 240 hours will be forfeited.

Employees may not take annual leave beyond that which is already accumulated.

Annual leave accumulations, up to the maximum accumulation amount, will be paid only on separation from employment and for no other reason.

Non-exempt staff do not earn annual leave for the first 90 days of employment.

Overtime and Compensatory Leave

Exempt jobs are those classifications which shall not be entitled to earning of, accrual of, nor credit for overtime and/or compensatory time.

Non-exempt jobs are those classifications which shall be entitled to the earning of, accrual of, or credit for overtime and/or compensatory time. These employees, whose work must be documented and maintained according to federal regulations, must maintain detailed records reflecting actual work time. The departmental supervisor has the discretionary authority to arrange the work schedule of non-exempt employees.

Non-exempt employees who work more than 40 hours in one week will be compensated at the rate of one and one-half times the hours of compensatory time for each hour of overtime work, either in pay as overtime or compensatory leave. Non-worked hours paid do not count towards the hours for premium rates.

The employee's supervisor and the Vice President for Business Affairs must approve overtime work in advance, except in cases of emergency. These actions will be in accordance with federal and state law. Supervisors may approve of the use of compensatory time as a management tool to attain work objectives. Employees may accumulate up to 240 hours of compensatory leave within a fiscal year. Compensatory time earned by an employee is banked for use in lieu of sick

leave and annual leave taken. Unused compensatory time will be paid to the employee twice per year, in June and December.

Sick Leave

Employees who work an average of 20 or more hours per week within a fiscal year, excluding part-time temporary employees, are entitled to accrue sick leave with pay at the rate of one and one-fourth days per month (10 hours). There is no limit to the number of days/hours that may be accumulated. A maximum of 120 days or 960 hours may be utilized during any one fiscal year.

Members of the Oklahoma Teachers Retirement System shall be entitled to have their accumulated days of sick leave credited toward the years of service (OTRS Rules: 715: 10-5-28 and 715: 10-5-29). Oklahoma Teachers Retirement System will grant a retiree credit for up to 120 days/960 hours of accumulated sick leave. The 120 days will result in the addition of one (1) year towards your retirement. The College will pay no money based on these additional days/hours.

A retired employee of Eastern Oklahoma State College who is re-rehired will have their sick leave balance restored to the amount of leave as of their retirement date, net of any balance sent to OTRS. A re-hired retiree will accumulate sick leave at the rate of one and one-fourth days per month (10 hours).

Any employee who misses work because of illness or injury must be sure the appropriate office/supervisor is notified as soon as possible. Scheduled medical appointments and the like should be reported in advance. The corresponding leave sheets must be given to the supervisor upon return to work or, when possible, in advance. Supervisors must submit all leave sheets with timecards. Appropriate forms are provided for this purpose.

Employees on extended medical leave (more than 3 days) is required to report this absence to the Human Resources Office as soon as possible.

A doctor's verification is not required each time an employee is ill. However, the supervisor has the option to require a doctor's release if the supervisor believes that such is necessary.

Sick Leave Donation

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay at the discretion of their supervisor.

Employees may donate sick leave to a fellow employee who has exhausted all available leave (see Oklahoma Personnel Act 74-840-2.23) and is currently on FMLA. The criteria for donating sick leave are:

- Donated sick leave must be voluntary and a donation form must be sent to the Human Resources Office stating the recipient and the amount of sick leave to be donated. Donating employees may remain anonymous. The Human Resources Office will notify the recipient of the amount of sick leave being donated.
- Employees may donate a maximum of 15 days/120 hours of sick leave annually.

- Donating employees cannot cause their sick leave balances to fall below 90 days/720 hours.
- Unused donated sick leave will be forfeited by the donor and the recipient.
- An employee may receive a maximum of 45 days/360 hours of donated sick leave per occurrence.
- The College may require a medical affidavit from the recipient employee.
- Sick leave cannot be used as vacation leave.
- Employees must be on FMLA to receive donated sick hours from other employees.

Employees may request donation of sick leave when they have exhausted all available leave due to extended illness. A request for donated sick leave is available in the Human Resources Office. The request will be reviewed and if approved, the recipient will be notified. The criteria are:

- A completed request for donation form must be sent to the Human Resource Director stating the amount of sick leave requested.
- In the event the employee is unable to physically make the request; their immediate family member may submit the request form.
- The Director of Human Resources will notify the recipient of the amount of sick leave being donated.
- An employee may receive a maximum of 45 days/360 hours of donated sick leave over the lifetime of their employment at Eastern.

Compassionate Leave

An employee may utilize up to 80 hours for compassion purposes each year, i.e., funerals, family illnesses, crises or emergencies.

Compassionate leave is normally deducted from the employee's accumulated sick leave. If sick leave is not available, annual leave may be used, then any balance is charged to leave without pay. Family medical leave may also be available as explained below.

Bereavement Leave

The institution recognizes the need for employees to take time away from work following the death of a family member or loved one. Bereavement leave is intended to allow employees time to grieve, attend funeral or memorial services, and manage related affairs.

Bereavement leave is available to all full-time employees.

Eligible employees may receive up to three (3) days of paid bereavement leave per occurrence for the death of an immediate family member.

Definition of Immediate Family includes:

- Spouse or domestic partner
- Child, stepchild, or legal ward
- Parent, stepparent, or legal guardian
- Sibling or stepsibling or immediate sibling in-law
- Grandparent or grandchild

- Parent-in-law

For the death of extended family members (e.g., aunt, uncle, cousin, niece, nephew) or individuals with a close personal relationship, employees may request the use of accrued leave such as vacation leave. Faculty members are responsible for ensuring course work/classes are covered by colleagues through supervisors' approval.

Employees should notify their supervisor as soon as reasonably possible. Documentation may be requested but will be handled sensitively and confidentially.

Bereavement leave must be taken within a reasonable period following the death or service and may not be carried over or converted to other leave types.

Bereavement leave may be used in conjunction with other approved leave, such as vacation or unpaid leave, if additional time is needed.

The institution reserves the right to interpret and administer this policy to ensure consistent and equitable application.

Maternity Leave

Leave for the birth of a child or placement of a child for adoption or foster care is handled in the same manner as ordinary sick leave. Family medical leave is also available.

Birthday Leave

Eligible full-time, benefits-eligible, 12-month employees shall be granted one (1) day of paid birthday leave per calendar year for the purpose of observing their birthday. Birthday leave must be used within the employee's birth month and is subject to prior supervisory approval based on departmental operational needs. This leave benefit is separate from other forms of paid leave and may not be accumulated, carried forward, converted to cash, or paid out upon separation from employment. Unused birthday leave shall be forfeited. Administration and interpretation of this policy shall be governed by applicable institutional policies and procedures.

Family and Medical Leave Act

Employees may use the provisions of the Family and Medical Leave Act of 1993 (FMLA), which gives certain job protection to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members. Employees on extended medical leave (longer than 3 days) are required to report this absence to the Human Resources Office as soon as possible. Employees on FMLA are required to have a doctor's release before returning to work. A copy must be given to the Human Resources Office. For details on the current law, consult the Human Resources Office.

Leave for Jury and Witness Duty

Employees called to serve as a member of a jury or subpoenaed as a witness shall be granted leave of absence with pay for such duty. This policy does not include court attendance when an employee is the defendant or engaged in personal litigation unless such actions are the result of an act performed by the employee as part of his/her official duties.

Disability Leave
In the event of a disability or a condition that renders an employee unable to perform assigned duties, an employee may utilize accrued sick leave, annual leave or a combination of both until the balances are expended. A medical statement must be provided before an employee may qualify or return to work. If additional leave is needed, the employee can be placed on leave without pay and may qualify for FMLA based upon the disability plan in effect.

Military Leave
Employees who are members of the Oklahoma National Guard or any branch of the United States military or its reserve components are entitled to a leave of absence with pay for the first 30 regular scheduled workdays of active military duty during any federal fiscal year (October 1 through September 30) when ordered by proper authority to active or inactive duty. The leave with pay will not be charged against paid leave or other accrued benefits. When the employee requests military leave, they must make an appropriate request and provide copies of their military orders to their supervisor and the Human Resources Office.

Reemployment rights and benefits following a military leave of absence are in conformance with applicable federal and state laws. Subject to certain exceptions, the person is entitled to reemployment in the job he/she would have attained but for the miliary leave, and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority, if:

- The College received advance written or verbal notice of the service
- The cumulative length of the absence and all previous service absences with the College does not exceed five (5) years, except in certain circumstances
- The person reports to or applies for reemployment to the College within the time provided in 38 USC § 4312, Reemployment rights of people who serve in the uniformed services, subsection (e).

Voting Leave
Pursuant to Oklahoma statutes, Eastern provides two hours off with pay for the purpose of voting in national, state and local elections.

14.041 – Longevity Program Policy

The Longevity Program is established to recognize and reward dedicated service to Eastern by providing an annual stipend to eligible employees. This program is designed to encourage employee retention and acknowledge the value of long-term service.

Eligibility
Employees become eligible for longevity pay upon reaching three (3) years of continuous service with Eastern Oklahoma State College. To qualify for the annual longevity stipend:

The employee must have completed their third anniversary date on or before September 1st of the payout year.

Only regular full-time faculty and staff are eligible for this program. Temporary, part-time, adjunct faculty, and contract employees are not eligible.

Grant employees will be eligible for the stipend only if it is an approved expense through the granting agency.

Payout

The longevity stipend will be paid annually in a lump sum in September and be separate from regular salary. This stipend is considered taxable income and will be processed through the regular payroll process.

Stipend Schedule

Once eligible, employees will receive an annual stipend based on their years of service. The schedule is as follows:

Years of Service (as of September 1)	Annual Stipend Amount
3-4 years	$250
5-9 years	$500
10-14 years	$1,000
15-19 years	$1,500
20-24 years	$2,000
25-29 years	$2,500
30 years or more	$3,000

General Conditions

Employees on approved leave who meet the eligibility criteria as of September 1st will still receive the stipend provided, they are otherwise eligible.

Employees on unpaid lease as of September 1st will not receive the stipend until they return to active status.

An employee must be actively employed on the stipend payment date to receive the payment.

The institution reserves the right to amend or discontinue the program at any time based on budgetary or operational considerations.

14.042 – Tuition Reduction (Waiver)

Regular, full-time Eastern employees, their spouses and their children are entitled to receive a 100% tuition-only waiver benefit. Employees, spouses, dependents and retirees must self-identify on the admission application and at the time of registration in the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student.

Employee Tuition Waiver

The tuition-only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four (4) hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Spouse and Dependents Tuition Waivers
Spouse and dependents are eligible. Dependents may receive the 100% tuition-only waiver for any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form.

Retirees and Dependents Tuition Waivers
Retirees, their spouses and dependents will receive a 100% tuition-only waiver. Waivers for retirees are those who have retired from employment at Eastern under the Teachers Retirement System of Oklahoma. Waivers for spouses and dependents of these retirees are limited to any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the retiree's federal income tax form.

Condition of Benefit
All applicants who are eligible for this benefit must apply through the Financial Aid Office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Condition of Courses at No Cost to Employee
Employees, as well as all Oklahoma residents, who are 65 years of age or older may audit classes without charge. Enrollment is contingent upon available space.

Employees, spouses, dependents and retirees must self-identify on the admission application and at the time of registration in the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only, all fees must be paid by the student.

14.043 - Admission to Sporting Events

Employees may attend all regular seasons, home sporting events free of charge. Courtesy passes are issued at the beginning of the academic year.

14.044 - Direct Deposit Participation

Oklahoma law (74 O.S. 292.12) requires that state employees receive their paychecks electronically through direct deposit to a checking or savings account. This requirement does not

include student employees and temporary employees, but they can choose this convenient method of paycheck distribution at any time.

Employees that do not provide direct deposit information will receive their wages deposited on a PayCard. Other transactions made with the PayCard may have fees. PayCard information is available on the State of Oklahoma website:

http://apps.ok.gov/about/paycard.html

14.045 - Parking Policy

Eastern employees who park vehicles on campus are required to purchase and display a parking permit. The one-time fee of $15.00 may be paid in the Business Office in the Library Building. Take your receipt to Student Services in the E.E. Tourtellote building to be issued your parking permit. Parking for employees is in designated areas across campus. The maximum speed limit on all College property is 15 miles per hour. For further information, please see the Parking Policy located in the Campus Safety and Security Policy.

14.046 - Texting While Driving Policy

The Trooper Nicholas Dees and Trooper Keith Burch Act of 2015 prohibits any person to operate a motor vehicle on any street or highway within this state while using a hand-held electronic communication device to manually compose, send or read an electronic text message while the motor vehicle is in motion.

14.047 - Loyalty Oath

The State of Oklahoma requires a loyalty oath of its employees. The Human Resources Office will provide each employee with a copy of this policy. Each employee must sign it and return it to the Human Resources Office.

14.048 – Weapons and Firearms Policy

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any College or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in Eastern Oklahoma State College vehicles or on Eastern Oklahoma State College sponsored trips.

Exceptions to this policy are police and peace officers employed by Eastern Oklahoma State College and those who have been called to assist or to perform law enforcement duties on campus. Collegiate Officer Program students during supervised skills training are exempt.

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 Eastern Oklahoma State College with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all

times. No handguns may be removed from such concealed storage while the vehicle in on Eastern Oklahoma State College property. Any exceptions are pursuant under state law. Items used for instruction or training purposes are not considered weapons under this policy.

14.049 – Financial Exigency

This policy statement establishes the procedures and guidelines for addressing a state of financial exigency at Eastern Oklahoma State College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency. These policies will yield in any cases of conflict between these policies and those required by law or by the Oklahoma State Regents for Higher Education.

Financial exigency shall mean a state of financial crisis brought about by a decrease in Education and General Part I budget allocation to the College and/or a significant shortfall in total college funding, which would:

- Necessitate the elimination or reduction of existing instructional programs.
- Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment.
- Seriously erode the quality of any existing program.

Financial Exigency Committee

The Financial Exigency Committee shall be composed of the President, who shall serve as Chair, the Vice Presidents and other designees as may be deemed appropriate at the time. At the time of this Handbook adoption, the committee shall include the incumbents of the following described positions:

- Vice President for Academic Affairs
- Vice President for Business Affairs
- Vice President for Student Affairs
- McAlester Campus Dean
- Director of Institutional Advancement
- Director of Human Resources
- Director of the Physical Plant
- Faculty Council Chair
- Staff Council Chair
- One Division Dean (elected representative)
- Athletic Director

In addition, the President may appoint to the committee such other faculty, staff or students to assure appropriate representation of all groups within the college community. The purpose of the Financial Exigency Committee is to recommend budget alterations, including those involving personnel, to the President.

The Termination Review Committee

The Termination Review Committee shall be composed of a chair and six (6) members, three (3) of whom shall be faculty members and three (3) of whom shall be staff. The Vice President for Academic Affairs shall determine two (2) of the faculty members of the committee by random selection from among tenured faculty, and one faculty member of the committee from among other faculty. Any faculty member so chosen may decline to serve with valid justification. When the committee considers the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings; when the committee considers the appeal of a staff member whose termination is proposed, the Vice President for Business Affairs shall chair the proceedings. All members shall be voting members.

The purpose of the Termination Review Committee is to review terminations under exigency and make recommendations to the President as to their justification.

Procedures

Declaration

When in his/her opinion, a state of financial exigency is impending, the President, in consultation with the Financial Exigency Committee and the Chair of the Board of Regents, shall declare the College to be in a state of financial exigency.

Preliminary Action Plan

Following the declaration, the President shall convene the Financial Exigency Committee and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature and extent of the crisis and develop a Preliminary Action Plan to return the College to a stable financial state. Upon completion of its evaluation, the committee shall prepare and recommend its Preliminary Action Plan to the President.

Exigency Action Plan

The President shall review and consider the Preliminary Action Plan and seek such other advice and counsel from faculty, students and other interested parties, as he/she shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the Board of Regents an Exigency Action Plan for easing the financial crisis at the College.

Action by Board of Regents

The Board of Regents has ultimate responsibility for the financial integrity of the College. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the College to a stable financial state. Any Action Plan adopted by the Board of Regents will not identify specific faculty or staff for termination but may identify budgetary goals and areas and units for reductions.

Action Plan Implementation

Following adoption by the Board of Regents, the President shall direct the executive officers to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities or services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

Program Review
In reviewing programs and activities for reorientation, reorganization, realignment, reduction or termination, the mission of the College and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Financial Exigency Committee and other units develop their respective plans, they should consider such factors as centrality to the College's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and/or income generating ability. This may, in some cases, necessitate the retention of programs, services and activities which are not strong, but which are central to the concept of the College and to the mission of Eastern Oklahoma State College.

Program Deletion
If an academic program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include such actions as permitting students to complete programs by taking similar course work in related departments, assisting them to locate the same program at other institutions or other means of meeting the academic needs of affected students.

Personnel Reduction
Anyone terminated may appeal in writing to the Termination Review Committee to reconsider its decision. Such an appellant does have a right to a hearing before the committee. At such a review, the Termination Review Committee will recommend either termination or continuance of the person to the President. The President's decision will be final.

14.050 – Expressive Activity Policy

Eastern Oklahoma State College (the "College") is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the College. This policy is in place to provide a community environment where open discussion can occur without disrupting the academic mission or daily functions of the College, subject to constitutional time, place, and manner limitations, and without unconstitutionally interfering with the rights of other members of the College community.

Disclaimers Regarding Expression
Members of the College community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is primarily intended to protect members of the College community from discrimination, not to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member or the educational, political, artistic, or literary expression of students in classrooms and

on campus. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

The fact that certain content-based limitations on expression have been established as legally permissible does not create an obligation or responsibility on the College or any of its officials or employees to exercise any form of limitation or control of expression. Rather, because of its educational mission, it the responsibility of the College and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression.

As a corollary to the College's commitment to protect and promote free expression, members of the College community must also act in conformity with the principle of free expression. Although members of the College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

Given the wide range of expression that occurs at higher education institutions, the use of any College-controlled facility, area, or medium for any expression shall not constitute or suggest endorsement of the content of that expression, or any proponent thereof, by the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of those constituencies.

Presenters of expression shall assume full responsibility for any violation of law or College policy and procedure that they commit while on College property.

Members of the College Community

All members of the Eastern Oklahoma State College community - which includes students, faculty, and staff of the College - are encouraged to exercise the right of assembly, free speech, and expression throughout the campus, when doing so does not disrupt the academic mission or daily functions of the College. Expressive activities shall not be limited to any specific location on campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys College property. Expressive activities are also not to unduly disrupt traffic, either vehicle or pedestrian, or violate other time, place, and manner parameters specified in this policy. Forums, rallies, demonstrations, and other similar expressive activities are not to occur within academic, administrative or other College buildings, including residence halls.

Any College community individual or small group (10 or less) may use, without prior notification or request, on any day of the week during daylight hours, any publicly accessible outdoor area of the College's campus to collect signatures, distribute materials, and/or speak spontaneously (without amplification equipment), so long as they do not disrupt the academic mission or daily functions of the College.

All College community individuals and groups (more than 10) wishing to participate in forums, rallies, demonstrations and other similar expressive activities should make a request in advance to the Vice President of Student Affairs or his/her designee (918-465-1804). A request should contain the name of the requestor and how he/she can be contacted; the proposed date, time, and location for the contemplated activity; the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than three (3) working days prior to the activity.

Specific locations in Wilburton and McAlester have been designated as locations conducive to expressive activity, including forums, rallies, and demonstrations. In Wilburton, the location is the sidewalk area west of the Clock Tower (the "Clock Tower Area"), located south of the Library Administration Building and on the west side of the Clock Tower. In McAlester, the location is the Southwest Parking Lot (the "Southwest Parking Lot"), located west of the Wanda Bass Building. While members of the College community are not restricted to this designated public forum to engage in expressive activities, any College community individual or small group (less than 10) may use the Clock Tower Area in Wilburton or the Southwest Parking Lot in McAlester without prior notification or request on a first come, first served basis. An individual or group who requests and reserves the Clock Tower Area in Wilburton or the Southwest Parking Lot in McAlester, though, shall have priority over any other individual or group. Once a request is received and granted by the Vice President of Student Affairs or his/her designee, the designated area may be reserved through the Vice President of Student Affairs (918-465-1804).

Should the Clock Tower Area in Wilburton or the Southwest Parking Lot in McAlester be unsuitable or otherwise unavailable on the date and time requested, a limited public forum (excluding academic, administrative or other College buildings, including residence halls), as determined by the College, may be made available to College community individuals and groups for purposes of expressive activity. Once a request is received and granted by the Vice President of Student Affairs or his/her designee, a reservation may be made through the Vice President of Student Affairs (918-465-1804). To ensure priority use and to avoid possible conflict with scheduled College activities, reservations are highly recommended. Use of amplification equipment is not permitted, except in exceptional circumstances and with prior approval from the Vice President of Student Affairs.

Denial of any request made by a College community individual or group by the Vice President of Student Affairs or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should in most cases be completed within twenty-four (24) hours of denial of the request by the Vice President of Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall be notified.

Non-Members of the College Community

All individuals, groups, and organizations who are not members of the Eastern Oklahoma State College community (those who are not students, faculty, or staff) shall submit a written request to the Office of the Vice President of Student Affairs (1301 W Main, Wilburton, OK 74578) for purposes of expressive activity on campus. Once a request is received and approved by the Vice

President of Student Affairs or his/her designee, non-members of the College community will contact the Vice President of Student Affairs (918-465-1804) to reserve the Clock Tower Area in Wilburton or the Southwest Parking Lot in McAlester, or, a limited public forum as determined by the College if the non-member individual, group or organization is sponsored by a member of the College community. Requests made by individual or group members of the College community shall have priority over any requests made by non-members of the College community.

The written request shall contain the name of the requestor and how he/she can be contacted; the proposed date, time, the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than five (5) working days prior to the activity.

Denial of any request made by a non-member of the College community by the Vice President of Student Affairs, or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should in most cases be completed within forty-eight (48) hours of denial of the request by the Vice President of Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall so be notified.

Time, Place, and Manner Parameters

Expression may be limited or restricted with respect to time, place, or manner only as provided for in this policy statement and other related statements of policy such as the Code of Student Conduct and the Student and Employee Handbooks. Such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, avoiding the scheduling of two (2) events at the same time in the same facility, and the protection of the public order) and to assure compliance with applicable local, state and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that the limitations shall be applied without regard to the content of the expression for the purpose of the assembly.

Limitations may include requiring (a) scheduling and planning with the appropriate authorized designee, (b) restricting or prohibiting the use of certain areas, (c) limiting certain forms of expression in specific areas, and (d) reimbursing the College any cost associated with the use of a facility, area, or medium.

In addition to those stated elsewhere in this policy, the following time, place, and manner parameters apply to expressive activities of both members of the College community and non-members alike:

- The activity must not violate local, state or federal laws, or College policies and procedures
- The activity must not unduly disrupt traffic, either vehicular or pedestrian
- The activity must not create unreasonable safety risks
- The activity must not result in defacement or destruction of College property

- The activity must not make use of amplification equipment, which is only permitted in exceptional circumstances and with prior approval from the Vice President of Student Affairs or his/her designee
- The activity must not exceed two (2) hours in length within a 24-hour period
- The location must be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement
- Unless sponsored by a member of the College community, a non-member individual, group, or organization shall be limited to engaging in expressive activity in the designated area, following receipt of a written request and approval by the Vice President of Student Affairs or his/her designee
- Campus police, in consultation with the College President, are authorized to immediately cancel any campus event if, in their judgment, an unacceptable risk of harm or disturbance, damage, or injury to any facilities, property, participants, or spectators has been reached.

Unprotected Speech

The following forms of expression are not entitled to First Amendment protection and are not permitted on the campus of Eastern Oklahoma State College. Speech or expression that is:

Obscene – where a description or depiction of sexual conduct, taken as a whole by the average person, applying contemporary community standards, portrays sex in a patently offensive way, appeals to the prurient interest of individuals, and lacks serious literary, artistic, political, or scientific value.

Defamatory - oral or written falsehoods, which are not merely a statement of the speaker's opinion, that are communicated to a third party, or parties, and would harm another's reputation.

Incitement of imminent lawless action - where the speaker intends to incite unlawful activity, uses provocative words likely to produce such action, and openly encourages such incitement.

Fighting words - confrontational words or threats that provoke immediate violence, words which by their very utterance inflict injury or tend to incite an immediate breach of the peace.

Harassment constituting a hostile environment - unwelcomed speech based on a protected characteristic that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.

True threats - words which communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals that places the victim(s) in fear of bodily harm or death.

14.051 – Service Animal and Assistance Support Animal

Eastern Oklahoma State College is committed to compliance with state and federal laws regarding "Service Animals" as defined by the Americans with Disabilities Act Amendments Act and "Assistance Animals" under the Fair Housing Act that provide physical and/or emotional

support to individuals with disabilities. This agreement explains the specific requirements applicable to an individual's use of a service animal or assistance/support animal on campus and in college housing. This policy and the procedures contained within are applicable to students, faculty and staff.

Eastern will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation on campus. In doing so, Eastern must balance the needs of the individual with the impact of animals on other students, faculty, staff and guests. Eastern does not generally permit animals in campus buildings, including campus housing, except as this policy accommodates.

All requests for assistance/support animals should be directed to the Student Disability Services Coordinator, Enrollment Center, Bill Hill Library/Administration 156; 918-465-1810.

Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such tasks include, but are not limited to:

- Assisting an individual with impaired vision to navigate
- Alerting individuals who are hard of hearing to the presence of people or objects
- Pulling a person's wheelchair
- Alerting the individual to take medications
- Providing assistance with stability or balance to an individual with a mobility disability
- Detecting and assisting a person during seizures

Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. However, when it is not obvious what service an animal provides, or when there is a reasonable basis to conclude that the animal might not be a service animal, staff may make limited inquires. The College may ask only these two (2) questions:

- Is the dog a service animal that is required because of a disability?
- What work or task(s) has the animal been trained to perform?

Service Animals Permitted on Campus

Individuals with disabilities may be accompanied by their service animals on the Eastern Oklahoma State College campus, with minimal exceptions (based on health and safety restrictions), everywhere members of the public or participants in services, programs, or activities are allowed. Examples of restricted areas include but are not limited to food preparation areas, laboratories or classrooms that contain research animals, and areas requiring protective clothing.

The College will not require individuals with service animals to receive permission to have their animal with them on campus, nor will there be any pre-clearance requirements for the presence of the animal on campus. However, pursuant to the two-part inquiry above, reasonable documentation and/or demonstration of the animals' training may be requested by the College.

When it is not obvious that a dog is a service animal, or if there are additional questions, it is recommended, but not required, that the individual contact the Student Disability Services Coordinator in order to assist in the transition of the dog on campus. The College also suggests that the individual register the service animal with the Student Disability Services Coordinator, though, in accordance with applicable law, service animals are not required to be registered on campus. The registration information would include the names of the owner and the service animal and would be used by the College for identification purposes only.

Exceptions: The College need not accommodate a service animal or a service animal in-training if it poses a direct threat to the health or safety of others, the owner cannot effectively control it, the animal has not been housebroken, or if it would fundamentally alter the nature of a service or program.

Guidelines for the Eastern Community Regarding Service Animals

- Allow service animals to accompany individuals with disabilities in all areas (with minor exceptions) of campus.
- Do not ask for specific information about the individual's disability.
- Do not ask that the animal demonstrate work or task.
- Do not pet, interact, or otherwise involve yourself with the animal without prior permission from the individual. To do so distracts the animal from its work.
- Do not intentionally tease or startle the animal.
- Do not separate or expect the individual to separate from the animal.
- Contact the Disability Services Coordinator with any questions or concerns.

Assistance Support Animals

Assistance/support animals do not qualify as service animals. An assistance/support animal provides assistance or performs tasks for the benefit of a person with a documented disability - the animal is deemed necessary to assist, support, or provide service to persons with disabilities. The College permits assistance/support animals only within residential facilities and outdoors, and not within the remainder of campus buildings. An assistance/support animal is prescribed to an individual with a disability by a healthcare or mental health professional. Assistance/support animals provide specific functions for persons with mental and emotional disabilities in the private setting of the home and are not generally allowed in the public spaces covered by the Americans with Disabilities Act Amendments Act (e.g. dining facilities, libraries, academic buildings, athletic buildings, classrooms, labs, offices, etc.) An assistant or support animal may also be identified by names such as a companion animal or emotional support animal.

The question in determining if an assistance/support animal will be allowed in College housing is whether or not the animal is necessary because of the individual's disability to afford the individual an equal opportunity to use College housing, and its presence is reasonable.

The procedures for requesting an assistance/support animal in college housing are as follows:

To ensure that the presence of assistance/support animals is not an undue burden on roommates and other residents, Eastern reserves the right to assign or reassign an individual with an assistance/support animal to designated housing.

A student requesting permission to keep an assistance/support animal in College housing must make a formal request to the Student Disability Services Coordinator with the appropriate supporting documentation. This request and documentation must be submitted at least 20 days before the student intends to move/bring the animal into College housing. While requests submitted after this timeframe may be considered, Eastern cannot guarantee that it will be able to meet a late applicant's accommodation needs, including any needs that develop during the semester.

Documentation requirements include:

- Verification from a physician, psychologist or other licensed professional who is in a position to know about the individual's disability.
- The student's disability.
- A statement of how the assistance/support animal is necessary because of the student's disability to ensure an equal opportunity to use College housing.
- A completed Assistance/Support Animal in Student Housing Agreement.

An animal qualifies as a reasonable accommodation if: (1) An individual has a disability, as defined in the Fair Housing Act or Rehabilitation Act, (2) the animal is needed to assist with the disability, and (3) the individual who requests the reasonable accommodation demonstrates that there is a relationship between the disability and the assistance that the animal provides.

For all requests for assistance/support animals, the Student Disability Services Coordinator will consult with the Office of Student Services and Campus Housing staff in making a determination on a case-by-case basis of whether the presence of an assistance/support animal is reasonable. A request may be denied as unreasonable if the presence of the assistance/support animal:

- Imposes an undue financial and/or administrative burden
- Fundamentally alters College housing policies and/or
- Poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including College property.

Eastern may consider the following factors, among others, as evidence in determining whether the presence of the assistance/support animal is reasonable or in the making of College housing assignments for individuals with assistance/support animals:

- the size of the animal is too large for available assigned housing space
- the animal's presence would force another individual from individual housing (e.g. serious allergies)
- the animal's presence otherwise violates individuals' right to peace and quiet enjoyment

- the animal is not housebroken or is unable to live with others in a reasonable manner
- the animal's vaccinations are not up-to-date
- the animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others
- the animal causes or has caused excessive damage to College housing beyond reasonable wear and tear

Responsibilities of Individuals with Service or Assistance/Support Animals

The College is not responsible for the care or supervision of service animals or assistance/support animals.

Individuals with disabilities are responsible for the control of their service animals or assistance/support animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws.

Service animals or assistance/support animals shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste.

Although the College may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service animal or assistance/support animal in the same manner the College imposes charges for damages caused by students.

Conflicting Health Conditions

Students with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Student Life if they have a health or safety related concern about exposure to a service or assistance/support animal. The Campus Housing staff will consider the conflicting needs and/ or accommodations of all persons involved and arrive at a reasonable resolution of any such conflict on a case-by-case basis.

Access to College Facilities by Assistance/Support Animals

An assistance/support animal must be contained within the privately assigned individual living accommodations (e.g., apartment, room) except to the extent the individual is taking the animal out for natural relief. When an assistance/support animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance/support animals are not allowed in any College facilities other than College housing to which the individual is assigned.

Notwithstanding the restrictions set forth herein, the assistance/support animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large,

the assistance/support animal is subject to capture and confinement and immediate removal from College housing.

Owner's Responsibilities for Assistance Animal

Eastern will not ask for or require an individual with a disability to pay a fee or surcharge for an approved assistance/support animal. Eastern personnel shall not be required to provide care or food for any assistance/support animal including, but not limited to, removing the assistance/support animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the assistance/support animal and may not be held responsible for the care, damage to, or loss of the animal.

If the College grants an individual's request to live with an assistance/support animal, the individual is solely responsible for the custody and care of the assistance/support animal and must meet the following requirements:

- The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the assistance/support animal has been licensed.
- The owner is required to clean up after and properly dispose of the assistance/support animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by Eastern.
- The owner is required to ensure the assistance/support animal is maintained in accordance with animal welfare guidelines. Any evidence of mistreatment, neglect or abuse may result in immediate removal of the assistance/support animal and/or discipline for the individual.
- The owner may be charged for any damage caused by his/her assistance/support animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's living accommodation may also be inspected for fleas, ticks or other pests, if necessary, as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in College housing. The College shall have the right to bill the individual 's account for unmet obligations under this policy.
- The owner must fully cooperate with Campus Housing staff with regard to meeting the terms of this agreement and developing procedures for care of the assistance/support animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
- Assistance/support animals may not be left overnight in College housing to be cared for by any individual other than the owner. If the owner is to be absent from his/her residence overnight or longer, the assistance/support animal must accompany the owner. The owner

is responsible for ensuring that the assistance/support animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.
- The owner agrees to abide by all equally applicable College housing policies that are unrelated to the individual's disability such as assuring that the assistance/support animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- The assistance/support animal is allowed in College housing only as long as it is necessary because of the owner's disability. The owner must notify the Student Disability Services Coordinator in writing if the assistance/support animal is no longer needed or is no longer in residence. To replace an assistance/support animal, the new animal must be necessary because of the owner's disability and the owner must follow the procedures in this policy when requesting a different animal.
- The individual must provide written consent for the Student Disability Services Coordinator to disclose information regarding the request for and presence of the assistance/support animal to those individuals who may be impacted by the presence of the assistance/support animal including, but not limited to, Campus Housing staff and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the assistance/support animal and shall not include information related to the individual's disability.

Removal of Assistance Animal

The College may require the individual to remove the assistance/support animal from College housing if:

- the animal poses a direct threat to the health or safety of others
- the animal causes substantial property damage to the property of others
- the animal's presence results in a fundamental alteration of a College program
- the owner does not comply with the owner's responsibilities set forth above
- the animal or its presence creates an unmanageable disturbance or interference with the College community.

The College will base such determinations upon the consideration of the behavior of the particular assistance/support animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Student Disability Services Coordinator and may be appealed to the Vice President of Student Affairs. Should the assistance/support animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Non-Retaliation Provision

Eastern will not retaliate against any person because that individual has requested or received reasonable accommodation in College housing, including a request for an assistance/support animal.

14.052 – Search and Hiring Policy and Procedures

Eastern Oklahoma State College strives to be compliant with all state and federal hiring laws and regulations.

All applicant information including names, applicants, any information shared during the interview by written notice or verbal communication shall remain confidential.

Each member of the interview committee must sign a Hiring Committee Confidentiality Agreement prior to receiving or accessing any applicant information to ensure the privacy and integrity of the selection process.

Hire of Professional Staff and Administrators

Appointment of the President
The Board of Regents shall appoint the President.

Appointment of Other Employees
The President and Vice Presidents shall appoint all other employees of the College.

Department supervisor declares a position has become available through retirement, resignation or termination.

The supervisor communicates with the department Vice President to determine if the position will be filled.

If it is determined that the position is to be filled, the supervisor contacts Human Resources to update the job description (if needed). Human Resources will send Hire and Interview information to the supervisor.

Human Resources will then initiate recruitment measures. All open positions, with the exception of those on an emergency hire basis, will be posted on the website no less than 3 days. Outside recruitment may also be initiated by including, but not limited to Eastern social media pages, Internet postings, Newspaper postings or paid job listing websites.

Human Resources will collect all applications received and forward them to the supervisor.

The supervisor will develop a minimum of a three (3) person hiring committee. (Larger committees may be developed depending on the position.) The supervisor may appoint themselves or another team member as a committee chair. The supervisor may choose to be a voting or nonvoting member. The supervisor will forward the committee member's information to the Director of Human Resources.

The members of the committee will determine which applicants to invite for an interview, confer with the committee on available interview dates and times, and contact each applicant.

The committee will develop a hiring instrument (if needed, the Director of Human Resources can assist with this process). Once the interview process has been completed, ALL original scoring instruments are given to the Director of Human Resources.

Recommendation to hire a candidate comes from the supervisor to the Vice President and/or President and Director of Human Resources.

If President/Vice President approves the recommendation, the supervisor will communicate with the Vice President of Business Affairs and the President to determine the proposed salary amount.

The supervisor will contact the top applicant/candidate with an unofficial offer. If the candidate unofficially accepts, the Director of Human Resources will be notified so a background check may be initiated.

If the background check comes back approved, the supervisor will then make an official offer.

If the candidate accepts, the supervisor will inform Human Resources who will then contact the new employee to discuss issues relevant to the orientation and new hire process.

The Director of Human Resources will send letters or emails to all other applications in the pool to indicate that the position has been filled.

If the candidate rejects the official offer of employment the supervisor will confer with the Vice President and/or President to determine whether to continue, re-open or close the search.

The emergency hire process is designed to permit the hiring of individuals on an emergency temporary basis without the immediate completion of a competitive search. The individual selected must meet the minimum hiring qualifications of the position and final approval for the emergency hire will be given by the President to the Vice President of the department.

Faculty Appointments

Appointment of Faculty

The president shall appoint all faculty and when necessary, initiate termination proceedings in accordance with the Eastern Board of Regents policies.

Search and Hire Process

The Vice President of Academic Affairs approves position descriptions, authorizes search and notifies the Director of Human Resources.

The Vice President of Academic Affairs and the appropriate Division Dean or Department Chair develop a job description and coordinate internal and external advertising according to College policies. The breadth of advertisement for positions depends on the nature and level of the position in the organizational structure.

All applicants complete an Eastern application for employment. Official transcripts from any institutions of higher learning attended must also be provided before the search is complete. If licenses and certifications are also required, copies of these must be presented.

Applications and related materials are sent to the Human Resources Office or other office designated by the President. Copies of the materials are distributed to the Vice President for Academic Affairs and to members of the search committee.

Appointment of Search Committee
The Vice President of Academic Affairs or President will appoint a search committee and name its chair. The search committee will review applicant files and contact references as necessary to narrow the pool to those who appear most qualified and best suited for the position.

Interview
The Vice President for Academic Affairs, in coordination with the committee chair, will make logistic arrangements for interviews and function with the search committee chair as campus hosts. The college will pay full or partial travel costs as determined by the President. The interview schedule should involve at least the following:

President, Vice President of Academic Affairs, McAlester Dean, * and search committee. *Not necessary for Agriculture and other Wilburton-only positions.

When feasible, the candidate should make a presentation to an actual or hypothetical student audience. A wide range of interested faculty should be invited to the presentation.

Selection
After the interview process, the search committee chair will recommend to the Vice President of Academic Affairs the name or names of candidates who are acceptable for hiring or recommend an extension of the search. All original committee interview materials for each candidate interviewed will be collected by the committee chair and returned to the Director of Human Resources.

The Vice President of Academic Affairs will forward the recommendations to the President. If approved, the Vice President will make an unofficial offer, pending a background check by Human Resources.

If the offer is accepted, the Director of Human Resources is notified and otherwise documents the search and keeps all search materials on file for five (5) years.

Emergency Hires
The President may set aside the above policy when an emergency hire becomes necessary. An emergency hire generally means but is not limited to, a situation in which the President believes it is essential the position be filled within 30 days.

Adjunct Faculty Hires
The College employs part-time adjunct faculty members on an "as needed" basis. Adjunct Faculty teach sections for which no full-time faculty members are qualified and/or available due to other assignments.

Recruitment

Although the President must approve all college hiring, it is the responsibility of the Division Dean in collaboration with Human Resources to recruit qualified individuals. The McAlester Campus Dean will assist with the recruitment of part-time faculty for that campus.

Any advertising for part-time faculty will be coordinated by the Director of Human Resources, Vice President for Academic Affairs and the Dean of the McAlester Campus, so ads will cover multiple disciplines and campuses when needed. Application materials will be received in the Human Resource Office. Copies of the materials will be distributed to the Vice President for Academic Affairs, the appropriate Division Dean or Department Chair.

Roster
The Human Resources Office will maintain a file of qualified applicants. Adjunct faculty members are expected to meet the same professional qualifications as full–time faculty members.

Selection
Adjunct faculty will be recommended by a committee consisting of the appropriate Department Chair and any appropriate division faculty members. The President makes the final selection.

Curriculum Guidelines
The Department Chair will provide curriculum guidelines for adjunct faculty. The Department Chair and Vice President will share responsibility in overseeing the performance of the adjunct faculty member.

Faculty Qualification Requirements
The Higher Learning Commission of the North Central Association (HLC-NCA) requires affiliated colleges must have "qualified faculties — people who by formal education or tested experiences know what students must learn." In September 2004 Easters' strategic plan committed the College "to substantially improve the academic credentials of its faculty in accordance with generally accepted standards for community colleges offering career and university parallel programs and with the specific expectations of the Higher Learning Commission, the Eastern Oklahoma State College Board of Regents, the Oklahoma State Regents for Higher Education, and universities accepting students transferring from Eastern for further study." To realize this goal, Eastern has established the following definitions and explanations:

University Parallel Courses
Courses count toward AA or AS with expectation of transfer to universities: The generally accepted minimum faculty credential consists of a master's degree with a major in the teaching field (or a very closely related subject) or a Master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related field).

Career Courses (Non-University Parallel)
Courses that count only toward completion of AAS or certificate and that do not transfer to universities (except in certain cases of applied bachelor's degrees, BAS, BAT, etc.): The generally accepted minimum faculty credential consists of a bachelor's degree in field (or closely

related field) with appropriate work experience. A master's degree in the field or a related field is preferred. Some programs such as nursing require a master's degree in the field.

Alternative Qualifications

When qualification is based on factors other than a generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document and the Vice President for Academic Affairs must accept, a prima facie case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

Degrees in Education

As a general rule, degrees and courses in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field.

Exceptions:

Cases such as child development or physical education or business education in which education is the field.

Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy.

Interdisciplinary Courses

Courses such as general humanities necessarily require faculty qualifications that reflect the multidisciplinary foundations of the particular course and must be evaluated on a case-by-case basis.

Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUMAN prefix. On the other hand, broader-based HUMAN courses, HONORS courses, and other interdisciplinary courses may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

Closely Related Fields

The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. The explanation of qualification based on the closely related field should be included in the faculty member's file.

Accredited Institutions

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged meeting requirements equivalent to regional accreditation in the U.S.A.

1989 "Grandfather Clause"
In accordance with the strategic plan in effect at the time of the last North Central visit to Eastern Oklahoma State College, the enforcement of these qualification requirements is intended to apply only to those hired as faculty members on a full-time basis after November 1989.

In addition, it is the administration's intent to exempt faculty members who commit to retiring effective no later than June 30, 2006. However, this clause will not apply in any individual case that might jeopardize the College's accreditation. In such a case, a faculty member hired prior to November 1989 may be required to meet some or all of the qualification requirements specified above.

Board of Regents Policy on Faculty Qualifications (Adopted Nov 19, 2004) Individual Plans for Faculty Hired After 1989.

Working in conjunction with faculty, the administration will analyze the credentials of all faculty members and develop individual qualification plans for those hired after 1989 whose qualification appears to fall below generally accepted HLC/NCA standards.

Tenure status does not automatically guarantee that a faculty member will be qualified under these new standards. The administration will indicate reasonable time frames for individual faculty compliance. Faculty [members] will be asked to sign their individual plans, but each plan will go into effect immediately upon approval by the Vice President for Academic Affairs, regardless of whether the faculty member signs.

Provisions for Faculty Hired in 1989 or earlier
Although this policy applies immediately only to faculty members hired after 1989, it will in the future apply to faculty hired in 1989 or earlier if representatives of HLC/NCA or the Oklahoma Regents for Higher Education or a specialized accrediting body indicate that the credentials of any individual faculty member present an impediment to institutional accreditation.

Penalties
The failure of an individual faculty member to maintain satisfactory progress on his/her qualification plan will be considered adequate cause for the College to return the faculty member to probationary status, not renew his/her contract, and/or dismiss him or her from employment.

Primacy of this Policy
The provisions of this policy, which are based on, but not identical to, the 1989 Handbook, supersede and replace those of all previous policies, including all college handbooks.

Agreements
Faculty members, except Adjunct Faculty, are employed under annual agreements specifying salary and conditions of employment. Faculty agreements, except Adjunct Faculty agreements, are for a teaching load of 15 credit hours per semester. The agreement may specify other assignments with an appropriate adjustment of the teaching load. The typical faculty agreement

runs for the Academic Year beginning approximately one week before Fall Semester classes begin and ending approximately three working days after the last day of Spring Semester finals.

The Academic Year (AY) contract is informally called a "nine-month" agreement because it normally covers approximately the nine months from mid-August to mid-May. Faculty contracts may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the college.

Each faculty member has a specified reasonable number of days from the date indicated on the contract to accept the offer by signing and returning one copy of the contract to the Human Resources Office. As a courtesy, any faculty member who does not wish to accept a contract should return the unsigned agreement to the Human Resources Office
.

Adjunct Appointment and Agreements

Adjunct faculty members are those employed part-time on an as-needed, semester–by–semester basis. Employment for one semester carries no expectation whatsoever of continued employment in future semesters. Continuation of employment is on an as-needed basis depending on enrollment, the quality of the individual's performance, and other factors. It is the responsibility of the appropriate Department Chair, to evaluate the performance of part-time adjunct faculty members. The McAlester Campus Dean will assist in the evaluation of individuals teaching on that campus. Individuals who perform poorly will be removed from the approved roster.

When the Department Chair prepares the semester schedule of classes, he or she will indicate which sections are anticipated to be taught by part-time adjunct faculty. The Vice President for Academic Affairs will approve or modify the schedule as appropriate for budgetary, staffing, or other reasons. Although every effort will be made to offer courses with the planned faculty members, the actual determination of course assignments for both full– and part-time faculty members are not finalized until the end of the drop/add period each semester. Part-time, adjunct faculty members are compensated on a per– semester–hour basis.

Search Committee

Appointment of Search Committee – The President or Vice President will appoint a search committee and name its chair. The search committee will review applicant files and contact references as necessary to narrow the pool to those who appear most qualified and best suited for the position.

The committee should consist of a minimum three-person panel including an administrative, classified and faculty member.

Hiring Procedures

The following procedures will be followed for the hiring of all employees.

- The supervisor declares a position has become available through retirement, resignation, or termination.
- The supervisor will communicate with Human Resources (HR) and their supervisor to determine if the position will be filled.

- If determined the position will be filled the supervisor will communicate with HR to update the job description.
- The area supervisor will communicate with HR and the Vice President of Business Affairs to determine the salary amount.
- The area supervisor or a person they designate will develop a minimum of a three (3) person hiring committee (larger committees may be developed depending on the position.) The area supervisor may appoint themselves as the committee chair or appoint another team member. The area supervisor may choose to be a voting or nonvoting member.
- The area supervisor will forward the recommended committee to HR.
- The committee will develop a hiring instrument with assistance from HR. A set of questions with a 1 to 5 score would be sufficient. Once the interviewing process has been completed the scored instrument of the successful candidate should be provided to HR for their personnel file.
- Recommendation to hire a candidate comes from the supervisor to HR and the area supervisor.
- If approved, area supervisor will contact the top candidate with an unofficial offer (pending reference and background checks). If all checks come back clean the supervisor will make an official offer.
- The supervisor will inform the candidate to contact the HR Office to set up an appointment or orientation.

NOTE: Committee Chair must notify the full committee that all information shared with the committee and during the meetings is confidential and not to be shared with anyone outside of the committee.

14.053 – Employee Financial Obligation Policy

Faculty, staff, and student employees of Eastern shall be required to pay all outstanding financial obligations, including but not limited to overpayment of wages due to the College in accordance with the following.

Student Charges and Other Charges During Employment

An employee's account will be handled according to the current Student Account Payment Policy.

Disputed Charges – If an employee disputes a charge, he/she must provide written notice, to dispute the charge. Within thirty (30) calendar days of receipt of the written notification, the person must verify the validity of the charge or issue appropriate adjusting transactions. Upon receipt of written notification from the charging department that the disputed charge is valid, the Business Office will pursue the collection of the debt.

Housing Rent During Employment

Every employee who resides in campus housing at Eastern shall, prior to occupying the housing, enter into a lease with the College setting forth the terms of the lease, the rental and any other conditions which are, in the sole discretion of the College, to be included in the lease.

If the employee fails to pay the rental amount according to the terms of the lease, or by agreement as provided above, the College may take all actions allowed by law to collect the rent or terminate the employee's occupancy to be determined at the sole discretion of the College, including but not limited to any action in any court of competent jurisdiction.

An employee may request to remain in campus housing by making arrangements with the Vice President of Business Affairs. Any such arrangement must be documented in writing and signed by the Vice President of Business Affairs and the employee. This may include a payroll deduction for housing, as agreed upon.

Deductions from Employee's Wages Including Overpayment During Employment

Pursuant to the Rules of the Department of Labor OAC: 380: 30-1-1 through 30-1-11.

The College shall not deduct any amount from an employee's wages unless legislation for a court order mandates such or unless such deduction is pursuant to the provisions below.

Overpayment of Wages

If an employer determines that an employee has been overpaid, the employer may recover the overpaid sum from the employee in the following ways:

1. Lump sum cash repayment or
2. Agreement for payroll deduction in a lump sum or in installments over a term not to exceed the length of the term in which the erroneous payments were made, provided that such agreement is made pursuant to the provisions of this subsection regarding deductions.

The election as to which method is used, and the terms thereof, shall be made by the employee in writing, and shall be subject to all other provisions of law which may apply. The employee may elect to use a combination of the above two (2) methods, if the employer agrees.

Upon termination of the employment agreement, any remaining balance of the overpayment shall be considered an offset of any final wages otherwise due to the employee.

Other Permissible Purposes

It is permissible for an employer and employee to voluntarily enter into a payroll deduction agreement, including deductions for the following purposes:

1. To provide payment for medical, accident, disability, or retirement benefits, or insurance premiums, not including worker's compensation or unemployment.
2. To provide for contributions to a deferred compensation plan or other investment plan provided by the employer as a benefit to the employee.
3. To compensate the employer for breakage or loss of merchandise, inventory shortage, or cash shortage caused by the employee; where the employee was the sole party responsible for the cash or items damaged or lost, at the time the damage or loss occurred.

4. To provide payment for tuition, fees, or housing charges.

Any payroll agreement made pursuant to this section must be in writing and signed by the employer and employee. For purposes of these rules, the word “loan” and “advance” means a transfer of money with a provision for repayment.

14.054 – Emeritus Policy

The title of “Emeritus” is an honorary designation awarded to individuals who have made significant and lasting contributions to Eastern Oklahoma State College through exemplary service in administration, teaching, or professional roles. This recognition honors their dedication and impact on the college community.

Eligibility

To be considered for emeritus status, individuals should typically have served the college for several years. Special consideration should be given to the tenured faculty when awarding the title of Faculty Emeritus.

Titles

Emeritus status may be granted with various designations depending on the role held. In addition to *Emeritus Faculty* or *Emeritus Professor*, the following titles may be used:

- President Emeritus
- Vice President Emeritus
- Dean Emeritus
- Librarian Emeritus
- Professional Staff Emeritus

Selection Process

Evaluation Criteria

Emeritus status is awarded based on a comprehensive assessment of an individual's career, including their contributions to the college and their adherence to the institution's ethical standards.

Nomination Procedure

Nominations for emeritus titles are generally made annually in conjunction with recommendations for rank and tenure. Nominations should be submitted to the appropriate administrator:

- Faculty nominations go to the respective Dean
- Professional staff nominations go to the immediate supervisor

All nominations should be forwarded to the appropriate Vice President and must include:

- A narrative (maximum two pages) detailing the candidate’s teaching (if applicable), service, and contributions (e.g., courses taught, grants or projects led, etc.)

- Curriculum vitae or resume*
- Up to three letters of support*
- *Optional for employees who retired before 2025

Review Process
For faculty nominees, the Faculty Council will be notified and may choose to review the nomination. If reviewed, the Council will submit a recommendation to the Vice President of Academic Affairs.

For staff nominees, the Staff Council will be notified and may choose to review the nomination. If reviewed, the Council will submit a recommendation to the appropriate Vice President.

The Vice President for Academic Affairs, Business Affairs, or Student Affairs will present a recommendation to the Leadership Council. The Leadership Council will forward its recommendation to the President, who in turn makes a final recommendation to the Board of Regents. The Board of Regents has the final authority in granting emeritus status.

In both cases, the Board of Regents Academic Affairs committee will review before going to the entire Board of Regents, after the President's recommendation.

Privileges and Responsibilities
Emeritus recipients enjoy all benefits afforded to retired faculty and staff. They may be reappointed for part-time roles post-retirement; however, such appointments will not include the "Emeritus" designation in payroll titles.

Emeritus individuals are encouraged to remain engaged in campus activities and may continue to use college facilities, consistent with institutional policies. They may also serve on college committees by appointment of the President.

Office and Lab Space
Access to office or laboratory space may be granted based on availability and the extent to which the emeritus individual's ongoing activities support the college's instructional or research efforts. Space allocations may differ from their previous assignments.

Requests for space must be submitted in writing to the appropriate Department Head or Dean, who will forward the request through standard administrative channels. Requests must include a description of the space needed and how it supports academic or research programs.

Final authority for academic space allocation lies with the Vice President of Academic Affairs, who will make decisions based on institutional needs and the continued relevance of the emeritus individual's expertise.

14.055 – Emergency Response Policy
Once an emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures in responding to the emergency is vital to properly handle the situation.

Whenever an alarm sounds or an emergency alert is issued, all occupants must, in the event of evacuation being necessary, meet at the emergency evacuation safe location as instructed. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the residence hall. Students should close their door as they leave their rooms. Students who do not vacate the building during the sounding of the alarm or an emergency alert will be subject to disciplinary action.

Whenever an emergency occurs, the following procedures should be taken:

1. Stay calm, move quickly, and exit the building. In an orderly fashion, residents should go to the designated waiting area for further instructions.
2. Contact the local police/fire department by calling 911. The specific location of the emergency should be given to include the building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.
3. Contact Campus Police immediately so that the proper departments can be notified about the emergency. If you are unable to reach Campus Police, please contact the Student Services Office.
4. In case of smoke, keep a towel easily accessible for emergency use. Bring along your keys and student ID if possible.
5. Do not re-enter the building until it has been cleared by Campus Police. If you are away from your room when the alarm sounds, do not return to your room.

Notification to College Community about an Immediate Threat

If the Chief of Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Eastern Oklahoma State College community, the Eastern Police and/or the President, any Vice-President, Director of Student Life, Director of Communication, or Chief of Police will utilize some or all of the systems described under the Timely Warning Policy (located at page 6) to communicate the threat to the Eastern community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Eastern Police Department without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including the President, any Vice President, Director of Student Life, Director of Communication, or Chief of Police), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

At least one fire drill will be held each semester in each of the residence halls and once per year, in an alternating pattern with tornado drills, in all other campus buildings. One full scale and one half scale emergency management drills will be conducted each year campus wide. Monthly tests of the RAVE Alert emergency notification test will be conducted in the fall and spring semesters.

Medical Emergencies

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.

2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

Campus-Wide Emergency Response

The purpose of this policy is to establish emergency response procedures for Eastern Oklahoma State College, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Eastern.

The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of the College. The proper use of available resources and personnel is critical to the successful management of Emergency Operations, including, but not limited to:

- Provide maximum preparation to reduce the potential for injury or damage.
- Provide a coordinated, interdisciplinary, and comprehensive response to a critical situation.
- Maximize the effectiveness and immediacy of response to victims.
- Facilitate assistance to the primary, secondary, and tertiary victims.
- Reduce the severity and duration of the trauma to the campus community.
- Provide coordinated internal and external communications.
- Facilitate coordination with external agencies.
- Prepare for post-crisis support, evaluation, and condition.
- Reassure the public and local community.
- Guard the institution's image.

For the purposes of this plan, an emergency is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. Eastern Oklahoma State College's President will have primary responsibility for convening the Emergency Management Team and will manage the institutional response. In the President's absence this responsibility will revert to the VPAA with the VPSA handling any issues related to students and the VPBA handling issues related to facilities. Once a state of emergency is declared, the plan's guidelines are to be implemented by all faculty, staff and students. The procedures contained in this document are guides and should be used as a flexible tool to respond to a variety of circumstances. This plan applies to all College personnel and properties. The City of Wilburton has developed its own plan and the College plan will be incorporated into the overall City plan.

Definitions of Emergencies

Listed below are definitions that are to be used as guidelines to assist administrators in determining appropriate responses:

Level 1 Emergency - Any incident/accident that can typically be handled with in house resources and the response is generally limited to a single building or area. All Level 1 Emergencies must be reported to Eastern Oklahoma State College Campus Police Department and outside agencies if necessary.

Level 2 Emergency - Any incident/accident that typically requires external resources and the response covers a large area or is campus-wide. Level 2 emergencies may disrupt the overall operations of the College and may require major policy considerations and decisions by the central administration.

Level 3 Emergency - Any event, natural or manmade, that will seriously impair or halt the operations of the College. Casualties and/or severe property loss may be expected. A coordinated team effort will be required of various campus services to effectively manage this contingency. Outside emergency support services will be required.

In all cases of a Level 2 or Level 3 Emergency, the Emergency Management Team will convene, and this plan will be executed.

NOTE: ANY incident likely to create media interest must be promptly reported to the Communications and Marketing Director.

The Eastern Oklahoma State College Emergency Management Plan has been developed to manage problems or emergencies in a realistic manner. Crises may affect residents in the geographic vicinity of the College; therefore, it is possible that city, county, state, and federal agencies will not be available for immediate support.

Emergency Response Team

The Team will be defined by key functions as listed. Core Team members shall include:

Team Leader: Chief of Police	918-465-1739
Secondary: Science Faculty member	918-465-1741
Communications: Director of Marketing	918-465-1804
Secondary: Marketing Coordinator	918-465-1803
Facilities Operations: Director of Physical Plant	918-465-1802
Technology: Chief Technical Officer	918-465-1710

Other members may be assigned as deemed necessary:

Students: Director of Student Life	918-465-1767
Employees: Director of Human Resources	918-465-1777
Medical: Director of Nursing	918-465-1796

Eastern's Internal Communications Team shall include the following members:

President	918-465-1723
Vice President of Student Affairs	918-465-1804
Vice President of Academic Affairs	918-465-1829
Vice President of Business Affairs	918-465-1708

Activation

In the event of a life-threatening emergency, the first response shall be to contact 911, and the Eastern Oklahoma State College Police Department (ext. 718 or 918-465-1718). Faculty and staff will notify their immediate supervisor or the Police Department (ext. 718). Students should

notify Campus Police immediately, if they are unable to reach Campus Police please contact the Student Services Office. The appropriate supervisor will assess the situation to determine the degree in which the emergency should be handled.
In the case of a Level 2 or Level 3 Emergency, the appropriate Eastern Oklahoma State College Campus Police Department personnel will immediately notify the President, who will determine and coordinate the plan of action to be taken by the College. In the case of a crisis occurring locally, off campus, the Latimer County Emergency Management Agency will contact the College with suggested response procedures.

Declaration of Campus State of Emergency

A Campus State of Emergency will be put into effect in the case of Level 2 or Level 3 Emergencies.
The President or his/her designated representative has the authority to declare a Campus State of Emergency. Once a State of Emergency has been declared, the responsible units, as described in this plan, shall implement the necessary procedures outlined herein to control the emergency.

Command Structure

This section provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Eastern Campus. This system is designed to smoothly integrate with the Incident Command System used by the Latimer County Emergency Management Agency, the Wilburton Fire and Police Departments, Oklahoma Highway Patrol, and other emergency services.
The primary objective in responding to any incident should be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

Incident Command System

The Incident Command System consists of four sectors: 1) Command, 2) Operations, 3) Logistics, and 4) Planning. The initial command/response center will be located at the Field House Office Complex. Upon assessing the situation, the Incident Command Center may be relocated to any position on the campus at the discretion of the President. The Internal Communication Team will convene in the President's Office or may be relocated based on the situation.

COMMAND: The Incident Commander (IC) operates in the Command Center and is responsible for the implementation of College policy, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

Position Assigned To: The highest ranking official of the College will assume the role of IC until such time that the President or his/her designee relieves the initial or subsequent IC. When the IC is relieved it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations.

Authority: Full authority to make emergency expenditures, personnel assignments, and decision to evacuate and relocate to preserve life and property.

Immediate Actions:

- Activate Crisis Response Team by setting up the Command Center
- Select planned or alternate location
- Determine who from the Team needs to be involved in incident
- Assess current situation and decide on priority actions
- Determine if outside governmental assistance will be needed

Ongoing Actions:

- Monitor situation
- Set new priorities as needed
- Authorize expenditures and personnel work schedules, as needed

OPERATIONS: The Operations Officer will be the Senior Emergency Services Official based on the type of incident. The Operations Officer is responsible for protecting the health and safety of the Eastern community by executing policies and course of actions as directed by the Incident Commander. The Operations Officer is responsible for all activities within the affected or impacted area(s) of the emergency.

Position Assigned to: Chief of Police or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Chief of Police.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Confirms correct emergency services have been notified
- Attends to life threats as needed

Ongoing Actions:

- Monitor situation
- Coordinate emergency services operations as needed
- Coordination of traffic control
- Coordination of crowd control
- Accountability of College community members

LOGISTICS: The Logistics Officer is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources, ordering and arranging for distribution or pickup of needed items; monitoring longer term needs as directed by the IC.

Position Assigned to: Director of Facilities or designee

Authority: Under supervision of the Incident Commander, directs actions taken by the Logistics section, supervises staff, makes expenditures within authority granted by Incident Commander.

Immediate Actions:

- Establishment of Command Center site
- Attends briefing with the Incident Commander on current situation
- Establishment of resource staging areas

Ongoing Actions:

- Monitor supply needs
- Monitor personnel needs
- Track resources and personnel as they are requested, obtained and used
- Site Management
- Coordinate feeding, sleeping, sanitation and other worker needs

PLANNING: The Planning Officer is responsible for providing short-term and long-term planning and information to assist the IC in decision-making. The Planning Officer will also track and document activities.

Position Assigned to: Vice President or designee.

Authority: Under supervision of the Incident Commander, directs action taken by the Planning section and supervises section staff.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Formulates operational plan

Ongoing Actions:

- Ensures that financial commitments are consistent with College policy
- Maintain logs, work sheets, and journals documenting planning financial operations
- Maintains and documents information from Operations and section
- Maintains and documents information from Logistics section
- Displays changes in the situation and resources on the Status Board
- Generates periodic written Situation Reports and Resource Status
- Reports for the Incident Commander and Section Officer

Director of Student Life Response

The Vice President of Student Affairs will work with the Incident Command System on all matters dealing with student services during a crisis. Areas that fall under this role include Student Life, Residential Staff, mental health, and students.

Information Dissemination Points

The following sites will be equipped with cable television in lobby areas. Students and employees will be instructed that the sites are available for receiving updates on the crisis:

- Johnston Hall
- Choctaw Hall

Telephone and data port access are available at various locations throughout campus.

Residence Hall Staff

Each building has residence hall staff. The Campus Police Department shall maintain a list of Residence Hall Staff who are designated in writing as Building Coordinators for each dorm. The Building Coordinator shall be responsible for certain actions that are detailed in this document. The Building Coordinators shall also be in charge of the Emergency Go Kit, which should include, but not be limited to, the following items:

- Flashlight(s) with extra batteries
- Battery operated radio
- First-Aid Kit
- Copy of the Emergency Management Plan

Building Coordinators may appoint Building Assistants to help perform their responsibilities.

Managing Communication in an Emergency

The Overall Communication Objective in a crisis is to quickly adjust the College community position from one of response and reaction to one of relative control and an ability to take proactive steps toward a return to normal business operations and to learning.

The President has primary authority over all communications regarding emergencies and will address these issues in conjunction with the Vice President(s) and the Official College Spokesperson.

The College has several pre-established internal methods of communication and communication methods with local communities in the event of an emergency. These include the use of e mail, web site announcements, text messaging, bulletin boards, and announcements on local radio stations, building dissemination points, and written correspondence.

During an emergency, the Director of Marketing & Communications, or his/her designee will prepare or review all public and internally disseminated communications to ensure that they are up to-date, complete, concise, and factual, prior to such dissemination.

Consistent with existing communications policies, no individual should provide statements to members of the media during emergencies without first discussing them with the President or the Director of Marketing.