

Eastern Oklahoma State College Staff Handbook



Approval and Effective Date

The Eastern Oklahoma State Board of Regents approved this Staff Handbook on November 20, 2020. The Handbook becomes effective immediately on that date.

Disclaimer

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 outline will be applied in all cases. The College reserves the right to change the terms of this handbook at any time.

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I. College Organization and Administration

A. 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.

B. The President

The President is the chief executive officer of the College

C. Administrative Organization

The organizational chart for Eastern Oklahoma State College may be viewed at the following link: http://www.eosc.edu/sites/www/Uploads/files/Discover%20EOSC/EOSC_Organizational_Chart.pdf

II. Authority and Conditions of Appointments

A. Appointment of the President

The Board of Regents shall appoint the President.

B. Appointment of Other Employees

Eastern Oklahoma State College strives to comply with all State and Federal Rules and Regulations concerning Search and Hiring Procedures.

You may visit the full policy at eosc.edu/employeeolicies

C. 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 immediate supervisor for 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.

D. Dismissals

Notwithstanding the foregoing, a staff member who is dismissed and who claims that his dismissal is based on his or her race, religion, gender, national origin, age or disability may request to address the Board of Regents concerning said dismissal on that issue only. The Board of Regents after hearing from the staff member and receiving such information as may be necessary from other sources, can take such action with regard to the staff member’s 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.

III. Conditions of Employment

A. 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.

B. Regular Work Week

The regular work week is 40 hours per week. The regular work day is nine hours in length with one hour off for lunch. Exceptions to this requirement must have supervisor's approval.

C. 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 evaluations. 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. Staff members who fail to report to work for three consecutive days shall have abandoned their position without notice.

D. Dress Code

Eastern Oklahoma State College would like to have a consistent and professionally dressed workforce serving the needs of our students. As a step towards enhancing a professional work environment, a dress code has been developed for our institution. The dress code is reflective of business casual dress that will be mostly utilized within the office and classroom setting. We realize that some job duties may require a different level of dress than what is listed, but this dress code was written with everyone in mind to give guidance on what is appropriate for our environment.

Slacks/Khakis - Dress Slacks, dress capris/crop pants and khakis are appropriate as long as they are not made of denim or denim in color. Clingy fabric or tight fitting clothing is not considered appropriate. Leggings may not be worn unless under a dress.

Shirts/Tops/Blouses - Collared Shirts are required for men. Collared shirts or dress shirts and blouses are required for women. Tank tops or camisoles are only acceptable under a jacket or another approved top and should be worn if the top shirt needs additional coverage. Sleeveless dress tops and blouses must be at least three fingers in width and made of dressy material.

Dresses and Skirts - Business, business casual and casual dresses are appropriate if meet all of the other dress code standards. Dress and skirt lengths should be at a minimum length of three inches above the knee, when standing.

Shoes - Nice business, business casual shoes and sandals are considered appropriate. Flip Flops (based on the look of the shoe) or Athletic shoes are not appropriate for the work place.

Hats - Hats are not considered appropriate attire for employees that work inside a college building. If needed, your supervisor will provide you guidance on the appropriate setting to wear a hat. If a ball cap style of hat is worn by an employee during work hours, the hat will need to be reflective of Eastern Oklahoma State College.

Miscellaneous - The last day of the work-week is considered spirit day. As such, jeans may be worn with an Eastern collared shirt or you may choose to wear approved business casual wear. Jeans should be free from holes, not too tight, and must be worn with nice shoes that meet the requirements for shoes. (Jeggings and Jean capris are not acceptable)

If your department is exempt from any part of this dress code due to work place conditions please wear the collared shirt provided to you by the school. If no shirt has been provided, then a collared shirt will be required. If you have an article of clothing or shoe that you question being appropriate, please visit with your supervisor, your area Vice-President, or Human Resources before wearing to work.

Exceptions to this dress code may be made for an employee with certain medical conditions. A signed statement from a primary care physician must be on file with your supervisor and the Human Resources office for such exceptions.

E. Employee Performance Review

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

The President will conduct performance reviews on those individuals that report directly to him. 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.

F. 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 or 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 by March 31st of each year. Approved requests

will be effective July 1st. The Director of Human Resources will review the request and, in concert 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. The decision of the President is final.

G. 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 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 or 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 as provided by law.

Informal Verbal Warnings. 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 Resource Office for placement in the person’s employment file.

Performance Improvement Plan. Supervisors, in collaboration with the Director of Human Resources may prepare a performance improvement plan 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 performance improvement plan are issued to the staff member, the appropriate executive officer, and the Director of Human Resources.

Suspension and termination. If the staff member fails to complete the requirements in the performance improvement plan within the time allowed or if the staff member receives three written warnings (regardless of his or her response) within twelve months, the supervisor may recommend suspension (with or without pay) and termination to the Vice President over his or her area. That Vice President may then recommend suspension (with or without pay) and termination to the President. The President may suspend the employee (with or without pay), demote the employee, terminate the employee by either dismissal or nonrenewal or take any other employment action deemed appropriate by the President.

Closure. The decisions of the President are final and non-appealable except as to any claim made by an employee under the paragraph titled “Dismissals”.

H. 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 Resource Office. Staff members, who fail to report to work for three consecutive days, shall have abandoned their positions without notice.

I. Procedures for Externally-Funded Staff

Holders of administrative and staff positions funded through external, non-state sources are appointed, reviewed, reappointed, or not reappointed through the same mechanism as other College personnel. Depending on job performance, persons 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.

J. Secondary Employment

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

Such secondary employment, must occur outside of the staff member's regular work period. For most staff, this would mean that supplemental work must be limited to hours outside the M-F, 8 a.m. to 5 p.m. time frame for most College business. Similar time restrictions apply to staff in positions requiring different hours. *Staff 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 who teach classes outside their regular work periods do receive additional compensation.

K. Conflict of Interest

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

L. 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.

M. 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 evaluation process. Training will be provided annually and quarterly to all faculty and staff members. All employees are required to complete training on safety practices, harassment and discrimination, the Family Education Rights and Privacy Act, along with various other courses.

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.

N. 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 staff members are encouraged to contribute to the College, Foundation, and / or Alumni Association. Support staff are automatically members of the Eastern Staff Council and are encouraged to pay annual dues. For further information, please contact any Eastern Staff Council member.

O. Facility Preservation

At EOSC 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.

P. 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 personnel records are required to complete and return a "Request to Review Personnel Records" form to the Human Resources Office. The form may be printed from the Human Resources page of Eastern's website: http://eosc.edu/discover_eosc/departments/human_resources/handbooks_policies_forms_manuals.aspx.

Q. Falsifications

Any false, incomplete, or incorrect information pertaining to credentials for Eastern employment constitute 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.

R. Media Relations and Political Activities

The President or his designee shall be the sole spokesman for Eastern Oklahoma State College. No other individual has authority to speak for the College. Requests for media communications should go to the President or the Vice President of Student and External Affairs. 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.

S. 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.

Notwithstanding the foregoing, effective July 1, 2004, no person shall be hired, reassigned, promoted or re-employed for a new fiscal year to any position in which the staff member will be supervisor to another staff member to whom he/she is related by affinity or consanguinity within the third degree. At no time shall any two staff members so related be given executive or administrative positions of any kind within any budgetary unit hierarchy.

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

The supervisory 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.

T. 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:

- a. One person supervises, directs, evaluates or makes any employment recommendations over the other person.
- b. Sexual activity occurs during working hours.
- c. 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.

IV. 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 employees employed at least half-time. The institution does not pay for the cost of any dependent's elected benefit. Detailed information concerning all benefits is available in the Human Resources Office. A brief synopsis of the major benefits is listed below:

A. Health/Dental/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 under Healthchoice or coverage for spouse and children may be added at an additional cost to the employee.

B. Life Insurance

Group life insurance through Mutual of Omaha is provided to all eligible employees. The policy amount is based on two times the employee's annual salary rounded to the nearest thousand. Benefit changes will be updated each January.

C. Workers Compensation Insurance

All employees are covered by workers' compensation insurance.

D. Unemployment Insurance

All employees are covered by unemployment insurance.

E. Automobile Liability Insurance

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

F. Teachers Retirement System of Oklahoma

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

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

In order to maintain health insurance into retirement, the retiree must have been a member of HealthChoice for ten 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/>.

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.

G. 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.

H. 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.

I. Leave for Inclement Weather

The Vice President of Student and External Affairs 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, McAlester, Antlers and Idabel 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 closed hours. If the offices are not closed during inclement weather, employees will be charged annual leave for any absences so related. Employees whose primary position is to be permanently housed off-site at other schools should follow the inclement weather policy for their respective school.

J. Annual Leave

Exempt staff, paid on a monthly basis, earn annual leave at the rate of ten hours per month (120 hours per year) for the first five years of service and twelve hours per month (144 hours per year) 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 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).

Nonexempt, biweekly paid staff do not accrue annual leave until three months after hire date.

Annual leave may be accumulated up to 240 hours. Leave should be scheduled in a timely manner with the appropriate supervisor. Once an employee reaches an annual leave balance of 240 accrual will cease until the balance is again under 240.

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 (the month after final earnings is received) and for no other reason.

Any Compensatory Leave hours previously earned will be used BEFORE Annual Leave is used.

K. Overtime and Compensatory Leave

Exempt jobs are those jobs which shall be neither entitled to the 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 physically 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.

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

L. Sick Leave

Employees who work an average of 20 or more hours a 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. 120 days will result in the addition of one year towards retirement. The College will pay no money based on these additional days/hours.

A retired employee of Eastern Oklahoma State College who is re-hired 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 absence request form must be given to the supervisor upon return to work or, when possible, in advance. Employees must submit all absence request forms with time sheets. Appropriate forms are provided for this purpose and may be downloaded from the Human Resources page of Eastern's website:
http://eosc.edu/discover_eosc/departments/human_resources/handbooks_policies_forms_manual_s.aspx.

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.

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay under the provisions of the Family Medical Leave Act. For details on the current law, consult the Human Resources Office.

Sick leave cannot be used as vacation leave.

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

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. Donation forms are available in the Human Resources Office. The criteria for donating sick leave are:

- a. Donated sick leave must be voluntary and a donation form must be sent to the Human Resource Director stating the recipient and the amount of sick leave to be donated. Donating employees may remain anonymous.
- b. Employees may donate a maximum of 15 days/120 hours of sick leave annually.
- c. Donating employees cannot cause their sick leave balances to fall below 90 days/720 hours.

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

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

N. 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.

O. Family and Medical Leave Act

Employees may use the provisions of the Family and Medical Leave Act of 1993 (FMLA), which gives certain job protections 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) is 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.

P. 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. Employee will be required to provide a copy of the letter received from the court clerk's office to the Human Resources Office for inclusion in the personnel file. 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.

Q. 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, compensatory leave, annual leave or a combination of all until the balances are expended. A medical statement must be provided before an employee may qualify for disability leave or to return to work.

R. 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 regularly scheduled work days 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 or she would have attained but for the military leave, and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority, if: (1) the College received advance written or verbal notice of the service; (2) the cumulative length of the absence and all previous service absences with the College does not exceed five years, except in certain circumstances; (3) 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).

S. Voting Leave

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

T. Tuition Reduction

Regular, current, full-time Eastern employees are entitled to receive a 100% tuition-only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. 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 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.

Employee's Spouse and Dependents are eligible for tuition reduction as well. 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 at the time of registration.

Retirees' 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 at the time of registration.

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.

U. Admission to Sporting Events

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

V. 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.

Alternative to Direct Deposit: 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:

<https://apps.ok.gov/about/paycard.html>

V. Policies

A. Affirmative Action

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 Educational Amendment of 1974, and all other federal, state, school 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.

You may visit the full policy at eosc.edu/employee_policies

B. Americans with Disabilities Act

The Americans with 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 protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication services.

You may visit the full policy at eosc.edu/employee_policies

C. Harassment & Sexual Harassment Policy

Each employee and student is protected in all aspects of his or her employment or educational experience at Eastern against any conduct that denies him or her equal access to employment or education based upon 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 Educational Amendment of 1974, and all other federal, state, school rules, laws, regulations and policies.

Harassment of any kind is not appropriate, whether it is sexual harassment or harassment on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status or any factor that is prohibited consideration under applicable law.

Eastern Oklahoma State College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our College. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy.

You may visit the full policy at eosc.edu/employeeepolicies

D. Reporting Sexual Violence

All forms of sexual harassment, including sexual violence, should be reported, no matter the severity. Eastern's primary concern is safety; therefore individuals should not be deterred from 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 the college can respond appropriately. Further information on reporting sexual violence is located on Eastern's website at the following address:

https://www.eosc.edu/discover_eosc/departments/human_resources/employee_grievance_form.aspx

E. Computer Use Policy

Access to modern information technology is essential to the pursuit and achievement of excellence across the 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 staff member comply with institutional and external standards for appropriate use. Policies and general guidelines have been developed regarding the use of Eastern computing resources equipment, services, software, and computer accounts by students, faculty, staff and administration. The computer use document must be dated, signed and returned to the Office of Human Resources.

You may visit the full policy at eosc.edu/employeeepolicies

F. Electronic Communications Policy

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

You may visit the full policy at eosc.edu/employeeepolicies

G. Drug-Free Workplace Policy

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.

You may visit the full policy at eosc.edu/employeeepolicies

H. Marijuana 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.

You may visit the full policy at eosc.edu/employeeepolicies

I. Tobacco-Free Policy

The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, e-cigarettes/vapor cigarettes, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the College, including parking lots owned or under the control of said agency, and in vehicles used by the College or its employees whenever conducting business anywhere. This would include students, guests or employees using tobacco products in their personal vehicle while parked on College owned property, Eastern's tobacco-free policy applies to every person on all campuses, including students, faculty, staff, alumni, visitors, contractors, vendors and volunteers.

You may visit the full policy at eosc.edu/employeeepolicies

J. Financial Exigency Policy

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.

You may visit the full policy at eosc.edu/employeeepolicies

K. Loyalty Oath

The State of Oklahoma requires a loyalty oath of its employees. The Human Resource Office will provide each employee with a copy of this policy during new hire orientation.

L. Parking

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 the Enrollment Center in the Library Building to be issued your parking permit. Replacement or additional permits may be purchased for \$5.00 each. 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 at the following web address: http://www.eosc.edu/student_campus_life/campus_parking.aspx .

M. Texting While Driving

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.

N. Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals

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, police and peace officers in their official on-duty capacities and in the performance of their duties. 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 handgun may be removed from such concealed storage while the vehicle is 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.

O. Social Media Policy

At Eastern Oklahoma State College, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

You may visit the full policy at eosc.edu/employeeepolicies

P. Grievance Procedures

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise, 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.

You may visit the full policy at eosc.edu/employeeepolicies

Handbook Revision Process

The Board of Regents, the President, the Leadership Council, the Human Resource Department, or the Staff Council may initiate changes in the Staff Handbook.

We hereby verify that the Board of Regents for Eastern Oklahoma State College approved this Staff Handbook as an addition to the policies of the Board on _____, __2020.

Dr. Janet Wansick, President

Date

Board Chair

Date

Board Secretary

Date