

# WESTERN OKLAHOMA STATE COLLEGE



*Employee Handbook*

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# SECTION 1: INTRODUCTION

## 1.1 PURPOSE OF THE EMPLOYEE HANDBOOK

The purpose of the Employee Handbook is to provide the informational foundation required to help employees be knowledgeable of the operations, policies, procedures and performance expectations of Western Oklahoma State College (“Western, or the “College”). This handbook is on file in the President’s Complex, the Learning Resources Center, in the employee only course in the learning management system Canvas, and on the Western website.

This handbook is useful for new employees to use as a quick and easy reference to areas of the College and for longer-term employees as a reference on specific issues. The policies and procedures for the Board of Regents are in the Employee Handbook. The full descriptions of all student policies are listed in the college catalog which is available on Western’s website ([www.wosc.edu](http://www.wosc.edu)).

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the college and any of its employees.

No employee handbook can anticipate every circumstance or question about policy. These policies are intended to serve as a guideline for the daily activities of the College. Western Oklahoma State College reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate.

## 1.2 COLLEGE HISTORY

Western Oklahoma State College was established as Altus Junior College in 1926. It is the oldest municipal junior college in Oklahoma still in existence. Its operation since 1967 has been under the provision of State Bill No. 2 of the 1967 Oklahoma Legislature and the Community Junior College Act.

The College assumed status as a state junior college on July 28, 1970, pursuant to House Concurrent Resolution No. 1003 and Senate Bill No. 104 of the 1969 Oklahoma Legislature and Oklahoma State Regents for Higher Education (OSRHE) Resolutions No. 624 and No.657.

These resolutions authorized and directed the State Regents "to establish a two-year college in Altus to serve Jackson, Tillman, Kiowa, Greer, and Harmon counties and surrounding areas, and it shall be known as Altus Junior College and shall be an integral part of the Oklahoma State System of Higher Education.

The conversion of Altus Junior College from a community to a state junior college included a redefinition of functions, education programs and standards, fiscal policies, and enrollment projections. Also, guidelines for development of a new campus, to be located on a 142-acre site donated by area citizens,

were completed. The Governor of Oklahoma appointed a Board of Regents for Altus Junior College on April 27, 1971. This Board assumed the responsibility for institutional governance as provided by law.

On August 16, 1974, the College became Western Oklahoma State College by an Act of the State Legislature, signed by the Governor on April 3, 1974. Section 1 of Senate Bill No. 492, passed by both the Senate and the House of Representatives, designated that "the State Educational Institution located at Altus shall continue at the same location and its official name shall be Western Oklahoma State College."

### **1.3 COLLEGE CHARACTERISTICS**

Western, as an integral part of the Oklahoma State System of Higher Education, serves a designated five-county area in the southwestern corner of the state. The distance from Oklahoma's major urban centers tends to isolate this area from higher education opportunities afforded by other state institutions. The primary service area consists of Greer, Harmon, Jackson, Kiowa, and Tillman counties and encompasses 3,842 square miles.

Western also serves the community outside the five primary counties via online courses, and nursing extension sites at Lawton and Elk City.

The College campus is located in Altus, which is the county seat of Jackson County. Altus is the regional retail trade and service center for southwestern Oklahoma and a portion of north Texas.

The primary components of the area's economic base are agriculture and Altus Air Force Base, with the important secondary components of manufacturing, retail trade and health and service industries. Agriculture is the leading industry of the area. According to the Department of Agriculture statistics, the principal products are wheat, cotton, and beef cattle.

A wide variety of recreational opportunities are available in the five counties. Quartz Mountain Resort Arts & Conference Center and Nature Center, which is located 18 miles north of Altus in the mountains, offers a newly rebuilt lodge to complement existing cabins on the shore of Lake Altus. This facility also provides an outdoor amphitheater and performance hall for the arts. Lake Altus, covering 6,800 acres with 50 miles of shoreline, offers fishing, camping facilities, and various water sports. Also, nearby Tom Steed Lake at Snyder offers additional boating and fishing facilities.

### **1.4 VISION**

Western Oklahoma State College aspires to be the outstanding and innovative community college known for its focus on student success and its service to community and regional development.

### **1.5 MISSION AND PURPOSES**

**Mission:** The Mission of Western Oklahoma State College is to provide high quality education while ensuring equity, supporting student success, and empowering individuals to become productive members of diverse local, regional, and global communities.

**Purposes:** In accordance with our mission, Western’s educational programs and services are designed to help people achieve their individual potential, enrich their lives, and become responsible and productive members of society. Thus, Western Oklahoma State College exists for the following purposes:

- A. To provide a quality, affordable general education for all students;
- B. To provide rigorous education in several basic fields of university-parallel study for those students who plan to transfer to a senior institution and complete a bachelor’s degree;
- C. To provide one and two-year programs of technical and occupational education to prepare individuals to enter the labor market;
- D. To provide programs of remedial and developmental education for those whose previous education may not have prepared them for college;
- E. To provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity;
- F. To carry out programs of institutional research designed to improve the institution’s efficiency and effectiveness of operation;
- G. To provide student and program support in the form of assessment and guidance services designed to maximize program potential enabling students to reach their educational and career goals;
- H. To participate in programs of economic development with comprehensive or regional universities toward the end that the needs of each institution's geographic service area are met.

## **1.6 GOALS OF THE COLLEGE**

### **1.6.1 STUDENT SUCCESS**

To help ensure student success, the College adheres to the following concepts:

- A system to identify and help meet individual student needs.
- A faculty advisor to help students with their academic plan.
- Student connections with the College, both people and technology.
- A culture that embraces student success.

### **1.6.2 STUDENT LEARNING ASSESSMENT**

Western believes that assessing student academic achievement is an essential component of evaluating overall institutional effectiveness. Student learning assessment begins with an assessment process based on its stated mission and educational purposes. Students attending Western will be required to participate in the assessment of student learning. The student learning assessment process will emerge from and be sustained by a faculty and administrative commitment to excellent teaching and effective learning. Western will provide explicit and public statements regarding the institution’s expectations for student

learning and use the information gained from the systematic collection and examination of assessment data both to document and improve student learning. The assessment program is founded on a plan that is widely accepted within the institution and routinely updated, is ongoing, and is related to other planning and budgeting processes. Western believes that assessment of student academic achievement is critical to the future health of the institution and to the educational accomplishments of students.

### **1.6.3 TECHNOLOGY DEVELOPMENT**

To help foster the effective integration of educational technology, the College adheres to the following concepts:

- Faculty and staff committed to innovative uses of technology.
- The development of internal and external distance technology partnerships.
- Electronic connectivity for students and employees.
- A continuous process for review and coordination of technology systems.
- Best practices review.

### **1.7 PHILOSOPHY**

Western Oklahoma State College exists for students. The college, with its board, administration, faculty, and staff, is committed to student success, strengthening the community, technology development, and internal and external cooperation. It affirms equal access to all aspects of the institution for the diverse population it serves and approaches all endeavors with the highest standards of ethics and professionalism - a commitment to excellence.

### **1.8 COMMUNITY**

The College is committed to continue the strengthening of educational programs and services designed to meet the needs of local communities in the region. The College is recognized and promoted as the community's greatest resource for human and economic development. To help ensure a continuing positive relationship with the community, the College adheres to the following concepts:

- A "community-based culture" inherent in College planning and activities.
- Involvement in the community to continually assess needs.
- Involvement of the community in the development of programs and services.
- Continual assessment and evaluation of how well programs meet community needs and the overall economic development needs of the area.

### **1.9 COOPERATION**

To enhance scarce resources, partnerships must exist with public and private organizations. To foster cooperation, the College adheres to the following concepts:

#### External Cooperation

- Programs flexible enough to meet the needs of community-based partners.
- A proactive effort to establish external partnerships in College programs.

#### Internal Cooperation

- An environment encouraging risk-taking and teamwork.
- Creative incentives to reward both internal and external partnerships and teamwork.
- A culture of supporting and celebrating each other's programs and successes.

### **1.10 ACCREDITATIONS AND AFFILIATION**

Western Oklahoma State College is a public, state-supported institution and is a member of the Oklahoma State System of Higher Education. The College is accredited by the Oklahoma State Regents for Higher Education and the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, the College holds memberships and affiliations with many state and national organizations. For more information see [Western's Accreditation webpage](#).



## **SECTION 2: GOVERNANCE**

### **2.1 BOARD OF REGENTS**

#### **2.1.1 THE BOARD OF REGENTS OF WESTERN OKLAHOMA STATE COLLEGE**

The Governing Board of the College created by act of the Legislature is composed of seven members appointed by the Governor with advice and consent of the Senate. The members serve seven-year staggered terms. No more than four members of the Board shall be residents of any one county involved. The powers and duties of the Board are set in the Act creating the Board, SB #104 Section III, Session Laws, 1969, and O.S. Supp. 1975, Title 70, Section 4418.

#### **2.1.2 ROLE OF THE BOARD OF REGENTS**

The Board of Regents of Western Oklahoma State College is the governing board of the College and, as such, has full authority over all aspects of the College and final responsibility for its proper operation, subject only to higher authority.

The objectives, purposes, nature, range and pace of efforts of the College are the concern of the Board of Regents as a policy-making body, and general policies may be developed from time to time as needed. These take the form of broad general policies for the direction of the administration of the College. These policies may be initiated by members of the Board, by the Board working with the chief executive officer, the President. Such policies so established constitute guidelines for the President, in the formulation of administrative organization, policies and procedures for implementation.

The Board of Regents, while maintaining the general overview and control, entrusts the conduct of administration to the President of the College and administrative personnel subordinate to him/her. The Board plays an important role in relating the needs of the College to the public and is helpful in obtaining needed capital and operating funds. The Regents are interested in developing long-range planning in cooperation with the College administrative staff. The responsibility of the Regents is an important responsibility which is exercised with much thought and judgment.

When ignorance or ill will threatens the institution or any part of it, the governing board is available for support. In grave crises, it will be expected to serve as a champion. Although the action to be taken by it will usually be on behalf of the President, the faculty, or the student body, the Board realizes that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interest of society in the educational institution.

### **2.1.3 POWERS AND DUTIES OF THE BOARD**

- A. Select and appoint the College President.
- B. Determine the broad general policies which will govern the operation of the College and review them periodically.
- C. Consider and take appropriate action concerning recommendations by the President in all matters of policy relating to the welfare of the College.
- D. After evaluating the recommendations of the President, assume the responsibility for making decisions concerning appointment, retention, or dismissal of faculty and other staff members.
- E. Authorize administrative officials at the College to act in its behalf in the making of contracts and the purchasing of supplies, materials and equipment, in accordance with authority delegated to them.
- F. Approve the disposition of all monies appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the College.
- G. Be responsible for the development of adequate financial support and approve the annual budget.
- H. Approve and cause accurate records to be kept of the expenditure of all funds.
- I. Acquire and take title to real and personal property in its name, on behalf of the College, and convey exchange or dispose of, or otherwise manage or control, such property in the interest of such institution, including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board shall have the power to institute any legal action in the name of the Board before any court having jurisdiction of such actions. The Board shall have custody of abstracts of title and instruments affecting the ownership of or title to real property belonging to the College.
- J. Approve the planning and construction of all buildings and campus facilities at the College.
- K. Serve as a court of final appeal for students and employees of the College on matters of policy formulated at the Board of Regents level, and function as a legislative and policy-making body responsible for the oversight and control of the College, assigning and charging the President with all executive functions.
- L. Otherwise exercise all duties and responsibilities accruable to a corporate body under the laws of the State of Oklahoma to make Western Oklahoma State College effective for the purpose for which it is maintained and operated.



#### **2.1.4 ORGANIZATION OF THE BOARD**

In accordance with state law, the officers of the Board shall be Chairperson, Vice Chairperson and Secretary. Officers shall be elected annually and assume the responsibilities of their respective positions beginning the following July 1.

The Chairperson shall preside at all meetings of the Board, call special meetings as deemed appropriate, and sign all documents of the Board requiring his/her signature. The Vice Chairperson shall perform the duties of the Chairperson in his/her absence. The Secretary will sign all documents of official actions of the Board requiring his/her signature.

#### **2.1.5 COMMITTEES OF THE BOARD**

All official business will be conducted by the Board as a whole in either regular or special meetings. Special committees of the Board may be created to perform special tasks for the Board on an ad hoc basis. Reports of any Board special committees shall be submitted to the Board as a whole for appropriate action.

#### **2.1.6 BOARD MEETINGS**

The following guidelines have been established for regular, special, and emergency meetings:

- A. Regular meetings of the Board will be held monthly or bi-monthly on the third Tuesday of the calendar month. Occasional exceptions will occur because of holidays or the due date of the annual budget to the Oklahoma State Regents for Higher Education.
- B. Special meetings shall be held upon call of the Chairperson and written notice shall be given to each member of the Board at least five days prior to the meeting (48 hours to the media).
- C. Emergency meetings shall be held in an emergency situation only and without the public notice heretofore required. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.
- D. Regular, special, and emergency meetings of the Board shall usually be held on the campus of Western Oklahoma State College in a building and room to be designated by the Chairperson. The Board may on occasion move the meeting to other locations such as to the surrounding towns. Advance notice will always be given of the change.
- E. All meetings of the Board will be open meetings in compliance with provisions of state law (O.S. 1981, Section 301-314).
- F. The news media will be given ample notice of all scheduled meetings of the Board.
- G. An agenda of business to be transacted and related materials of each Board meeting shall be prepared and made available to each member of the Board at least five days prior to each meeting.

- H. The President of the College, acting in the capacity as chief executive officer of the Board, shall, in collaboration with the Chairperson, prepare and forward the agenda to the members.
- I. The President shall also be responsible for preparing minutes of the meetings, indexing them in appropriate form, and arranging for their appropriate preservation and custody. Copies of the minutes shall be reviewed and approved at the following meeting.

### **2.1.7 BOARD POLICIES, RULES AND REGULATIONS**

As policies, rules and regulations of the Board are promulgated and adopted, they shall be maintained for reference in the office of the President.

### **2.1.8 REGENTS OPERATING POLICIES**

In exercising its legally constituted powers of governance of Western Oklahoma State College, the Board of Regents desires at all times to keep uppermost in mind the educational purposes for which the institution was founded and for which it presently exists. The Board further desires to recognize and promote sound educational and administrative leadership of the College through reliance upon and support of its President, administrative officers, faculty and staff.

The Board understands that it is a lay group having public responsibility for the affairs of the College, for policy making in the interests of a better educational effort and in the interests of the people of the state, and for general supervision of College operations.

The Board desires to execute its general responsibilities in a manner which will discharge its obligation to the public and will promote professional and business responsibility in its staff. It seeks to maintain a harmonious working relationship with its administrative officers. It is believed that this may best be kept by thus defining its role and keeping within it unless required by important circumstances to enter into the detail of administrative matters and internal operations.

The Board therefore states the following as operating policies in these areas of College operations:

- A. Administrative Relationships
  - 1. The President is a professional advisor and executive officer to the Board acting in both a policy-recommending and policy-executing role. Other than in matters affecting his/her own personal status, he/she is present at official Board meetings.
  - 2. The Board employs personnel upon the recommendation of the President. It does not interview employees to make recommendations unless requested by the President. The President is authorized to extend letter of appointment offers to candidates prior to the approval during times when needs are pressing. The Board may reject any recommendations but will exercise this prerogative only for important reasons.
  - 3. The President usually serves as the public spokesman for the Board and the institution. The chairperson also serves in this capacity as occasion dictates.

4. The Board relies upon the President for faculty and staff supervision, for assignment of duties and other personnel matters. It has established policies in the areas of tenure and dismissal.
5. The Board of Regents, from time to time as need arises, by appointment or contract, secures the special services of professional and technical personnel such as architects and engineers, etc., to assist it in the exercise of its powers and duties. Such professional and technical personnel should work closely with the chief administrator of the College.

#### B. Business and Financial Matters

1. The President is authorized to purchase on behalf of the College. He/She may sign requisitions, purchase orders, claims, checks, and other necessary forms and papers to conduct the business of the College both in educational and general, and auxiliary enterprise operations. Where appropriate and necessary, he/she may authorize the Vice President for Business Affairs to act in his/her behalf.
2. By approval of the budget, the Regents authorize expenditures to be made in the areas therein, providing, however, that it is their desire to be consulted and informed regarding purchase of items where the cost is unusually great. The President is also authorized to request changes in budgetary account categories as needs appear.
3. The President is authorized to sign contracts for construction projects and related services providing that the Board has been properly informed of the plans for these and has been in agreement.
4. The Board shall not involve itself in the routine purchases or business administration of the College. It shall, however, receive regular financial reports and require annual audit of all College operational accounts and funds.
5. The President is the official representative of the College in business and professional matters with other state officers, agencies, and business concerns. Only unusual circumstances will warrant the Board's involvement in the institution's relationships with any of these agencies.

#### **2.1.9 HEARING PROCEDURES**

Requests for a hearing before the Board are routed through the President and Chairperson of the Board. If the request is from an internal constituency (faculty, staff, students, or organizations), the President should receive the request first and have the opportunity to collect information and study all aspects of the request. The Board does not wish to interfere with administrative decisions and judgments by opening the hearing procedure to every minor complaint or grievance.

However, there may be occasions when the Board can best understand a viewpoint or a proposal if the President brings a spokesman or delegation directly to the Board to communicate it, and the President may follow this procedure at his/her discretion.

Requests for a hearing before the Board from persons or groups outside the institution shall be routed to the President, who shall confer with the Chairperson; and it shall be the decision of the Chair as to whether to grant an audience at a meeting.

The Board will not grant hearing time for the purpose of routine grievances and complaints against staff but instead will refer these to the administration. Hearings will be confined to matters of substance and importance affecting Board policy and Board-level decisions. It shall be necessary for individuals or groups requesting a hearing to state in advance the purpose for which they wish to appear and names of spokespersons and their official capacity.

In the case of a person or delegation in the meeting room desiring to present a matter or otherwise have a hearing before the Board but not on the agenda, unanimous consent of the Board shall be necessary.

#### **2.1.10 CONFLICTS OF INTERESTS**

Statutes and the oath of office prohibit the receipt of any remuneration or compensation by Board members, other than those specifically authorized. Oklahoma statutes also cover nepotism as it may relate to the employment of relatives of Board members.



## SECTION 3: KEY INSTITUTIONAL POLICIES AND PROCEDURES

### 3.1 AMERICANS WITH DISABILITY ACT (ADA)

**The Law:** The Americans with Disabilities Act of 1990 (ADA), as amended, 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.

**ADA's Definition of a Person with Disabilities:** A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities such as persons who are blind, deaf, or use a wheelchair--the definition includes people with a whole range of less apparent disabilities. These include psychological problems, learning disabilities, or chronic health impairment and more. Documentation of the disability is required. A person is considered to be a person with a disability if he or she has a disability, has a record of a disability, or is regarded as having a disability.

**Western Oklahoma State College ADA Policy:** Western Oklahoma State College will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation with respect to employment matters should be coordinated with the Vice President for Business Affairs and the disabled individual. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be referred to the Vice President for Academic Affairs, while all other issues of reasonable accommodation should be referred to the Vice President for Business Affairs. Individuals who have complaints alleging discrimination based upon a disability may file them with the college's Equal Employment Opportunity Officer in accordance with prevailing college discrimination grievance procedures.

Western will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program or activity or an undue financial or administrative burden. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors. Reasonable accommodation may include, but is not limited to the following:

- A. Making existing facilities readily accessible and usable by individuals with disabilities.
- B. Job restructuring.
- C. Part-time or modified work schedules.
- D. Reassignment to a vacant position, if qualified.
- E. Acquisition or modification of equipment or devices.
- F. Adjustment or modification of examinations, training materials, or policies.
- G. Providing qualified readers or interpreters.
- H. Modifying policies, practices, and procedures.

Reasonable accommodation with respect to employment matters should be coordinated with personnel services and the disabled individual. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be referred to the Vice President for Academic Affairs, while issues of reasonable accommodation for students should be referred to the office of the Vice President for Student Support Services.

### **3.2 ASSISTANCE ANIMAL POLICY**

#### **Policy Overview**

Western Oklahoma State College is committed to compliance with state and federal laws regarding individuals with disabilities. All requests for Assistance Animals (Service and Emotional Support) should be directed to the Office of Personnel.

The College 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, the College must balance the needs of the individual with the impact of animals on other campus patrons.

#### **Service Animals Permitted on Campus**

Individuals with disabilities may be accompanied by their service animals on the Western Oklahoma State College campus, with minimal exceptions, (based on health and safety restrictions) where 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.

**Service Animal:** A service animal is a dog (or miniature horse) 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 low vision with navigation
- 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

Other species of animals, whether wild or domestic, trained or untrained, are not service animals. In some cases, the College may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

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. The College may, however, ask these two questions:

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

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

### **Service Animal In-Training**

A Service Animal In-Training is a dog (or in limited instances, a miniature horse) that is being trained to be a Service Animal. This training can include formal training by a recognized entity or training by an individual person. In most instances, this person is the individual with a disability. A Service Animal in Training is afforded the same access to campus as a trained Service Animal. However, until the dog is completely trained, it is considered an Emotional Support Animal. A Service Animal In-Training is required to be registered with the Disability Services Office. Much like the Service Animal policy, the Owner of a Service Animal in Training is required to answer for the Disability Services Office two questions:

1. Is the animal required to assist with a Disability?
2. What task(s) is the animal being trained to complete?

### **Emotional Support Animals**

Federal law outlines the criteria for allowance of an Emotional Support Animal. An Emotional Support Animal is not trained to perform a specific task or work for the individual.

### **Exceptions**

The College may exclude a service or emotional support animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the College may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken.

## **Responsibilities of Individuals with Service or Emotional Support Animals**

- The College is not responsible for the care or supervision of a service animal.
- Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws.
- A service animal 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 in the same manner the College imposes charges for damages caused by students.

## **Guidelines for the Western Community**

- Allow service animals to accompany individuals with disabilities in all areas (with minor exception) of campus.
- Do not ask specific information about the 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 Personnel with any questions or concerns.

## **Special Situations**

Students and employees should contact the Disability Services Office to discuss any special situations regarding service animals or emotional support animals that are not covered by this policy, as well as any exceptions to this policy that might be requested by a student or employee. All exceptions must be approved in writing by the Vice President for Student Affairs.

## **3.4 AFFIRMATIVE ACTION**

Western Oklahoma State College in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, as amended, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Vice President for Business Affairs, Western Oklahoma State College, Altus, OK 73521, (580) 477-7725.



The institution is further committed to the goals of an integrated and representative campus community in terms of student body, professional staff, and supporting personnel. It is a policy that equal opportunity for employment and for education be afforded, provided, and promoted.

### **3.5 DRUG AND ALCOHOL PREVENTION PROGRAM (DAAPP)**

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Western Oklahoma State College to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by Western students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

For more information see [Western's DAAPP Policy](#).

### **3.6 DRUG AND ALCOHOL TESTING POLICY**

#### **Purpose**

Western is committed to providing its employees with a safe workplace. Employees are required to be in a suitable mental and physical condition while at work and to perform their jobs effectively and safely.

#### **Policy Statement**

It shall be the policy of Western that:

- Employees are required to report to Western's premises, work sites, vehicles, client locations or customer work sites, or any other location employees may visit as part of their employment, with no substance that impairs cognitive, psychological or physical capacity in their body (these are referred to as "prohibited substances").
- This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effects on their fitness for duty and ability to work safely, and they must promptly disclose any

work restrictions to their supervisor.

- This policy shall not prohibit consumption of medical marijuana by a licensed holder, provided the holder does not use or possess marijuana while at Western or during their hours of employment with Western.
- Employees are prohibited from the unlawful possession, use, sale, distribution, or manufacture of illegal drugs, alcoholic beverages or other prohibited substances on Western's premises, work sites, vehicles, client locations or customer work sites.
- Employees are prohibited from the off-premises use of alcohol and possession, distribution, use or sale of illegal drugs when such activities negatively affect job performance, job safety, or Western's reputation.
- Violation of any of these policies may result in disciplinary action, including possible termination of employment.
- Any employee who is convicted or has had sentencing deferred under any federal or state criminal drug and/or alcohol statute must notify their supervisor or the Director of Personnel within three (3) days of the conviction or deferred sentence. Convictions or deferred sentences may result in disciplinary action, including possible termination of employment. Failure to notify may be considered a violation of this policy.
- Should reasonable cause exist, Western may also search employer owned property or premises used by the employees, as well as the personal effects of employees (to include clothing, vehicles, containers, tool boxes, lunch pails, lockers, and the like) brought onto Western's property. Western may take into custody any illegal, unauthorized or prohibited substances or other items and may turn them over to the proper law enforcement agencies. Refusal to allow a search or interference with a search by an employee may result in disciplinary action, including possible termination of employment.
- Each employee is required to read and sign a certificate of acknowledgement regarding this policy. Such signed certificate will be filed in the employee's personnel file.
- This policy is meant to conform with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"); to the extent any language in this policy should be in conflict with the Act, the language of the Act will control.

### **Individuals Subject to Drug or Alcohol Testing**

All employees of Western are subject to this policy. Also, independent contractors, subcontractors, and/or employees of independent contractors or subcontractors are subject to this policy while performing work for the benefit of Western.

### **Circumstances for Testing**

The circumstances under which Western may request or require drug or alcohol testing are:

- Application Testing: Applicants who have received a conditional offer of employment. A positive test or a refusal to undergo testing may result in a refusal to hire.
- For-Cause Testing: Any time Western reasonably believes an individual may be under the influence of drugs or alcohol. Circumstances causing testing may include, but are not limited to:
  - Drugs or alcohol on or about the person or in the person's vicinity; Conduct on the individual's part that suggests impairment or influence of drugs or alcohol;
  - A report of drug or alcohol use while at work or on duty;

- Information that an individual has tampered with drug or alcohol testing at any time;
  - Negative performance patterns;
  - Excessive or unexplained absenteeism or tardiness; or
  - Post-Accident if the employee or another person sustains an injury while at work or property has been damaged while at work, including damage to equipment.
- Random Testing: Western may require an individual or all members of a classification or group to be tested at random and may limit random testing to particular employment classifications or groups. Pursuant to the Standards for Workplace Drug and Alcohol Testing Act Western may require random testing only of employees who:
  - Are police or peace officers;
  - Have drug interdiction responsibilities;
  - Are authorized to carry firearms; or
  - Are engaged in activities that directly affect the safety of others.
- Scheduled: As a routine part of a routinely scheduled fitness for duty medical examination or if scheduled routinely as part of Western's written policy. Pursuant to the Standards for Workplace Drug and Alcohol Testing Act Western may require schedule testing only of employees who:
  - Are police or peace officers;
  - Have drug interdiction responsibilities;
  - Are authorized to carry firearms; or
  - Are engaged in activities that directly affect the safety of others.
- Post-Rehabilitation Testing: In those instances, in which Western offers or requires an employee the opportunity to successfully complete a drug and/or alcohol rehabilitation program in lieu of dismissal or following a positive test that did not result in a dismissal, the employee may be required to undergo testing for up to two years after returning to work.

### **Substances Which May Be Tested**

Under this Policy, Western may test for drugs and alcohol.

### Testing Collection Procedure

Western will use testing services and facilities that have been licensed by the State Department of Health to test for the presence of or abuse of drugs or alcohol.

### Consequences for Violating the Testing Policy

Western may take disciplinary action, up to and including discharge, against any employee who refuses to undergo drug or alcohol testing conducted in accordance with the Act or who tests positive for the presence of drugs or alcohol.

### Personnel Action Which May Be Taken as A Result of a Positive Test Result

- Any employee who tests positive will be subject to discipline up to and including termination. However, Western may, in its sole discretion, suspend disciplinary action or impose discipline less than termination, on the condition that the employee successfully completes a program of rehabilitation or treatment satisfactory to the employer. An employee who has been afforded this opportunity, but who does not successfully complete their rehabilitation or treatment of the program will be subject to termination from employment.

### **Confidential Explanation by Individual**

Any individual testing positive or who has otherwise violated this Policy will be given an opportunity to offer an explanation, in confidence, to a representative of Western that is normally a medical review officer.

### **Records**

Testing records are the property of Western. However, on written request, those records will be made available for inspection and copied to the individual tested. Testing records will be treated as confidential and will be maintained separate from other personnel records. Western will not release these records other than to the individual tested, or Western's review officer, unless to comply with a valid judicial or administrative order. Employee grants permission to Western to release testing records for purpose of unemployment, workers compensation or other employment-related legal actions.

### **Appeal Procedures**

Within 24 hours of receiving notice of a positive test, the tested individual may request a subsequent confirmation test of a sample. That individual must pay all cost of the confirmation test. If the confirmation test reverses the original positive result, Western will reimburse the individual for the cost of the confirmation test.

### **Policy Changes**

Western upon ten (10) days' notice can change any part of this policy.

### **Definitions**

For the purposes of this policy, the following terms shall be defined as:

- "Alcohol" means ethyl alcohol or ethanol;
- "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment;
- "Board" means the State Board of Health;
- "Confirmation test" means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the prior drug or alcohol test;
- "Department" means the State Department of Health;
- "Drug" means amphetamines, cannabinoids (except medical marijuana by a licensed holder, provided the holder does not use or possess marijuana while at Western or during their hours of employment with Western), cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed herein;
- "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;
- "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug and alcohol testing policy under the terms of the contractual agreement when the drug or

alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;

- "Employer" means any person, firm, corporation, partnership, association, nonprofit organization, or public employer, which has one or more employees within this state, or which has offered or may offer employment to one of more individuals in this state;
- "Public employer" means the State of Oklahoma or any political subdivision thereof, including any department, agency, board, commission, institution, authority, public trust, municipality, county, district or instrumentalities thereof;
- "Review officer" means a person, qualified by the State Board of Health, who is responsible for receiving results from a testing facility which has been generated by an employer's drug or alcohol testing program, and who has knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and any other relevant information;
- "Sample" means tissue, fluid or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body; and
- "Testing facility" means a facility which provides laboratory services to test samples for the presence of drugs or alcohol.

NOTE: Provisions related to for-cause testing are effective August 14, 2018. Provisions related to applicant testing, random testing, scheduled testing and post-rehabilitation testing are not implemented without further approval by the cabinet and president. Federal law requires the establishment of a Drug-Free Workplace Policy, with a signed acknowledgment of understanding and compliance, and the establishment of anti-drug programs that prohibit the use of illegal drugs in the workplace.

### **3.7 CRIMINAL BACKGROUND CHECK POLICY**

#### **Purpose**

Western Oklahoma State College (Western) strives to provide the safest possible environment for students, visitors, faculty, and staff, and to protect its information and physical resources. Background checks serve an important role in the selection process and support Western's effort to maintain a safe environment and protect its assets.

#### **Vacancy Announcement**

**All full ads and vacancy announcements should contain the following statement:** *"Employment will require successful completion of a background check."*

#### **Requirements for Final Candidates**

**New Faculty and Staff:** Western requires pre-employment screening and criminal background checks on all final candidates for Western employment, including faculty positions, staff positions, and temporary positions.

**Student Employees:** Background checks are only required for student employees when their roles involve:

- having unrestricted access to children under age 18 or working with K-12 schools;
- handling cash or managing cash transactions;
- having unrestricted access to master keys;

- having access to sensitive data;
- working in areas designated as security sensitive, including summer camps and residence halls; or
- as mandated by any state or federal law, contract, or grant.

**Foreign Nationals:** Foreign national finalists for any position will be subject to pre-employment background checks that include criminal background checks as noted:

- A criminal background check covering all time in the United States.
- A criminal history check in the individual’s prior countries of residence only if the individual’s visa and/or authorization to work in the United States was issued before implementation of the Patriot Act on October 24, 2001. Western will not require that a criminal background check be conducted in the individual’s prior countries of residence if the visa or authorization work was issued or renewed under the provisions of the Patriot Act.

**Making an Offer:** Western’s departments shall only extend offers of employment to the finalist contingent upon a satisfactory outcome of the required background check. **All offers of employment, oral and written, shall include the following statement:** *“This offer is contingent on Western’s verification of credentials and other information required by state law and Western’s policies, including the completion of a criminal history check.”*

**Consent Form**

Where required by law, before Western requests a criminal background check, a credit history report or other search by a third party, the candidate must authorize the background check by signing a consent form that complies with Oklahoma state law and the Fair Credit Reporting Act. Individuals who decline to sign the consent form will no longer be considered candidates for the vacancy or transfer.

**Additional Pre-Screening Methods**

**Reference Checks:** Departments are strongly encouraged to conduct reference checks since relevant job performance questions are not easily standardized and hiring authorities are in the best position to evaluate the reference information collected. This includes verification of academic credentials, relevant licenses or certifications, work history and job performance.

**Motor Vehicle Checks (MVR):** An MVR is required when an employee or volunteer will be driving a Western vehicle or transporting individuals under 18 as part of their job. Reminder: students cannot transport children under age 18.

**Requirements for Volunteers and Other Workers**

Background checks are required for volunteers when their role involves:

- having unrestricted access to children under age 18 or working with K-12 schools;
- handling cash or managing cash transactions;
- having unrestricted access to master keys;
- having access to sensitive data;
- working in areas designated as security sensitive, including summer camps and residence halls; or
- as mandated by any state or federal law, contract, or grant.

### **Conducting a Background Check**

The Personnel Department will coordinate the collection and review of background check information and provide a recommendation regarding the employment status of the candidate.

### **Evaluating Criminal Background Information**

Evidence of criminal convictions or other adverse information will not automatically disqualify candidates from consideration. When considering whether to employ an individual with a criminal history, The Personnel Department will assess the relevance of a criminal conviction. Considerations include job duties, the date of the most recent offense, the nature of the offense and the accuracy of the information provided on the employment application.

In the event that a criminal history or other screening report uncovers information that may disqualify an applicant from employment consideration, Western (Personnel Department) shall notify the applicant of the information and provide a minimum of five days for the applicant to refute, explain or correct the information.

### **Fair Credit Reporting Act (FCRA)**

When using an outside vendor, Western is required, under the Fair Credit Reporting Act (FCRA), to obtain the applicant's consent before the background check is conducted and to notify the applicant when adverse action (such as not hiring a candidate) is being considered and to notify the candidate again when the adverse action is actually taken.

The Fair Credit Reporting Act (FCRA) is a federal law that regulates the activities of credit reporting bureaus. The law governs the use of third-party credit reporting agencies to investigate the background of applicants for employment and imposes notice requirements for employers as well as monetary penalties for failure to comply with its provisions.

Under the FCRA, employers are required to disclose that a report may be obtained and to obtain the applicant's consent before they obtain a consumer report on a job applicant or employee. All background screening reports are classified as consumer reports, and requirements include notification and certification before and after an adverse action.

**Note:** The FCRA only applies to background checks performed by a third-party vendor. It does not apply in situations where the employer conducts in-house Standard Pre-Employment Screenings, such as reference checks.

### **Sanctions for Violation**

Violations of Western policies discovered after hire, including providing false or misleading information used for any of the above background checks, will be handled in accordance with applicable Western policies and procedures; providing for disciplinary actions up to and including termination of employment from Western.

### **Subsequent Verifications**

A background check may be requested or performed after the initial check covered by this policy in accordance with applicable policies, procedures or practices of Western. Western reserves the right, at its sole discretion, to amend, replace, and/or terminate this policy at any time.

### **3.8 ETHICS AND CONFLICT OF INTEREST POLICY**

This policy applies to:

1. Members of the Board of Regents
2. Western Oklahoma State College, Executive Administrators
3. All FT and PT individuals employed by Western

All individuals employed by Western Oklahoma State College in any capacity shall certify compliance with this Ethics Policy at the time of initial employment.

This Ethics Policy governs only official conduct performed by or on behalf of Western. Violations of the Ethics Policy may result in disciplinary action including dismissal or termination.

#### **Policy Statement**

The foundations of ethical behavior are commitment to respecting the rights and dignity of all persons and a commitment to discharging our obligations to others in a fair and honest manner. Each person employed FT or PT by Western plays an important role in keeping these commitments by demonstrating integrity and respect in his or her daily activities and in the performance of his her responsibilities. This policy establishes a statement of principles to guide the activities of all administrators, faculty, staff, students, and individuals acting on behalf of Western.

- The importance of academic integrity is affirmed in all endeavors. We will be honest, fair, trustworthy, and respectful so as to promote an environment distinguished by the highest standards of academic honesty.
- The rights and dignity of all persons are respected and we recognize that illegal discrimination or harassment in any form undermines the fundamental principles of Western. We support a respectful environment through our own actions, encourage respectful behavior in others, and speak out against hatred and bias.
- We recognize that when in positions of authority we have a responsibility to conduct ourselves in a manner that will maintain and strengthen the public's trust in the integrity of Western. We will set the example of fairness and honesty in all of our dealings, and not use our authority to influence others to perform inappropriate or illegal acts, or violate laws, regulations or institutional policies.
- As the custodians of personal and institutional information we recognize our responsibility to protect this vital information. We will not abuse this trust or violate any applicable laws by allowing unauthorized access, disclosure and/or confidential information to be obtained from official records.
- We understand our responsibility to comply with all applicable federal, state, and local laws, rules and regulations; grant and contract requirements; professional standards; and



Board of Regents and institutional policies and procedures; and to report instances of unethical and unprofessional conduct.

- We recognize that conflicts of interest can interfere with the best interests of Western and erode our credibility. A conflict of interest occurs when an individual is in a position to influence a decision on policies, purchases, programs, the academic evaluation of students, evaluation of personnel, or decisions from which he/she or someone within the third degree of consanguinity or affinity or other associate might directly or indirectly receive a substantial benefit.
- We recognize the importance of acting in good faith, responsibility, and with due care and diligence in the use and control of all institutional assets and resources entrusted to us. We will be efficient and economical in their use; ensure that all funds received are used prudently, ethically and for their designated purposes; and ensure accurate, complete, and reliable business records are maintained.
- We recognize that we have a responsibility to be scrupulous in our business dealings and to report known or suspected fraudulent activity or unethical behavior to the appropriate institutional official and/or through a confidential reporting process.

This Ethics Policy is not intended to address every situation, but instead to make each individual aware of the general scope of ethics and accountability expected from him or her as a member of the Western Oklahoma State College community.

### **3.8.1 FACULTY/STAFF AND STUDENT CONSENSUAL RELATIONS**

#### **PURPOSE**

To establish a policy governing the supervision or evaluation of students by faculty/staff members, where a consensual relationship exists between the parties, creating a conflict of interest.

This policy addresses only consensual relationships between faculty/staff and students. Nonconsensual relationships are addressed in college policies prohibiting sexual harassment and discrimination.

#### **DEFINITIONS**

Faculty/Staff and Student Consensual Relationship: A mutually acceptable current or former romantic or sexual relationship between a faculty/staff member and a student; or A relationship where a faculty/staff member currently lives with or serves as landlord to a student; or A relationship where a faculty/staff member currently has a financial and/or business relationship with a student; or A marital, romantic or sexual relationship that existed at one time between a faculty/staff member and student, but that relationship no longer exists or A relationship where a faculty/staff member formerly lived with or served as landlord to a student; or A relationship where a faculty/staff member has formerly had a financial and/or business relationship with a student; or A relationship where a faculty/staff member has a close personal relationship with a student, which rises to a level that affects the trust and confidence of the academic environment and that gives undue access, advantage, or jeopardizes the fair treatment and objectivity for effective teaching and learning.

Faculty/Staff Member: Faculty/staff member means, but shall not be limited to: a full- or part-time member of the college's faculty, an instructor, lecturer, advisor, mentor, coach, volunteer, or individual who supervises the day-to-day living environment of students.

Relationship of Authority: A relationship of authority exists when one individual in a relationship between two or more people has the power to exercise influence, or the legitimate right to make decisions, carry out actions, or direct others within the relationship.

#### POLICY STATEMENT

Western Oklahoma State College's success in its educational mission depends on the professionalism of its faculty, staff and students. Maintaining professional relationships and mutual respect and trust between faculty/staff members and students is key to this success.

Faculty/staff members and students should recognize the risks inherent in consensual relationships between faculty/staff members and their students and their ability to avoid those risks by refraining from engaging in such relationships. Western prohibits such relationships that are of a romantic or sexual nature when a relationship of authority exists.

Faculty/staff and student consensual relationships give rise to actual or apparent conflicts of interest, favoritism, and bias thereby undermining the real or perceived integrity of the academic environment. A consensual relationship where a faculty/staff member has academic, administrative, supervisory, evaluative, or other authority or influence over a student raises concern about objectivity, fairness, and exploitation. These relationships harm others in the academic environment, and give rise to third party complaints from real or perceived instances of undue access or advantage and/or restricted opportunities. Such consensual relationships impair or otherwise undermine the ongoing trust needed for effective teaching, learning, and professional development.

Therefore, no Western employee shall exercise any academic, supervisory, evaluative, or other authority or influence over a student with whom the employee has ever had a consensual relationship.

#### ACCOUNTABILITY/RESPONSIBILITY

If a consensual relationship exists or arises between a faculty/staff member and a student, the relationship of authority must be eliminated.

If a consensual relationship arises, exists, or has existed between a faculty/staff member and a student, the faculty/staff member will bear the primary burden of accountability to report the relationship to his or her immediate supervisor and/or Director of Personnel.

In the event that a consensual relationship exists or has existed between a faculty/staff member and a student the unit administrator or supervisor must take prompt and appropriate action to end the relationship of authority.

Appropriate actions may include but are not limited to: appointment of a qualified alternative instructor to the position of authority; transfer of the student to another course, section, or seminar taught by a different instructor; assignment or transfer of the student to another academic advisor.

In the event that a Western employee not involved in the consensual relationship believes a consensual relationship is occurring or has occurred between a faculty/staff member and a student, the employee shall disclose such knowledge to the relevant department Vice President or President and/or Director of Personnel.

### **COMPLIANCE WITH POLICY**

To encourage reporting of relationships governed by this policy, disclosures and actions taken shall be considered confidential, and they will be treated as protected personnel information under the public records statutes and in accordance college policies.

Actions in violation of this policy may constitute adequate cause for discipline up to and including dismissal.

### **3.9 EQUAL OPPORTUNITY**

Western Oklahoma State College in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, and other Federal laws and regulations does not discriminate on the basis of political or religious opinion or affiliation, race, creed, gender, color, national origin, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

The institution is further committed to the goals of an integrated and representative campus community in terms of student body, professional staff, and supporting personnel. It is a policy that equal opportunity for employment and for education be afforded, provided, and promoted.

### **3.10 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The full FERPA policy and compliance information can be found at [Western's FERPA Policy](#).

### **3.11 SAFE HANDLING OF CONFIDENTIAL DATA POLICY**

Confidential data includes but is not limited to information protected under FERPA regulations.

College communication of issues related to student efforts (academic, conduct, and/or employment) may necessitate utilization of electronic communication such as email(s). However, misdirected email(s) may result in exposure of student identifiable information to those without a legitimate educational interest in the information. In addition, the email protocol and services are inherently insecure and any information sent via email should be considered publicly disclosed.

In-person delivery of confidential data may occasionally be the best option. In these cases, the transportation of the data may require the use of an external storage device such as a flash drive or an external hard drive. In such cases, the loss or theft of the data device would result in the disclosure of confidential data.

Careful consideration should be used to determine whether FERPA data must be transmitted. In most cases, safer alternatives are available. For instance, students can be identified with only their full names and the last four digits of their student id.

Federal regulations require we establish “reasonable methods” to ensure that student data is secured and only available to those with legitimate educational interest. To obviate the potential FERPA violation caused by a misdirected or intercepted email, Western’s guidelines are as follows:

- Do not include personally identifiable FERPA data in totality in an email: no full name and full student ID.
- Do not list name and ID in the subject line
- Do not attach spreadsheets or scanned documents with full identifiers or non-directory information via email. Communicate spreadsheets or scanned documents via a secure link using a Western IT supported methods (Listed Below)

In order to prevent a confidential data disclosure event in the case of the loss or theft of the data device, the device should be encrypted in an approved manner.

- Do not store FERPA data on an unencrypted external storage device.
- Only utilize Western approved encryption and external storage devices.

A list of preapproved methods, procedures and external storage devices can be located at the IT website [Transportation of Confidential Data](#). If a transportation method is necessary that is not listed, the IT department may approve additional methods on a case-by-case basis.

### **3.12 FIREARMS**

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 is not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in College vehicles, or on College sponsored trips.

Exceptions to this policy are police and peace officers employed by Western 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 Western 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 Western 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.

### **3.13 EMPLOYEE SEXUAL ASSAULT, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY**

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended as well as a violation of state and college law. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed individuals may lodge a complaint immediately and confidentially.

Western Oklahoma State College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. In keeping with this commitment, Western prohibits sexual harassment of any member of the college community and has designated a Title IX Officer. Sexual harassment in any form, including verbal, written, physical, or visual harassment, will not be tolerated.

#### **Prohibited Conduct and Definitions**

The College expects all members of the Western community to conduct themselves in a manner consistent with the Western mission statement, as described in the Student Code of Conduct, and the Employee Handbook. Western prohibits sexual assault, sexual harassment, and any other sexual misconduct.

##### **A. Definitions of Prohibited Conduct**

**Sexual Assault:** Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use of or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Sexual assault includes the following acts:

- Attempted or actual penetrations.
- Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.

##### **All Other Forms of Non-Consensual Sexual Contact**

Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another or causing the other to touch the harasser's private parts.

Consent and related terms are defined in part B of this section.

**Sexual Exploitation:** Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant.

Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other person's knowledge and consent;

- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- “Peeping Tom” or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by that behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or covertly providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person’s advance knowledge or consent.

**Stalking:** Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

**Sexual Harassment:** Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of:
  - Unreasonably interfering with an individual’s academic or professional performance; or
  - Creating an intimidating, hostile, or demeaning employment or educational environment.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

- Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;

- Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed towards a student, a colleague, or other community member;
- A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;
- Displaying or showing pictures, cartoons, and other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance; or
- Exposing the private parts of one's body to another person or in public forums.

***Intimate Partner Violence:*** Intimate partner violence is also sometimes known as and includes dating violence or domestic violence.

***Dating Violence:*** Dating violence includes violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship.

***Domestic Violence:*** Domestic violence crimes in Oklahoma are crimes of assault or assault and battery committed against a victim who is a current or former spouse of the offender, spouse of the offender's former spouse, family member of the offender (by blood or marriage), foster parent of the offender, person the offender is dating or dated in the past, person the offender lives with or lived with previously, or person with whom the offender has a child.

The College recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threatens violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Intimate partner violence affects individuals without regard to gender or sexual orientation, and does not discriminate by racial, social, or economic background.

***Incest:*** Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Retaliation:** Retaliation is defined as any attempt or act to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in university proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a respondent or complainant, and may be committed against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct.

## **B. Definitions of Related Terms**

**Consent:** Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following further clarifies the meaning of consent:

Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.

An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

**Coercion:** Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places an individual in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to



coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

***Incapacitation:*** An individual is incapacitated when he or she is not able to make rational, reasonable judgments and, therefore, is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally, but later may not have recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout must be evaluated in determining whether consent could be considered as having been given.

***Alcohol and Other Drugs:*** The College considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and other drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol or other drugs can limit a person's ability to freely and clearly give consent. From the perspective of a Respondent, the use of alcohol or other drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant's ability to give consent.

Being intoxicated or impaired by alcohol or other drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.

### **Handling of Complaints**

Western Oklahoma State College encourages all employees who believe they have been sexually harassed, or employees who have received reports of sexual harassment, to contact the Title IX Coordinator (Vice President for Business Affairs) and provide complete details of the allegation. Reports should occur within 60 days after the incident. Employees have a responsibility to the institution to report incidents of harassment. Once the College is put on notice of possible sexual misconduct, the Complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. The institution will provide the employee with a written explanation of the employee's rights and options. After the initial discussion with a Complainant alleging sexual misconduct, the Title IX Coordinator will provide a written acknowledgement of the discussion and the Complainant will sign a statement indicating the course of action he/she wishes to pursue. This written acknowledgement will

serve as a notification to involved parties about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available within the institution and in the community. In addition, this written acknowledgement will also include options for available assistance in changing transportation and working situations, changes to academic and on-campus living situations, and clarification that the institution must make these accommodations if the victim requests them.

Upon receipt of a complaint, the Title IX Coordinator will conduct an investigation into the matter. In all cases of sexual harassment complaints, a written report detailing the allegation, parties involved, method of investigation, conclusion and recommendation of the investigator shall be prepared and submitted to the President. Appropriate disciplinary action may include a range of actions up to and including termination. Any disciplinary action may be appealed according to due process procedures described in Board of Regents Policy.

### **Retaliation**

Western Oklahoma State College is an Equal Opportunity Employer and as such views any attempt to penalize or retaliate against a person for filing a complaint, or participating in the investigation of a complaint of sexual harassment as an equally serious form of harassment. Western does not tolerate harassment in any form and will take appropriate action to address any identified form of harassment.

### **3.14 PROFESSIONAL DEVELOPMENT**

- A. The purpose of Western's professional development structure is to support the mission of the college through planning and implementing workshops, seminars, and educational opportunities for college employees. Emphasis is placed on encouraging college employees to develop their professional and personal skills and attributes to achieve excellence in their job performance. Employees are also expected to participate and contribute to meeting Western's goals. Professional Development enrichment opportunities will operate under the **Learning Education Action Development (LEAD)** program. Employees are expected to take initiative in promoting their own growth by identifying and participating in professional development activities that will meet their needs to enhance their performance, as documented in their annual evaluation.
- B. Professional Development is a planned program of activities and events that provides for and contributes to the personal and professional improvement of Western's employees, which enhances the skills, knowledge, effectiveness and efficiency of one's performance. Professional development is an institutional effort that provides opportunities for all personnel in all job categories. The major responsibility and professional growth resides with each individual employee. The institution's primary role is to provide the conditions under which employees are able to pursue professional development.

As a point of clarification: College Councils/Committees, Standing Committees, and Task Forces are part of an employee's regular job duties. Annual is defined as the July – June each Academic year. Hours are defined as:

- LEAD Events (In House Events/Activities) - PD Coordinator will determine
- Outside Professional Conferences/Certification Maintenance - 1 hour is equivalent to 60 minutes; 30 minutes is equivalent to .5 hours

- Community – each service or activity is the equivalent of 1 hour unless otherwise noted by the PD Coordinator (example: participation in Meals on Wheels during the academic year = 1 hour of PD)
- C. The major responsibility for implementing Western’s professional development program resides with the Professional Development Coordinator. The coordinator advises with the executive council and the institution on professional development needs and issues. The purpose of the Professional Development Coordinator is to provide leadership in assisting college personnel to fulfill their annual professional development needs. This purpose is accomplished by:
- Communicating with college employees concerning the effects of the professional development activities in their respective departments
  - Recommending professional development opportunities
  - Recommending how internally managed professional development activities are designed, delivered, and evaluated; and
  - Working with Executive Council to ensure appropriate professional development activities are identified and available for all employees
- Duties of the PD Coordinator are:
  - Develop/Publish/Maintain PD Calendar
  - Send out invites to upcoming approved PD activities
  - Notify/Monitor/Report on PD events as they occur
- D. At the time of the performance evaluation, individual professional development needs will be assessed and discussed. Identified topics based on individual performance evaluation needs will be listed by the supervisor. These topics will be added to a general pool of needs. At the discretion of the supervisor, the general pool will be forwarded to the Professional Development Coordinator for the purpose of professional development activity planning.
- E. The annual performance evaluation encompasses the employee’s responsibility to his/her position. During the evaluation, the employee and supervisor will identify professional development activities. During the year, employees may update or change their professional development plans. Professional development activities should be related to:
- College goals
  - Division/departmental goals
  - Professional upgrading and certification
  - Employee’s job description and competencies
  - Professional Enrichment

All employees are ultimately responsible for their own continued professional development in accordance with the college’s mission and goals. Professional development activities should be maintained by creating and logging a professional development portfolio. The contents should include materials pertinent to participation in professional development activities, and other documentation that reinforces the individual commitment to development.

- F. Western’s professional development program focuses on the individual employee and permits individuals to assess their own needs and to design plans to meet those needs. If an event is

approved and has direct benefit to the college and employee, the college may cover cost within the rules and regulations of the applicable fund source. The Professional Growth and Development Fund along with individual departmental budgets support appropriate professional development activities as funds permit.

Professional development activities should be included in the budgeting and strategic planning process. A Request For Proposal (RFP) process will be utilized to request funds from the Professional Growth and Development Budget. \*Departmental and other PD budgets are not managed by the PD Coordinator.

G. Professional development requirements include:

- Annual professional development is mandatory for all full-time employees including faculty, support staff and professional as well as adjunct faculty.
- Faculty members teaching with nine- or ten-month contracts may participate in professional development activities during the period when not under contract, at their discretion.
- Participation in Professional Development is reviewed as part of an employee's annual evaluation process.
- All employees are responsible for creating and logging their own Professional Development Portfolio.
  - Recommended Practice: All PD activities attended off campus should submit a deliverable (presented or written) to supervisor.
- All employees are required to report using a standardized electronic reporting form.

H. Professional development may be achieved in house and/or from outside sources. Each activity on the PD calendar will go through the PD Coordinator and approval will be made by the Executive Council before it is listed on the published calendar. Each approved activity will be objective based and cross referenced with current Institutional Learning Outcome (ILO's).

Categories:

College Mandated

- Fall In-Service – 6 Hours
- Spring In-Service – 6 Hours
- Adjunct Faculty In-Service – 2 Hours

Enrichment

- Attend Oklahoma Association of Community Colleges - 4 Hours
- LEAD Events (In House Events/Activities)
- Outside (Professional Conferences/Certification Maintenance/College Credit) – 6 Hour Maximum\*
- Community – 2 Hour Maximum\*

\*Indicates maximum number of hours that may be counted towards total.

Total PD Hours Required:

Full Time Faculty	22 Hours
Adjunct Faculty	6 Hours
Professional Staff	22 Hours
Support Staff	16 Hours



## **SECTION 4: COLLEGE ORGANIZATION**

### **4.1 COLLEGE OFFICIALS**

#### **4.1.2 President**

The President of Western Oklahoma State College (Western) is the chief administrative officer for the College. He/She is responsible for the organization and administration of the College as a whole and makes policy recommendations to the Board of Regents concerning all matters that affect the College, including the appointment of faculty and staff, contracts for services, management and acquisition policy, personnel, institutional budgeting, and action concerning the physical needs of the College.

#### **4.1.3 Vice President for Academic Affairs**

The Vice President for Academic Affairs reports to the President and is responsible for all academic affairs. All Division Directors, as listed below, report directly to the Vice President for Academic Affairs.

#### **4.1.4 Vice President for Business Affairs**

The Vice President for Business Affairs reports to the President and is responsible for the fiscal affairs of the College and for maintaining accurate and detailed records of all revenues and expenditures. He/She is also responsible for budgeting, purchasing, inventory of college property, student billing, risk management, accounting, and operation of auxiliary enterprises.

#### **4.1.5 Vice President for Student Affairs**

The Vice President for Student Affairs reports to the President and is a student services liaison - communicating student needs to the institution and supervising employees to carry out the activities related to student recruitment, admission, enrollment, financial aid, counseling, federal grants, AAFB relations and student government.

#### **4.1.7 DIVISION DIRECTORS**

Appointments of Division Directors are made by the Vice President for Academic Affairs and are separate from the regular faculty letter of appointment. The Division Directors are the leaders that promote a professional atmosphere and oversee, organize, plan and operate their assigned units and programs. If a full-time faculty member believes that he/she can effectively perform the Division Directors' duties and wishes to be considered for appointment as Division Director, he/she should contact his/her respective Vice President.

Additional Directors report to the appropriate Vice President/President and have general oversight of the individuals in their unit if applicable.

## **4.2 CATEGORIES OF EMPLOYEES**

### **4.2.1 POSITION CLASSIFICATION OF EMPLOYEES**

- A. Full-time employment is defined as a 40-hour week for 12 months for professional and support staff or nine months for faculty. Full-time employees are eligible for all college sponsored fringe benefits.
- B. A regular employee is hired for an unspecified period of time with the intention of the position being ongoing.
- C. A part-time employee works less than full-time on an annual basis, receives no fringe benefits, and is in a position that is expected to be longer than temporary.
- D. A temporary employee is hired for a specific period of time either at full-time or part-time work.
- E. Full-time temporary employee is hired for a specified limited period and is not eligible for benefits.
- F. Part-time temporary employee can be a student, faculty, staff, or professional person who is hired for an indefinite or definite period of time but works less than a normal work week.
- G. An adjunct is hired for the course to be taught and there is no guarantee for ongoing employment.
- H. A work-study is hired by the term or other predetermined schedule and is eligible to only earn up to the financial need that is determined by the College.



## **SECTION 5: COUNCILS/COMMITTEES**

### **Councils**

The three councils are Executive Council, Administrative Council, and Academic Affairs Council. These councils are made up of appropriate management personnel of the College.

#### **5.1 EXECUTIVE COUNCIL**

Members of the Executive Council include the President, Vice President for Academic Affairs, Vice President for Business Affairs and Vice President for Student Affairs. Executive Council is responsible for implementing effective ways of improving the functions of the College, overseeing the handling of daily operations, and for providing guidance in all aspects of the College.

#### **5.2 ADMINISTRATIVE COUNCIL**

Administrative Council is composed of the leadership of the College and its purpose is to ensure communication throughout the top levels of leadership and to help provide guidance in all aspects of the College.

#### **5.3 ACADEMIC AFFAIRS COUNCIL**

The Council provides communication between the Vice President and departments to communicate the direction and support needed in all academic and student support systems of the College.

## **Committees**

Western has a number of standing committees and councils made up of faculty, staff, and administration. Except for those members determined by the office or position held in the College, the Vice President for Academic Affairs recommends appointment of the committees to the President.

The Curriculum, Assessment of Student Learning, Program Review, and Tenure Committees shall be formed each academic year from faculty upon recommendations of the Faculty Senate. Regular standing committee members shall be nominated from the floor of the Faculty Senate. Each of these committees shall periodically review its structure, function, and composition, and shall make recommendations for changes to the Faculty Senate.

The committee chairperson schedules meetings, sets agenda, facilitates meetings and conveys minutes to the appropriate Executive Council member.

### **5.4 ACADEMIC DIVISION DIRECTOR**

The purpose of the Academic Division Director Committee is to provide the Division Directors of the academic programs an opportunity to meet with the Academic Dean on a routine basis. Directors will discuss academic initiatives, best practices relevant to the academic programs, as well as any other pertinent business. The Academic Dean provides oversight and collaborates with Directors to make decision and support academic programs. The committee reports to the Vice President of Academic Affairs.

### **5.5 APPEALS COMMITTEE**

The Appeals Committee will hear student appeals that pertain to academic integrity and student conduct per the College catalog. Per appeal type, faculty, staff and students will be appointed to an adhoc committee with oversight by the Vice President for Student Affairs.

### **5.6 ADVISING AND RETENTION**

The purpose of the Advising and Retention Committee is to improve student success through robust advisement and retention practices. The committee shall achieve this goal through the following:

- Lead initiatives that promote student success and improve retention, persistence, and graduation such as those from Complete College America.
- Identify achievement gaps among various student populations and research best practices to address these gaps among a diverse student population.
- Research best practices in advisement and disseminate information to the campus.
- Set retention goals annually. Communicate goals with the campus and publish in the College Plan.
- Help plan events to promote enrollment and advising.
- Promote professional mentoring among students and advisors.

The committee will report to the Vice President of Student Affairs.



## **5.7 AFFIRMATIVE ACTION AND APPEALS COMMITTEE**

The functions of the Affirmative Action and Appeals Committee are as follows:

- To work with the Affirmative Action Officer in determining the viability of the Affirmative Action Plan.
- To seek means whereby the enrollment of minority students and the employment of minority personnel may be enhanced.
- To review activities, organizations, and special events to ensure that minorities are being included in the Western plan for students.
- To encourage the study of minority issues in appropriate curricula.
- To hear student or employee appeals concerning affirmative action issues.
- To recommend a resolution to the Vice President for Business Affairs.

## **5.8 ASSESSMENT OF STUDENT LEARNING COMMITTEE**

The Assessment Committee consists of eight members including four faculty members and four staff members. The committee is comprised of faculty from both transfer and workforce programs, as well as staff from a variety of areas. The committee's leadership composition includes an Assessment Chair, who is a faculty member, and Vice Chair, who is a staff member. The Chair coordinates the developmental portion of entry, general education and program assessment analysis and the Vice Chair oversees analysis of co-curricular assessment. The annual Assessment Report is constructed through the efforts of the faculty and staff with oversight by the Assessment Committee, Academic Dean and the Vice President for Academic Affairs.

## **5.9 COMMUNITY ENGAGEMENT, SERVICE, AND SERVICE LEARNING COMMITTEE**

This committee's mission is to reinforce Western's definitions of service learning, community service, engagement, and volunteerism. This is done by attending to campus needs and making the campus aware of service opportunities in the community. The committee will partake in the annual service fair and continue with community assessment.

- Service Learning: academically oriented and may be included as a requirement or option (prescribed by the instructor) in class objectives and master syllabi. A portfolio, project, or journal with a written assessment must be included by the student. Service learning should consist of real-world experiences and experiential learning based on community needs.
- Community engagement includes services such as volunteerism based on perceived needs and does not contain an assessment or academic component to qualify as service learning.

## **5.10 CURRICULUM COMMITTEE**

Membership of this committee shall consist of 12 members including the Division Directors and nominated faculty members. It shall be the responsibility of this committee to review all proposals for changes in curricular offers of the college, including new curricula and courses and major revisions or deletions of existing curricula, and courses, and to recommend appropriate action to the Faculty Senate. It shall review the college's general education requirements and recommend any changes to the Vice President for Academic Affairs. It shall review the philosophy of the academic programs, and it may recommend changes in courses and programs in all divisions of the college to the Vice President for Academic Affairs.

The curriculum committee functions are as follows:

- To provide input and render evaluation services regarding all academic programs.
- To recommend new curricula.
- To provide counsel on whether academic standards in courses and programs are being maintained.
- To assist in the development of retention and assessment strategies.
- To provide advisement to the Vice President for Academic Affairs Services on other academic matters.
- To review proposed additions, revisions, and deletions to the curriculum regarding pre-professional, technical-occupational, general, and developmental education programs and to make recommendations through appropriate procedures.

## **5.11 DIVERSITY AND INCLUSION COMMITTEE**

The membership of this committee will be made of a combination of both faculty, staff, administration and at least one student. The Diversity and Inclusion Committee will help to promote a welcoming and inclusive environment that appreciates and values all members of the College community. The committee will focus on the following areas:

- A. Access – increase opportunities to access and equity for underrepresented populations.
- B. Awareness – Encourage diversity initiatives that enhance awareness and increase recruitment, retention, and engagement of diverse students.
- C. Training – Encourage faculty, staff, students and administrators to participate in professional development opportunities to increase knowledge of diversity and inclusion issues.

## **5.12 HEALTH AND WELLNESS COMMITTEE**

Committee membership is open to any faculty or staff members interested in health and wellness related issues. The Health and Wellness Committee is responsible for raising awareness and recommending programs focusing on promoting exercise, balanced nutrition, positive mental health and other wellness related activities. The committee will meet as needed to discuss campus participation in events.

### **5.13 HLC STEERING COMMITTEE**

Committee membership includes faculty and administration. The HLC Steering Committee will plan and oversee the college's HLC reaccreditation process. This includes coordinating the various workgroups, collecting data and information, writing the self-study, and organizing the site visit.

### **5.14 INSTITUTIONAL REVIEW BOARD/INSTITUTIONAL ANIMAL CARE AND USE COMMITTEES**

The Vice President for Academic Affairs is charged with the formation, direction, and oversight of the Institutional Review Board and the Institutional Animal Care and Use Committees including the compilation, annotating, and dissemination of federal regulations relating to these two review entities.

#### **A. Institutional Review Board**

Federal law requires each higher education institution receiving federal funds to establish an Institutional Review Board (IRB) to review and approve all research proposals that involve human subjects; that is, any research involving people including adults, children, and infants.

Federal regulations define research as a systematic investigation, including testing and evaluation, designed to develop or contribute to generalized knowledge. A human subject is defined as a living individual about whom an investigator conducting research obtains personal data through intervention or interaction with the individual or identifiable private information.

#### **B. Institutional Animal Care and Use Committee**

Federal law requires each higher education institution receiving federal funds to establish an Institutional Animal Care and Use Committee (IACUC). The IACUC will govern protocol, including review of proposals, related to animal research projects including the ethical care and treatment of animals which are integral components of the institution's education programs such as bovine science, swine science, and equine science.

### **5.15 PROGRAM REVIEW COMMITTEE**

Membership of this committee shall consist of seven faculty members including the chair. The Program and/or Certificate Review Committee will review the program and/or certificate review reports of the qualitative and quantitative aspects of the academic programs provided by the College along with the following purposes:

- To review productivity and cost effectiveness of programs and/or certificates.
- To suggest procedures for systemic improvement in programs and/or certificates.
- To identify program and/or certificate needs and if necessary, the basis for determining needs.
- To suggest curriculum and staff development changes.

- To recommend status of programs and/or certificates and emphasis/options through appropriate procedures.

#### **5.16 SAFETY AND SECURITY COMMITTEE**

This committee will work closely with the Director of Physical Plant in reviewing safety and security standards and procedures and making recommendations to the Administrative Council.

#### **5.17 SCHOLARSHIP/FINANCIAL AID APPEALS COMMITTEE**

Reviews and develops specific scholarship guidelines:

- Reviews applications received by the Office of Financial Aid to determine eligibility for scholarships.
- Selects the recipients for the Oklahoma State Regents Academic Scholarships.
- Meets as needed to hear student appeals concerning financial aid issues (financial aid suspension, over 9 hours, etc.).

#### **5.18 SOCIAL AFFAIRS COMMITTEE**

The Social Affairs Committee has the following responsibilities:

- To develop and implement events by which retiring or resigning employees may be honored.
- To develop and implement the annual employee Commitment to Excellence Awards and Holiday celebration.
- Other duties as assigned by the college's administration.

#### **5.19 STRATEGIC PLANNING COMMITTEE**

The Strategic Planning Committee is charged with developing, updating, and assisting with the implementation of the College's strategic plan. Membership includes representation from administration, professional staff, faculty members, and key committee chairs with ex officio members being the Vice President for Academic Affairs, the Vice President for Business Affairs and the Vice President for Student Affairs. The Strategic Planning Committee has the following responsibilities:

- To coordinate annual stakeholders' meetings to review the current plan and hear recommendations about strategies and success factors for the current year and future years.
- To set a timeline for the development and submission of all department action strategies, success factors, and budget requests to support strategic plan goals.
- To conduct hearings that link strategic planning and budgeting.
- To recommend which strategies the focus will be for the next fiscal year's strategic planning and budgeting cycle and communicate these recommendations to all stakeholders.
- To provide guidance to departments and department managers as they prepare their annual operational plans that include action strategies and success factors for administrative review.

## **5.20 TECHNOLOGY ADVISORY COMMITTEE**

The Technology Committee has the following responsibilities:

- A. To review and analyze the institution's computer and other technology needs.
- B. To recommend the purchasing of appropriate equipment and software.
- C. To review and analyze the institutions technology related policies.
- D. To recommend updates and amendments to the institutions technology related policies.

## **5.21 TENURE COMMITTEE**

By using established policies, the Tenure Committee shall review, evaluate, and recommend applicants for tenure. Membership includes tenured faculty.



## **SECTION 6: HUMAN RESOURCES**

### **POLICIES AND PROCEDURES**

#### **6.1 EMPLOYEE BENEFIT PROGRAM**

Employee benefits in the following areas are available for all full-time college employees.

##### **6.1.1 HEALTH AND DENTAL INSURANCE**

The College pays for a portion of the health insurance coverage for each eligible employee. Each eligible employee can elect dependent coverage. Premiums for dependent coverage will be withheld from the employee's regular salary and paid directly to the carrier on behalf of the individual. An employee can also purchase dental and vision insurance. Western has a policy to allow for a cash option in lieu of medical insurance for those employees fully and adequately covered by another insurance plan normally an employer through a spousal coverage. To qualify for this option the employee will have to show proof of group coverage and will be asked to certify that on an annual basis. Failure to provide certification of adequate coverage will cancel this opportunity.

##### **6.1.2 LIFE INSURANCE**

All full-time employees are insured for two times the insured's annual salary, rounded to the nearest \$1,000 insured amount. The insured amount is reduced by 35 percent at age 65, by 50 percent at age 70 and by 65 percent at age 75. The college will pay the monthly premium for full-time personnel only.

##### **6.1.3 LONG-TERM DISABILITY INCOME**

All full-time employees are insured to age 70 for 60 percent of the insured's monthly salary exclusive of overtime and other compensation. Monthly benefits (minimum 10 percent or \$100 whichever is greater, maximum \$8,000) will commence after a waiting period of 180 calendar days and continue for as long as the individual is permanently disabled or reaches the age of 70. The employee may purchase the Buy-Up plan which would reduce the waiting period from 180 days to 90 days.

NOTE: The regular monthly indemnity will be reduced by any amount payable to an insured under any other group disability income program, social security, retirement, Workers' Compensation, or any similar laws, or any other program providing retirement or disability benefits. The total amount received from these sources shall not exceed 70 percent of the insured's monthly salary being earned on the date disability commenced.

#### **6.1.4 SOCIAL SECURITY**

Mandatory contributions are withheld from each employee's salary and are matched by the institution.

#### **6.1.5 EMERITI BENEFITS POLICY**

With Emeriti Status, comes the following benefits:

- Wellness Center – Emeriti, spouse and eligible dependents will have free use of the Wellness Center during normal operating hours.
- Library Access - use of the library facilities and resources.
- College Athletic Events - entry into college athletic events such as Western basketball, baseball and softball events with proof of ID card. This does not include events held on Western's campus and sponsored by other schools, for example, high school events.

#### **6.1.6 RETIREMENT**

All full-time college employees are eligible for membership in the Teachers' Retirement System of Oklahoma. Membership is mandatory for the following, except those ages 55 and over:

1. All full-time administrative and supervisory employees.
2. All full-time instructional faculty.
3. An administrator or instructor employed half-time or more (Employee paid). (At the time of retirement, the years of creditable service will be figured on half-time membership. E.g., if an instructor employed half-time worked for 22 years, the years of creditable service would be 11 years.)

Full retirement benefits shall be paid to the member who has reached age 62 prior to 11/01/11 or who has reached age 65 after 10/31/11, or whose age as of his or her last birthday and number of years of creditable service total 90. (Members who joined OTRS prior to July 1, 1992, full retirement will be paid when age and years of service total 80.) Employees are "vested" in the Teachers' Retirement System after 5 years of OTRS credible service prior to October 21, 2017 or 7 years after November 1, 2017. Contributions shall be calculated on the gross salary, including fringe benefits, before any deductions are made. The employee contribution rate currently is 7 percent on all compensation. Western will pay the full-time employee's 7 percent contribution of all regular salary, overload, overtime pay and fringe benefits (as defined by TRS).

#### **6.1.7 WORKERS' COMPENSATION**

In the event of an on-the-job injury or occupational illness, all College employees are covered by Workers' Compensation through the State Insurance Fund in partnership with CALM, College Association of Liability Management.

### **6.1.8 UNEMPLOYMENT COMPENSATION**

All full-time employees are eligible to receive unemployment compensation in the event they become unemployed and meet all requirements.

### **6.1.9 I.R.C. SECTION 125 FLEXIBLE BENEFITS PROGRAM**

I.R.C. Section 125 Flexible Benefits Program has been available since July 1, 1989. This salary reduction program is available to all qualifying employees and authorizes a before-tax payment of health, dental, and vision insurance premiums on an elective basis. Effective July 1, 1992, Dependent Care Reimbursement and Medical Expense Reimbursement were added to Western's Flexible Benefits Program.

### **6.1.10 INCOME DEFERRED ANNUITIES**

Payroll deductions for income deferred annuities are encouraged by the College administration. This program is designed to complement the existing retirement programs and/or assist the employee in a savings program.

### **6.1.11 VACATION LEAVE**

All twelve-month, full-time employees (with the exception of the Executive Council) will be granted two 5-day work weeks (80 hours) per fiscal year. Based on an eight-hour day, vacation leave is earned at the rate of 6.67 hours per month for full-time employees. Executive Council members will be granted three 5-day work weeks (120 hours) per fiscal year. Based on an eight hour day, vacation leave is earned at the rate of 10 hours per month for Executive Council members. Vacation leave begins accruing with the first month of their employment as long as their start date is before the 15<sup>th</sup> of the month. If start date is after the 15<sup>th</sup> of the month, vacation is not accrued until the following month. Western has a "use-it-or-lose-it" vacation policy. All employees are given six months past the end of the fiscal year, which is until December 31, to use their accumulated vacation leave for that fiscal year.

Vacation leave requests must be scheduled and approved by the department's administrator. The College will pay for accrued, unused vacation leave as terminal payment. It is suggested that vacation leave be taken at a time which would be convenient for the College's operating schedule.

### **6.1.12 HOLIDAYS**

Certain legal holidays will be observed by the College when the school year calendar permits and will be scheduled by the President of the College by official memorandum to the employees.

### **6.1.13 SICK LEAVE**

All eligible employees will earn paid sick leave in the amount of ten hours for each contract month (9, 10, 11 and 12 month letter of appointments). Sick leave begins beginning with the first month of their employment as long as their start date is before the 15<sup>th</sup> of the month. If the start date is after the 15<sup>th</sup> of the month sick leave is not accrued until the following month. Sick leave for all full-time employees may be accumulated to the total of 45 working days or 360 hours for all employees. The college will not pay



for accrued, unused sick leave as terminal payment. Sick leave can be used for employees and immediate family members. The college may require verification of illness if absence is three days or longer which could include proof of doctor's appointment, prescription, supervision verification, etc.

#### **6.1.14 FUNERAL LEAVE**

All full-time employees will be allowed up to three days for funeral leave charged to sick leave.

#### **6.1.15 FAMILY AND MEDICAL LEAVE**

Family and Medical leave will be granted to full-time employees to care for the employee's child after birth, placement for adoption or foster care, and to care for the employee's spouse, son or daughter, or parent, who has a serious health condition. Family & Medical leave will be charged to vacation leave, sick leave, compensatory time, or leave without pay. Medical leave will be granted to full-time employees for a serious health condition that makes the employee unable to perform the job. Family and medical leave will not exceed 12 weeks.

#### **6.1.16 LEAVE WITHOUT PAY**

- 1) To apply for leave without pay, an employee must submit a written request to his or her supervisor. The request must include the reason for the leave and the amount of leave requested. If the immediate supervisor approved the request, he or she must forward the request through the supervisors for approval by the President. The employee will be notified by the President or his designee in writing whether or not the leave has been approved and the period of time for which leave has been approved.
- 2) If the need for leave without pay is for medical reasons, the College reserves the right to require a statement from a physician establishing the medical reasons for an employee's absence from work or releasing an employee to return to work.
- 3) If unpaid leave is approved, the employee will be eligible to return to work at the end of the approved leave period; however, the employee is not guaranteed the same position he or she held prior to the start of leave unless otherwise provided by law. The employee will be returned to an available position with similar duties, levels of responsibility, work requirements, title, pay grade and minimum qualifications. If a similar position is not available, the employee will be offered an opportunity to apply for vacant positions for which he or she is qualified.
- 4) If an employee wishes to return to work prior to the expiration of approved, unpaid leave, he or she must submit a written request to the President which includes the date the employee wishes to return. This request must be approved by the President. The President will notify the employee in writing whether the request to return to work has been approved.
- 5) If an employee expects to be unable to return to work when approved, unpaid leave is exhausted, the employee must notify the President in writing of the need to extend the leave. The President will notify the employee in writing whether additional leave has been approved or disapproved. In no event will unpaid leave under this policy exceed two (2) years.

### **6.1.17 REDUCED TUITION FOR EMPLOYEES**

Regular, full-time Western employees, their spouses and their qualified dependent children as determined by financial aid policy are entitled to receive a 100 percent tuition only waiver benefit. Permanent Part-time Western employees are entitled to receive a 50 percent tuition only waiver benefit. The benefit applies to tuition charges only, all fees and books must be paid by the student. Employees are responsible for notifying and providing a copy of the tuition charges to the Director of Financial Aid in the Financial Aid Office. If it is necessary to take classes during regular working hours, the immediate supervisor must approve.

### **6.1.18 WELLNESS CENTER**

Employees, spouses and dependents, age 16 and over, will have free use of the Wellness Center.

### **6.1.19 MILITARY LEAVE**

All employees who are members, either officers or enlisted men/women, of the Reserve Corps of the Army, the Navy, the Marine Corps, the Air Force, the Coast Guard, or any other component of the Armed Forces of the United States, shall, when ordered by the proper written authority to active or inactive duty or service, be entitled to a leave of absence for the period of such active service without loss of pay during the first 20 workdays of such leave during a federal fiscal year. The leave with pay shall not be charged against vacation or other accrued benefits. Requested leave beyond the 20 days may be allowable from vacation or without pay. The College reserves the right to not allow time off for additional service if it will affect the handling of the employee's duties. A copy of authorization orders shall be submitted with time-off request. For additional information pertaining to employee rights and privileges under this policy, employees should refer to the *Oklahoma State Statute, Title 72, Section 48*.

### **6.1.20 VETERAN'S BENEFIT**

All honorably discharged military veterans will be afforded a day off during "Veterans Day" as recognition of their service to our nation. If that particular day the individual is needed to work for mission reasons, he/she will be afforded another day off as approved by his/her vice-president. Individuals who are eligible for this benefit need to bring appropriate documentation to the Personnel Office indicating military service with honorable discharge. This day is in addition to their normal vacation leave.

### **6.1.21 PERSONAL LEAVE FOR FACULTY**

Each full-time faculty with an appointment period of less than 12 months shall be granted a maximum of two (2) days of personal leave each academic year. Personal leave days may be used at the faculty member's discretion, and will be non-cumulative from year to year.

Personal leave beyond the established two days must be requested, and if granted, full pay will be deducted from the instructor's salary for each day absent, in accordance with leave without pay policy. Each faculty member requesting personal leave must meet all assigned responsibilities, as confirmed by the appropriate Division Director, before personal leave will be granted.

Each Division Director appointment period of less than 12 months shall be granted a maximum of five (5) days personal leave each academic year. Personal leave days may be used at the faculty member's discretion, and will be non-cumulative from year to year. Personal leave beyond the established five days must be requested, and if granted, full pay will be deducted from the instructor's salary for each day absent, in accordance with leave without pay without pay policy. Each faculty member requesting personal leave must meet all assigned responsibilities, as confirmed by the Vice President for Academic Affairs, before personal leave will be granted.

### **6.1.22 SHARED LEAVE PROGRAM**

Employees may donate leave to fellow full-time employees who is suffering from or has a member of their immediate family suffering from an extended, extraordinary or severe illness, injury, impairment or physical or mental condition, or pregnancy which has caused the employee to exhaust all earned unused sick, vacation and comp time leave and be forced to take leave without pay. Full time employees on Family Medical Leave, without pay, can also be eligible for the shared leave benefit. The criteria for donation such leave are as follows:

1. A Shared Leave Donation Form, stating the recipient's name and the amount of leave to be donated, must be completed and submitted to the Director of Personnel. The Director of Personnel will sign to validate the criteria and then the President will sign for final approval.
2. Donating employees will remain anonymous. The Director of Personnel will notify the recipient of the amount of leave being donated.
3. Individual employees may donate a maximum of 15 days of sick leave yearly.
4. Donating employees cannot cause their balance to fall below eighty (80) hours combined of both their sick and vacation benefits.
5. An employee may only receive a maximum of 480 hours (60 days) of donated leave in any given calendar year.
6. Employees cannot receive any more than 1950 hours or 260 days during their employment at Western Oklahoma State College.
7. This is a voluntary program and an eligible employee may not be guaranteed to be offered donated leave.

### **6.2 EMPLOYMENT GUIDELINES**

Following the Affirmative Action guidelines:

- A. All persons involved in interviewing applicants, including non-administrative members of selection committees, are to be informed of use of nondiscriminatory practices by the person responsible for conducting the hiring interview.

- B. All full-time job vacancies not filled through promotion/appointment are to be advertised on campus as well as being publicly advertised in such places where anyone who is qualified will have adequate opportunity to apply.
- C. Guidelines on hiring and recruiting practices are to be distributed by the Vice President for Academic Affairs to the Division Directors involved in hiring faculty and such similar guidelines are to be distributed to other administrative officers involved in non-faculty hiring.
- D. Regular records regarding sex, race and/or ethnic background of applicants will be kept.
- E. Care will be taken when moving from full-time to part-time positions so that this is not done with greater frequency for women than for men.

### **6.2.1 JOB POLICIES AND PRACTICES**

- A. Written personnel policies state that Western commits that there will be no discrimination based on sex.
- B. Employees of both sexes have an equal opportunity to any available job that he or she is qualified to perform, unless sex is a bona fide occupational qualification.
- C. Distinctions are not made on the basis of sex in employee compensation.
- D. Distinctions associated with marital status of employees are not made on the basis of sex.
- E. Physical facilities such as restrooms are appropriate for both sexes.
- F. Pregnancy in itself is not a disabling condition for any fixed period of time. The granting of sick leave benefits in pregnancy is subject only to the same conditions as all other forms of illness or disability. As with all other forms of disability conditions, an employee can normally expect to return to the position or job which he/she vacated prior to the approved sick leave absence.
- G. Distinctions are not made on the basis of sex in retirement age.
- H. Wage schedule for employees is not based on their sex.
- I. Employees are not discriminatorily restricted to certain job classifications on the basis of sex.

### **6.2.2 HIRING POLICIES AND PROCEDURES THAT APPLY TO ALL EMPLOYEES**

- 1. Filling Vacancies—all positions may be advertised, after presidential approval, externally as appropriate and the application period will remain open until filled. Exceptions can be made for temporary positions, emergencies, promotions, or other situations as decided by the President.

College employees may be given preference in filling the vacancy. College employees applying for vacancies shall undergo the same type of examination as prescribed for outside applicants.

- i. Application—All applicants for College employment shall file forms provided by the College. Any supplemental questionnaire, examination, or requirements for the position will be indicated in the job posting and/or required of all applicants as part of the application process. Current employees must submit a statement bringing their current application up-to-date to make application for promotional considerations.
- ii. Use of commercial or state employment agencies—Applications may be accepted from any commercial employment agency or from the State Employment Services. The college shall accept no obligation to the employment agency or the applicant by virtue of consideration or employment of the applicant. The applicant will be required to complete the College's application and go through the same testing requirements if applicable to the position.
- iii. Interviews and Screening—The Vice President or respective supervisor will screen job applications to ensure that the applicants have the minimum qualifications of the positions, that the responses are correct, and references are indicative of a proper employment history. Employees' work history may also be reviewed prior to any testing.
- iv. Competitive Examinations may be given if deemed necessary. They may be oral, written, physical ability, skills, rating of experience and training, performance, psychological, or any combination of these. The criteria for examinations will be set forth in job postings.

E. Disqualification from Consideration—Fraud, misrepresentation, concealment, or dishonesty on the part of an applicant on the application form, the examination process, or in any attempt to obtain special consideration to a position may disqualify an applicant for employment.

F. Interviews—All applications are reviewed based on the requirements of the vacant position. Consideration is given to the applicant's qualifications, skills, aptitude, previous experience and education. Full-time job-related interviews may be arranged and conducted by the supervisor or department head. All interviews will consist of at least three full-time employees. The committee will be pre-approved by the appropriate Vice President.

Upon completion of interviews, the supervisor/department head shall submit all applications and interview information to the Vice President of the area for consideration. A minimum of two candidates should be submitted to the Vice President with concurrence of acceptability of each candidate listed. The final candidate(s) will be reviewed by the Vice President and the President for the final determination. In certain circumstances, only one candidate may be submitted to the Vice President.

### **6.2.3 APPLICANT FOLLOW UP**

Western recognizes the effort put forth by job applicants for vacant positions and desires to respond to these candidates appropriately.

The Personnel Office will request voluntary personal data on all applicants for all full-time positions on campus. The data will be for compliance with Equal Opportunity, ADA, Affirmative Action, and other employment regulations. Optional data requested will include age, sex, disabilities, and ethnic background. The form will be sent to all candidates within ten days of receipt of the application with the

return reply addressed to the Affirmative Action Officer. This form will request the optional personal data, as well as an official acknowledgment of the application.

The interviewing department will mail a final notification to all candidates not selected when a position is filled. The letter will express appreciation for their interest.

#### **6.2.4 PERFORMANCE EVALUATION**

The supervisor/department head shall be responsible for at least an informal evaluation of the job performance of all employees in the department during the course of the year. The supervisor/department head will conduct a written evaluation pertaining to the employee's position. The purpose of this evaluation is to

- A. Open the channels of communication between the employee and the supervisor relative to what assignments or responsibilities are critical for success, how well a person is performing the job, and how to improve performance.
- B. Allow for both parties to establish performance measures to gauge success on the job. The more objective the measures, the higher probability of a job-related evaluation system.
- C. Maintain or improve the employee's job satisfaction and morale.
- D. Serve as a basis for promotions, demotions/reassignments, and transfers.
- E. Build and strengthen the supervisor/department head and employee's work relationship.

#### **6.2.5 ACTING, INTERIM APPOINTMENTS AND PROMOTIONS**

Acting and interim appointments are temporary and are made to permit the college to carry on the activities of the position involved while the search for a continuing appointee is being undertaken. The prime objective of temporary appointments is to minimize disruption in the activities of the College until the position can be filled again on a continuing basis. Speed and expeditious appointments are often critical.

Promotions may be made to fill a vacated position or to start a new position within the organization. Promotions can be made without posting of vacancies for a current or new position if the Vice President and President concur that the promotion is warranted.

- A. Promotion criteria will include but is not limited to qualifications, skills, aptitude, attitude, employee performance evaluations, and attendance.
- B. If an employee is selected for promotion, he/she may receive a higher level of pay than what he/she is currently receiving in accordance with the current pay schedule adopted by the Board.
- C. Promotions may not be made without the approval of the President.

#### **6.2.6 TRANSFER**

An employee may request a transfer or be asked to transfer to a different department if it is in the best interest of both departments and if the employee can meet the qualifications for that position. The employee shall be placed in the pay grade deemed appropriate by the supervisor/department head and approved by the President.

### **6.2.7 DEMOTION/REASSIGNMENT**

An employee may be demoted/reassigned to a lower position (for which he/she is qualified) if his/her position has been abolished or if he/she is unable to perform the duties of the present position. Demotion may also be utilized for disciplinary purposes. The employee shall be placed in the pay grade deemed appropriate by the supervisor/department head and approved by the President.

### **6.2.8 LAYOFF/RECALL**

A layoff is an involuntary termination of an employee's job assignment. Conditions beyond the College's control, including a reduction in state appropriated funds, may necessitate a temporary or permanent reduction of employment. The President and Board shall have the authority to suspend or terminate the services of an employee because of a lack of funds or a curtailment of work when such action becomes necessary for the good of the College. The President, in consultation with the Executive Council, may formulate a procedure guide for layoffs or reductions in work force, including the number of provisions which must be reduced, a detailed order of the layoffs with priority consideration being given to positions with that being determined to be critically essential to the college's meeting its mission. Full-time regular employees laid off because of a reduction in force shall be given first consideration in the filling of future vacancies within one year of layoff which may offer a reduction in the number of hours worked per week (i.e. 20-25 hours worked per week).

### **6.2.9 FINANCIAL EXIGENCY POLICY**

This policy statement establishes the procedures and guidelines for addressing a state of financial exigency at Western. 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.

#### **A. Definitions**

1. Financial exigency shall mean that state of financial crisis brought about by an Educational and General Part I budget allocation to the College and/or a significant shortfall in total College funding, which would:
  - A. Necessitate the elimination or reduction of existing instructional programs; or
  - B. Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff or,
  - C. Seriously erode the quality of any existing program.
2. 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.  
The purpose of the Financial Exigency Committee is to recommend budget alterations, including those involving personnel, to the President.

3. Termination Review Committee shall be composed of a chair and six members, three of whom shall be faculty members and three of whom shall be Administrative or other. The Vice President for Academic Affairs shall determine two of the faculty members of the committee by random selection from among faculty with three years or more of service, and one faculty member of the committee from among other faculty. Any faculty member so chosen may decline to serve. 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.

#### **6.2.10 EMPLOYMENT-AT-WILL GUIDELINES**

- A. Employment at Western is “at will” for all Western Oklahoma State College employees and is not guaranteed and may be canceled at any time by the employee or the employer without notice or cause. (**NOTE:** Tenured faculty have the right to appeal this dismissal to an ad hoc committee.)
- B. If deemed in the best interest of the college any person, tenured or non-tenured, may be terminated from his/her position of employment or his/her services with the College upon the recommendation of the President and with the subsequent approval of the Board of Regents, with the exception being for political or religious reasons.
- C. Normally, employees terminating the employment relationship will provide a minimum of two weeks’ notice to the College.
- D. Supervisors and all other College representatives involved in the hiring process shall not make any statement or provide any assurance of job security or continued employment to prospective or newly hired workers. Similarly, in their dealings with employees, supervisors will not make promises or assurance of continued employment in the event of satisfactory performance.
- E. No manager or supervisor at the College, other than the President or his designee, is authorized to enter into an employment offer, written or oral, with any worker.
- F. In dealing with performance or misconduct problems, the College may follow the warning, suspension, and/or termination process; however, the college may decide that immediate termination of an employee is the proper course of action.

Recommendation for termination will come from the appropriate Supervisor and/or appropriate Executive Officer.

#### **6.2.11 SUSPENSION FROM WORK DUTIES**

Employees may be suspended from work duties for misconduct indicating a serious problem. The decision to place an employee on suspension is made through a joint effort of the employee’s supervisor and the



appropriate administrator of that area; then the recommendation is made to the President or his designee. Generally, suspensions will occur without pay. However, suspensions may occur with pay if an investigation of facts pertaining to an offense is required.

### **6.2.12 GRIEVANCES**

Western shall maintain a procedure by which full-time employees may express grievances about terms of employment. A grievance is defined as an expression of disagreement or of dissatisfaction about conditions of employment established by letter of appointment and /or alleged violations of adopted institutional policies, rules and procedures which negatively affect the employee and which are brought to the attention of the administration. This procedure is separate from disciplinary and termination hearings.

The purpose of a grievance procedure is to secure equitable solutions to the problems which may arise between employees and Western. To facilitate this purpose, the grievance procedure will be kept as informal and confidential as may be appropriate at any level of the procedure. The President's office or his/her designee shall maintain specific procedures, including required timelines, for grievances.

Should the President or any Vice President be the subject of a grievance, the procedure for dealing with the grievance may be reviewed by the Western Board of Regents.

Citizen grievances against the College personnel will be referred to the appropriate departmental supervisor for proper investigation and action. Any further action is channeled through the chain of command.

Citizen grievances against the President shall be evaluated by the Board member to whom they are reported. If evaluated and found significant, the Board member may choose to review it with the President. If the grievance cannot be resolved, it should first be reported to the President and, depending upon the results of mitigating actions, to the Board as a whole in official executive session.

## **6.3 HOURS OF WORK AND ATTENDANCE [NON-FACULTY]**

### **6.3.1 TIME SHEETS**

Time sheets are to be completed and signed in ink by the employee and approved as being correct by the supervisor/department head. Any corrections or alterations to the time sheet shall be referred to the employee for review and validation. Only non-exempt employees are required to complete time sheets.

### **6.3.2 HOURS OF WORK AND WORK WEEK**

- A. Employees Work Period—The basic work period shall be each seven (7) consecutive calendar days from Saturday midnight to the following Saturday midnight. Nothing in this section shall prevent the College from imposing a work schedule that rotates shifts or is different from the normal five-day work week as long as the College pays the required overtime wages and provides sufficient notice to affected employees.

- A. Time Worked – The work for which non-exempt employees must be paid and which must be counted in computing liability for weekly overtime pay is described as the time the employee is actually at work, regardless of the location, or required to be on duty.
- B. If a non-exempt employee is contacted by a College representative outside the normal work time to discuss work related issues, the actual time spent discussing said issues, but not less than 15 minutes, shall be considered actual time worked and reported on the time record.

C. Time Worked

- a. Lectures, meetings, and training program when attendance is required by the supervisor are counted as time worked.
- b. Travel time (time en-route) may be considered working time as set out below.
  - 1. Travel time from job site to job site during a workday, after reporting for the day's work.
  - 2. Travel time from home to work and return on a special one-day assignment in another city. Deduct the usual time from home to regular work site and return as well as meal time(s).
  - 3. Travel for out-of-town assignments of more than one day. The travel time that coincides with the employee's normal work-day schedule is counted as time worked. This applies to any day of the week.
  - 4. Time for work performed while traveling. The time counted as hours worked whether or not it occurs within the employee's normal working hours.
  - 5. Not counted as working time are bona fide meal periods, vacation, sick leave, other leave, and holidays not worked.

**6.3.3 SCHEDULES**

A supervisor/department head shall schedule shifts and working hours necessary for the efficient operations of the department.

**6.3.4 ABSENTEEISM**

Any employee absent from work shall be responsible for notifying the supervisor/department head in advance when he/she is to be off and when he/she will report back to work. Any employee who fails to comply will be subject to disciplinary action up to and including termination. In addition, any employee whose absence from work is unreported, to his/her supervisor/department head, for two (2) consecutive work days will be considered as having abandoned his/her job and will be terminated, unless the employee can prove his/her absence was due to circumstances beyond his/her control.

The College reserves the right to require documentation of the reason(s) for any absence longer than three (3) consecutive days. Excessive absenteeism may lead to disciplinary action, up to and including termination.

### **6.3.5 TARDINESS**

Each employee must be ready to work at the designated starting time and work up to the designated quitting time. Unexcused tardiness will be reason for disciplinary action and/or termination.

### **6.3.6 OVERTIME**

- A. Non-exempt - Regular and temporary/seasonal employees who are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) are eligible for overtime pay for the rate of time-and-one-half their regular rates of pay for the time worked in excess of 40 hours per workweek. Excluded from the definition of time worked are paid leave, extended sick leave, holidays, and volunteer services that are occasional and sporadic in nature performed solely at the employees' option and are unrelated to the type of work normally performed by the employee. Supervisors may grant compensatory time off in lieu of overtime at the rate of time and one-half, providing the scheduling of the compensatory time is approved by the supervisor and employee prior to the performance of the work. Non-exempt employees are not to work overtime unless the overtime work is approved in advance by their supervisor.
- B. Exempt - Regular and temporary/seasonal employees who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) are considered executive, administrative, and professional employees. Director of Personnel reviews all position descriptions to ensure appropriate designation for exempt status under the Fair Labor Standards Act. These employees are not entitled to any overtime pay for hours worked in addition to 40 in a work week. Records of time may be kept for exempt employees to determine project assignment, time management or other reasons. However, in no case, shall such records be used in the determination of actual payment of compensation. Exempt employees are expected to spend whatever hours are necessary over and above the basic workweek in the completion of their work assignments.
- C. All banked overtime (compensatory) hours in excess of twenty-four (24) hours will be paid to the employee. Employees will be paid on the closest scheduled payroll date.
- D. Overtime will be paid or banked as compensatory time only if the hours worked are recorded on the time sheet for the period and approved by the supervisor. No verbal agreements should be made between the staff employee and supervisor for special arrangements. A claim for prior overtime hours worked that is not recorded on the time sheet will not be accepted. Volunteer services that are occasional and sporadic in nature performed solely at the employee's option and are unrelated to the typed of work normally performed by the employee is not eligible at time worked.

### **6.3.7 COMPENSATORY TIME**

Non-exempt employees may elect compensatory time for time worked in excess of a normal work schedule of forty (40) hours. Compensatory hours are earned in the same ratio as paid FLSA overtime. Employees may request compensatory time off within a reasonable period of time, and said request shall be honored by supervisor/department head unless requested time off unduly disrupts the efficient operations of the department. The supervisor/department head shall explain the reasons for denial of any requests for compensatory time. If there is a denial of any requests for earned compensatory time, the supervisor/department head must document such reasons for denial. Employees are entitled to accrue up to twenty-four (24) hours compensatory time. Any overtime earned past this limit must be paid in cash. Exceptions can be made by the appropriate Vice President. All compensatory time will be paid off at the time of separation.

### **6.4 EMPLOYMENT FILES**

The Personnel Director and the Vice President for Academic Affairs maintain appropriate personnel files which are confidential, except as provided by the Open Records Act at 51, O.S., Section 24A.7.

### **6.5 LOYALTY OATH**

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

### **6.6 NEPOTISM**

Western seeks to employ on a competitive basis the most qualified candidates for every position. It is the policy of Western that no employee, including full-time or part-time faculty, may hire or cause to hire, nor supervise, nor teach/instruct, any relative within the third degree of consanguinity or affinity, except with written approval of the President or Board of Regents. All college employees shall keep in mind that any appearance of impropriety or conflict of interest must be avoided.

#### **Definitions**

- A. Consanguinity is a blood relationship within a family.
- B. Affinity is a marriage or other legal relationship (such as adoption) formally recognized by the state of Oklahoma.
- C. Relationships within the third degree of consanguinity include the employee's spouse, child, parent, sibling, half sibling, or step relatives of the employee; the spouse of the employee's child, parent, sibling, half sibling, or step relative; the employee's in laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin.

#### **Procedures**

- A. College employees may not participate in decisions regarding the hiring, reappointment, academic instruction and academic evaluation, placement, rate of pay, salary increases, personnel

evaluation, promotion, tenure, monetary awards, or other personal interest for a relative employed by Western, even when the employee is not in the direct line of supervisory authority.

- B. Any deviation from the above policy could result in disciplinary action up to and including termination.

## **6.7 OFF CAMPUS EMPLOYMENT**

Off-campus employment of full-time employees, by private or public enterprises, including self-employment, must not conflict with their responsibilities to Western. Western is, therefore, considered the primary employer of its full-time faculty and staff.

## **6.8 POLITICAL ACTIVITIES**

Employees may exercise their full rights to political activity so long as their activity 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, faculty or other staff members.

## **6.9 Intellectual Property and Copyright**

### **Definition**

Intellectual property refers to the ownership of intangible and non-physical goods. Intellectual property also refers to intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, and inventions. This includes ideas, names, designs, symbols, artwork, writings, and other creations. It also refers to digital media, such as audio and video clips that can be downloaded online.

### **Persons Covered by the Policy**

- A. Employees
- B. Students

### **Classification of Property**

- A. Intellectual property created without college resources, labor, materials, facilities, or equipment. The term equipment means equipment other than a college computer with standard software.
- B. Intellectual property created in whole or in part with college resources, labor, materials, facilities, or equipment.
- C. Intellectual property that results from an activity supported by a grant or contract with federal, state, or local government, or any agency thereof, a nonprofit or for profit nongovernmental entity, or by a private gift to the college.

### **Ownership of Intellectual Property**

- A. Ownership resides with the employee or student if the following criteria are met:

1. When an employee copyrights their work, he/she is the owner and the work is protected.
2. The copyrights to works of artistry or scholarship in the creator's professional field (such as textbook, course materials, scholarly papers and articles, software and other computer materials when they are works of artistry or scholarships, novels, poems, paintings, musical compositions, or other such works of artistic imagination) produced by college employees who have a general obligation to produce such works where the specific choice, content, course, and direction of the effort is determined by the employee without direct assignment or supervision by the college shall reside as the creator's and the works shall not be deemed "works made for hire".
3. Intellectual property created with no college resources, labor, materials, facilities, or equipment is the exclusive property of the creator(s) and the college has no interest in any such property and no claim to any profit.
4. The work does not involve use of college facilities, time, and/or other resources and is not derivative of any other college-owned copyright.
5. Inventions or discoveries made by the employee entirely on his/her personal time (e.g. made during non-working hours) and not involving the use of the college facilities or materials are the property of the inventor except as may be specified in any applicable agreement between the college and the federal or state government, or an agency thereof.

**B. Ownership resides with the college if the following criteria apply:**

1. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college.
2. The development of the work involved significant facilities, time, and/or other resources of the college including, but not limited to, release time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other college-owned copyright.

**Patents**

With the exception of inventions made on personal time, every invention or discovery or part thereof that results from research or other activities carried out at the college by the employee or that is developed by the employee with aid of the college's facilities, staff or through funds administered by the college during any agreement or contract shall be the property of the college and, as a condition of employment, shall be assigned by the employee to the college in the manner prescribed by the college.

**Agreements**

Intellectual property governed by this policy, requires the owners to enter into a written agreement.

**Disbursement of any Revenue**

The net revenue shall be distributed to the owners based on the percentage of ownership.

# FACULTY AND INSTRUCTION

## 6.10 DEFINITION OF TERMS

- A. Faculty - Full-time faculty are full-time College personnel whose major responsibility is planning, delivering, assessing, and improving instructional courses and programs; professional development and institutional support; recruitment and retention of students; and professional activities and relationships needed to promote their program, the College, and student success.
- B. Adjunct Faculty - Part-time College personnel who teach one or more courses for one semester or term.
- C. Substitute Instructor - Temporary, part-time College personnel who teach one or more contact hours for a full-time, adjunct, or temporary faculty member who is absent because of illness, accident, or professional responsibilities. Substitute instructors will receive compensation from the College for these services.
- D. Guest Lecturer - Any person who may or may not be a current College employee and has been invited into a classroom to provide information related to the course content. The instructor may or may not be present. Guest lecturers will not receive compensation from the College for these services.
- E. Faculty Tenure - A condition of employment granted to full-time faculty that grants a property interest in a given teaching position by affirming continued employment subject to the terms and conditions of employment. Faculty hired through funding provided by federal or state grants and those faculty hired in a non-tenure-track position are not eligible for tenure.

## 6.11 HIRING OF FACULTY

Faculty members, except adjunct faculty, are employed on an annual basis. Faculty, except adjunct faculty, are hired for a teaching load of 15 load hours per semester. The typical faculty employment period runs for the academic year beginning with the first day of in-service for the fall semester and ending the day grades are due at the end of the spring semester. Faculty employment may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the College. For the fall and spring semesters, each faculty member signs a Faculty Load Form acknowledging his/her teaching load and any overload hours.

## 6.12 Faculty Credentials Policy

Western Oklahoma State College strives to maintain the highest, most qualified and capable instructors that will provide instruction and prepare students to live in a global, diverse, and technologically advanced society. Western is dedicated to ensuring that all members of its faculty team uphold the guidelines of the *Institutional Policies and Procedures for Determining Faculty Qualifications* established by the Higher Learning Commission (HLC). Western's policy will adhere to guidelines of the HLC while abiding by the policies of Oklahoma State Regents for Higher Education.

The qualifications of faculty will adhere to Western's mission and will be adequate to fulfill the needs of individual programs. The qualifications will support the objectives and will satisfy the curriculum of the program. These qualifications will include the educational background, non-collegiate and collegiate experience, and research.

Full-time and part-time faculty credentials will be evaluated based on the following criteria:

### **Associate of Arts and Associate of Science Degree/Transfer Programs**

Full-time and part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. Faculty teaching general education courses, or other non-occupational courses, should hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a reasonable amount of coursework in the discipline or subfield in which they teach. The specific number of graduate credits/coursework needed will be determined by the relevant department faculty. Upon recommendation of the department, the Vice President for Academics will make the final hiring decision.

An exception may be requested for faculty or adjuncts that don't meet the minimum master's qualification. This exception will be utilized in a rare occasion and is considered a limited term hire. Individuals hired under this provision must be placed on a *Credential Plan* for completion of the requirements. Full-time and part-time faculty who are placed on a *Credential Plan* must sign a *Credential Plan Contract* as well as complete a *Credential Plan of Study*. The Plan of Study will require faculty to list completed courses along with the plan of courses that must be complete to be fully credentialed. As part of this process, faculty will be required to submit updated transcripts at the beginning of each semester. The appropriate Division Director along with the Vice President of Academic Affairs is responsible for the evaluation of appropriate academic progress. The faculty member hired under this provision may be rehired for additional terms provided they are making satisfactory progress towards completion of their credentials. If progress is not made, the result could include a change in teaching assignment or non-renewal.

Qualified faculty members are identified primarily by academic and professional credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

Western's *Credential Matrix* includes guidelines for minimum academic credentials which includes examples of tested and/or equivalent experience that may be utilized. This table is a tool to help in determining faculty qualifications.

### **Associate of Applied Science Degree/Technical and Occupational Programs**

Full-time and Part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. Faculty teaching in career and technical education college-level



certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and equivalent experience. Such qualifications are allowable even in instances where technical/occupational courses transfer.

Some departments or programs have additional and/or alternative qualifications determined by faculty and/or an accrediting agency and identified in the *Credential Matrix*. Western follows requirements of the Oklahoma Board of Nursing (OBN) and the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) regarding faculty credentials.

### **Process for Determining Qualified Faculty**

Faculty who apply to teach at Western Oklahoma State College must submit evidence, including official transcripts, verifying that they possess the appropriate credentials stated above and specified by department, in the Credentials Matrix. Full-time faculty within the department, along with the respective Division Director, will review the matrix and update it as needed. While the certified transcript will be housed in the employee's official personnel file in the Personnel Office, a copy of the transcripts, application and completed *Faculty Qualification* form will also be maintained in the Office of the Vice President for Academic Affairs.

In rare instances, applicants may be considered for employment if they possess unique qualifications for teaching, such as national or regional recognition in their field, relevant professional experience, demonstrated competence, and/or special licensure. Department faculty and the respective Division Director should identify possible equivalent experience allowed on the credentials matrix. The chief academic officer may grant the use of equivalent experience with appropriate documentation. The documentation will specify the basis upon which the equivalent experience is utilized. See *Faculty Equivalent Experience* form.

The goal of Western will be to maintain the same guidelines for both full-time and part-time faculty members. Western will ensure that all faculty members (full and part-time) along with the institution will align formal education and tested/equivalent experience with the mission of the institution and identified student learner outcomes.

### **Oversight**

The chief academic officer (Vice President for Academic Affairs) provides oversight of the faculty credentialing process with assistance of the Division Directors.

## **6.13 RESPONSIBILITIES OF INSTRUCTIONAL FACULTY**

The following are faculty responsibilities. In a few instances, there are differences between responsibilities of full-time and adjunct faculty. These are noted in each point below, as appropriate. Each faculty member will be evaluated informally through observation by his/her supervising division director and formally through an annual review of job performance and in accordance with any and all administratively adopted evaluation procedures that may be developed on willingness, ability, attitude, and effectiveness in carrying out each of the following.

### **6.13.1 ACADEMIC BUDGETS**

- A. Expenses – The College will make funds available as state allocation budgets allow to provide for expenses covered in connection with a teaching program including but not limited to the following:
  - 1. Expendable office supplies and duplication services
  - 2. Expendable supplies for lab work
  - 3. Long distance telephone calls
  - 4. Equipment needs
  - 5. Postage
  - 6. Travel
  - 7. Professional Development

### **6.13.2 PLANNING RESPONSIBILITIES**

Faculty have the responsibility to have course material current and ready for presentation by the first day of class regardless of instructional delivery method.

- A. All substitute instructors and/or unpaid guest lecturers must be approved by the appropriate Division Director. If a faculty member is going to be absent, he/she should try to first obtain a guest lecturer to continue with course objectives. If a guest lecturer is not available, the faculty member should contact the Division Director or, in the absence of the Dean, the Vice President for Academic Affairs.
- B. All faculty should obtain approval from the appropriate Division Director before making any changes in the time or place of meeting for a class or final exam.
- C. All faculty should use the Course Syllabus Template to generate the course syllabus objectives for the course. A Course Syllabus Template has been approved by the Division Director and includes the course learning outcomes, content, and other matters that the department has determined all instructors of that course will follow. The individual instructor should add the following information to the Home Page in Canvas: his/her name and contact information. The Course Syllabus should be updated when changes in course content or objectives occur. All Course Syllabi must also include the course attendance and other policies which affect student outcomes.
- D. If a Course Syllabus is not available for a course, the instructor should develop a course syllabus. The faculty-developed syllabus should be given to each student during the first week of class or on the first day of attendance if he/she enrolls late. The syllabus will contain the learning outcomes and objectives; a list of required and optional textbooks, materials, and supplies for the course; method of evaluation; the system of awarding course grades; the policy on course attendance; and other policies which affect student outcomes.
- E. All faculty should work with their Division Directors in recommending reference books, periodicals, and other research materials. Textbooks are selected by the faculty member.

- F. All faculty should submit required equipment, supplies, materials, and other purchase requests to their Division Director for approval.

### **6.13.3 DELIVERY RESPONSIBILITIES**

- A. All faculty members should teach the classes assigned to them in a manner which fulfills generally accepted academic and professional skill standards.
- B. If circumstances force an instructor to be absent from a scheduled class, lab, or clinical, he/she must always inform the Division Director and/or other appropriate individuals. If the Division Director and/or appropriate individuals are not available, then the Vice President for Academic Affairs must be notified. If the absence is anticipated, the notice should be in writing and submitted for approval to the Division Director and/or other appropriate individuals. The faculty member is responsible for obtaining a guest lecturer, substitute, or other suitable materials to help students complete course requirements during the instructor's absence.
- C. All faculty are expected to maintain discipline in the classroom. They should attempt to remedy such infractions of discipline on campus as they come to their attention, either by direct intervention or by bringing the infraction to the attention of the Vice President for Student Affairs.

### **6.13.4 ASSESSMENT RESPONSIBILITIES**

Assessment is the collecting and interpreting of data concerning student learning and then using that data to improve student learning. Western believes that assessing student academic achievement is an essential component of evaluating overall institutional effectiveness. Student learning assessment begins with an assessment process based on its stated mission and educational purposes. Students attending Western will be required to participate in the assessment of student learning. All full-time and adjunct faculty are required to participate in the assessment of the student academic achievement process in their respective academic discipline. The student learning assessment process will emerge from, and be sustained by, a faculty and administrative commitment to excellent teaching and effective learning.

Western will provide explicit and public statements regarding the institution's expectations for student learning and use the information gained from the systematic collection and examination of assessment data both to document and improve student learning. The assessment program is founded on a plan that is widely accepted within the institution and routinely updated, is ongoing, and is related to other planning and budgeting processes. Western believes that assessment of student academic achievement is critical to the future health of the institution and to the educational accomplishments of students.

- A. All faculty will record class attendance in such a way that dates and absences can be proven from these records.
- B. All faculty are to use the approved letter grading system which was adopted by the Oklahoma State Regents for Higher Education in May 1992. In all cases, grades are to be awarded according to the approved method of evaluation as listed in the course syllabus and distributed to each student at the beginning of each course.

- C. All full-time faculty advise and monitor the academic progress of students and encourage students to consult with them. Faculty should be familiar with the academic requirements of their academic transfer and technical programs.
- D. All faculty will use assessment data to evaluate their effectiveness and adequacy of facilities, equipment, materials, curriculum, and support activities to have the best program possible.
- E. All faculty will participate in the assessment process to gather data and make evaluations to prepare a personal improvement plan and departmental strategic plan as part of the assessment and budget cycle.

### **6.13.5 TEXTBOOK PROCEDURES**

The Western Online Bookstore operates completely online and can be visited at [wosc.textbookx.com](http://wosc.textbookx.com). Students visit the website to order online and have their textbooks shipped to their home while digital course material access is emailed. The bookstore also sells branded merchandise, course supplies, and other items.

### **6.13.6 INSTITUTIONAL SUPPORT RESPONSIBILITIES**

- A. All full-time faculty are expected to maintain a 30-hour week on campus. This includes 15 load hours of teaching, as well as office hours, committee work, and other professional activities to total 30 hours a week. Off-campus duties which are related to recruitment, work-site visits, program development with feeder high schools, technology centers, colleges, universities, and other organizations or individuals may be a part of the 30-hour commitment with approval by the Division Director and/or personal strategic plan to develop and implement these activities. All full-time faculty should be on duty on campus at least two hours per day, Monday through Friday of each semester (excluding the summer semester). Adjunct and part-time faculty are expected to be available for students 15 minutes prior to the beginning of each class and at other times as arranged between the student and the instructor.
- B. Full-time faculty should contribute actively to committees to which they have been assigned. All faculty are encouraged to volunteer for other such committees and activities as their time permits. Part-time faculty are urged to consider actively serving on College committees and participating in activities.
- C. Full-time faculty should attend all meetings called by the President, the Vice President for Academic Affairs, and all division meetings called by the Division Director unless they are teaching a scheduled class or otherwise excused by the President, Vice President for Academic Affairs, or Division Director as appropriate. Generally, a faculty meeting is called at the beginning of each long semester. Adjunct faculty are expected to attend any special meetings held for them at the beginning of each semester. Part-time faculty are encouraged to attend any and all faculty and division meetings when their schedule allows.

- D. All full-time faculty members must attend commencement exercises in academic regalia unless excused by the President. Requests to miss the commencement exercise are submitted in writing to the Division Director and routed through the Office of Vice President for Academic Affairs.
- E. All faculty members assume responsibility for equipment committed to their use or care by the College. Such responsibility includes taking ordinary precautions. Inventories of such equipment must be submitted to the Division Director as requested.
- F. Faculty members should be concerned about the physical security of the College campus and report any problem to the responsible authority. In particular, they must not lend College keys to students, even temporarily, without the express consent of the Vice President for Academic Affairs.
- G. Faculty members are encouraged to sponsor and/or chaperone student activities, especially those related to their fields of instruction.
- H. All full-time and part-time faculty are responsible for submitting current, official transcripts and professional certificates to the Office of the Vice President for Academic Affairs.
- I. Full-time faculty are responsible for notifying the Vice President for Academic Affairs in writing by April 1 of each year of their intent to advance on the salary schedule due to increased educational attainment. Advancement on the salary schedule can be awarded if notice is given of the intent to advance and official transcripts have been submitted indicating the required credit hours and/or degree was awarded. These attainments will be used in determining the faculty member's advancement on the faculty salary schedule.

#### **6.13.7 PROFESSIONAL ACTIVITIES AND RELATIONSHIPS TO PROMOTE PROGRAM RESPONSIBILITIES**

- A. All full-time faculty members, academic and technical, are expected to market their courses/programs to the community. Ways to do this include:
  1. Submit program interest items and instructor information to the Office of Public Information.
  2. Maintain close working relationships with area high school faculty/counselors and counsel high school students who are potential program majors.
  3. Help develop articulation agreements with technology centers and four-year colleges.
  4. Maintain good working relations with area business and industry partners including program advisory committee members.
- B. All faculty should maintain professional dignity and good working relationships with all employees and students.

#### **6.13.8 PROFESSIONAL ACTIVITIES AND RELATIONSHIPS TO PROMOTE STUDENT SUCCESS RESPONSIBILITIES**

- A. All full-time faculty members are to be present for scheduled registration hours (unless otherwise approved by the Vice President for Academic Affairs), and for advisement and monitoring of the academic progress of the students assigned to them. The Vice President for Academic Affairs is to assure that faculty is available during summer registration. Faculty should encourage students in all of their classes to consult with them or their academic advisor during each pre-registration period.
- B. All full-time faculty members should be familiar with the general requirements of both transfer and technical programs as published in Western's catalog. Also, they should be familiar with the transfer requirements of the major colleges and universities to which their program majors will transfer, except for specialized programs.
- C. All full-time faculty must post a schedule listing their class hours and locations, office hours, and hours when they are engaged in other professional responsibilities. After a final teaching schedule is determined, the faculty member and Division Director will determine a final 30-hour schedule. Information regarding office hours should be distributed to students as soon as a semester schedule has been finalized. The Division Director will provide a copy to the Vice President for Academic Affairs each semester. Any schedule which has a faculty member teaching less than 15 hours must be approved by the Vice President for Academic Affairs. All absences from scheduled office hours or other activities listed on the posted schedule are to be approved by the Division Director and the Vice President for Academic Affairs if appropriate.

#### **6.14 FACULTY SALARY SCHEDULE**

- A. An entry-level faculty salary schedule is available upon request from the Personnel Office for full-time faculty.
- B. Annual salary increases may be awarded as funded by the Oklahoma Legislature, allocated by the OSRHE, and approved by Western's Board of Regents.
- C. Placement on the entry-level faculty salary schedule for full-time faculty is determined as follows:
  - 1. Teaching experience in any regionally accredited post-secondary institution may be transferred to Western's salary schedule in full, up to the maximum number of steps allowed by institutional policy.
  - 2. Teaching experience in regionally accredited secondary or elementary schools may be transferred to Western's salary schedule in full, up to the maximum number of steps allowed by institutional policy.
  - 3. The President may evaluate work experience, professional expertise, or other life experiences and shall recommend to Western's Board of Regents as appropriate.

##### **6.14.1 OVERLOAD AND PART-TIME FACULTY SALARY POLICY**

- A. Full-time faculty will be paid on an overload basis according to the established scale per semester when they exceed the basic required teaching workload. Overload assignments will be determined

by the Division Director and approved by the Vice President for Academic Affairs and the President. Load hours are calculated as listed in the Faculty Workload Calculation section. All overloads and salaries will be pre-approved by the Vice President for Academic Affairs.

- B. Administrative and other professional staff will be paid on an overload basis when teaching a class in excess of their full-time assignment if it is outside their regularly assigned hours. All administrative and non-faculty overload assignments must be approved by their supervisor, the Vice President for Academic Affairs, and the President. If they are approved to teach within their regularly assigned hours, they will be paid only if they use their lunch hours or annual leave to cover the time missed for class and they will be limited to two classes within a given semester.
- C. Special assignments or meritorious job performances which are interpreted to be clearly over and above the normal responsibility of an instructor/administrator may be considered for additional compensation as recommended to and approved by the President.

#### **6.14.2 FACULTY WORKLOAD CALCULATION**

- A. The regular teaching load equivalent for all full-time faculty is generally set at 15 load hours per semester during each semester term. For faculty where the student enrollment is very low (less than 150 credit production hours), additional load hours beyond the 15 load hours may be required. For faculty on 12-month contracts, an additional nine load hours during the summer term or equivalent duties will be scheduled. All regular faculty are required to establish, publish, and maintain an additional 15 office hours per five-day week exclusive of overload responsibilities. Commensurate duties may be substituted for the required semester credit hours and/or the office hours, but all requests for substitutions must be in writing and approved by the Division Director and the Vice President for Academic Affairs. For the purposes of Title I of the Patient Protection and Affordable Care Act, as amended by the Health Care and Education Reconciliation Act of 2010, a full-time faculty member is defined as a faculty member assigned 75 percent or greater duty of the full-time teaching load or 11.25 load hours.
- B. Division Directors will have a full-time teaching load set at 12 load hours per semester with three (3) load hours of release time to complete administrative duties. All Division Directors are required to establish, publish, and maintain an additional 15 office hours per five-day week exclusive of overload responsibilities.
- C. Lecture courses are computed on a 1:1 lecture hour ratio. Web-based science labs are paid at a rate of 1:1 and face-to-face science labs are paid at a rate of 2:1.
- D. Physical activity courses shall be counted as 3/4 load hour for each contact hour per week (for example, a one-credit hour bowling class meeting for three hours a week would equate to 1.5 load hours) except for duty in cardio-circuit training. Each two hours per week of supervision for cardio-circuit training duty in the wellness center will be counted as equal to one load hour.

#### **6.14.3 Substitute Faculty Salary Policy**

Substitute faculty is paid on an hourly basis. The current rate for each contact hour is the same as adjunct instructor pay. Contact hours are calculated as one contact hour for each 50 minutes of class, lecture, or

clinical. The rate of pay does not apply to full-time employees who substitute on a short-term basis. Full-time faculty will be expected to cover emergency leave of others in their discipline on a temporary basis.

### **6.14.3 OVERLOAD AND ADJUNCT LIMIT**

- A. In order to ensure quality of instruction, a full-time faculty member should not exceed overload schedules of more than six load hours per regular semester excluding summer or winter sessions.
- B. Adjunct faculty will be limited to teaching ten load hours per semester for fall and spring and six load hours for summer. Exceptions may be granted by the Vice President for Academic Affairs. Adjunct load will be limited to no more than six hours at any one given point during eight-week or four-week classes. For every hour of instruction there is an expectation of an additional hour of preparation, grading, etc., for adjunct instructors.

### **6.15 SUMMER TEACHING ASSIGNMENT**

- A. Full-time faculty are generally not required to teach during the summer semester but are allowed to teach up to nine load hours. A teaching assignment of more than nine load hours during the summer semester must be approved by the appropriate Division Director and the Vice President for Academic Affairs. Part-time instructors will be hired on an “as needed” basis each semester/term.
- B. Summer term course offerings will vary, depending on student demand, funding, and number of instructors wishing to participate. While regular full-time faculty with a nine-month contract normally are not required to teach during the summer semester, program viability may require that summer instruction take place. The following will be applied:
  - 1. Regular faculty will be given first opportunity to teach summer course(s) and are encouraged to do so.
  - 2. If no full-time faculty member is willing to teach the summer course(s), qualified adjunct faculty will be pursued.
  - 3. If no full-time or qualified adjunct instructor is willing to teach during the summer term, full-time instructors who have indicated that they intend to return in the next fall term may be required to teach summer classes and be compensated according to normal summer pay schedules. Assignment of summer classes will be done on a rotation basis, with the full-time instructor order assigned by lot, so that all full-time instructors in an area are treated equally. The number of courses an instructor is offered will be determined by the Vice President for Academic Affairs based on student needs and budgetary constraints.

### **6.16 FACULTY EVALUATION**

Evaluations are helpful in determining areas needing improvement. If administered in a fair, equitable and professional manner, they can be mutually beneficial to both the institution and to the employee.



All faculty are evaluated each year by the appropriate Division Director using evaluations based on standards for receiving and maintaining a tenure appointment. Evaluation and recommendation for re-employment or termination are forwarded to the Vice President for Academic Affairs who in turn, makes a recommendation to the President. Employment may be terminated at the end of any academic year.

All non-tenured faculty are at will employees. All non-tenured faculty will be notified no later than April 15 in the event they will not be recommended for employment the following fiscal or academic year. Notification may occur through the college's annual evaluation process or may be initiated by a supervising Division Director as a result of specific misconduct or failure in job performance. Tenured faculty will be notified by December 15. In case the welfare of the college demands it, a shorter notice may be given.

## **6.17 TENURE AND DISMISSAL POLICY**

The Board of Regents for Western Oklahoma State College recognizes the value and need for having a stable and secure teaching faculty and administrative staff. As authorized by state statutes, the Board is required to exercise its duties of trusteeship regarding the selection and retention of employees of the institution it governs. Neither tenure nor continuation of employment are legal rights of employees and are dependent upon Board policies and actions. Tenure is an employment relationship between the College and the faculty member which is solely granted or withheld by the Board of Regents. The procedures listed in this section are the approved steps to be taken in evaluating tenure applicants and forwarding on recommendations for tenure to the Board. The Board of Regents believes that it is in the best interest of the College and all concerned to have clear understandings regarding tenure and dismissal.

### **6.17.1 TENURE LIMITATION**

It is the policy of the Board that the College should have no more than two-thirds of the total number of full-time faculty holding tenure at any given time.

### **6.17.2 MINIMUM ELIGIBILITY GUIDELINES FOR FACULTY TENURE**

- A. Generally, faculty hired through funding provided by federal or state grants and faculty hired in a non-tenured track position are not eligible for tenure. The faculty letter of appointment states whether or not the position is a tenured-track position.
- B. All non-tenured faculty who hold full-time, tenured-track positions, as noted in their letter of appointment, and who have completed a minimum of five consecutive years as a full-time faculty member at Western, and who hold a minimum of a Master's Degree, are eligible for faculty tenure consideration by the Tenure Committee.
- C. To receive tenure status, a minimum of five consecutive years must have been spent in full-time teaching at Western. If a person transfers from an administrative, staff, or other non-faculty position to a faculty position, faculty tenure shall be considered only after completion of five consecutive years of full-time teaching in a faculty position at Western.
- D. Any faculty member who receives tenure and then transfers to an administrative, staff, or other non-faculty position is entitled to retain their faculty tenure status as long as they remain at

Western. Because the faculty member has transferred out of a faculty position, his/her tenure does not count against the maximum percentage of tenured faculty allowed by the Board policy; therefore, that tenure slot becomes available to be filled by another eligible faculty member. In the future, if that person returns to a full-time faculty position, his/her tenure would then count against the maximum percentage of tenured faculty allowed by Board policy and would reduce the number of available tenure slots by one. If, after transferring back to faculty status, the total number of tenured faculty exceeds the Board maximum, the tenure will be honored, but faculty tenure will not be considered again until the number of tenured faculty drops below the two-thirds maximum allowed under this provision.

- E. If a tenured faculty member resigns, retires, or is otherwise terminated from Western, he/she must reapply for tenure if he/she returns to become a full-time faculty member in a tenured-track position. In this case, the faculty member does not have to meet the rule of five consecutive years of full-time teaching, but he/she must apply for tenure when a tenured slot is available.

### **6.17.3 STANDARDS FOR RECEIVING AND MAINTAINING A TENURE APPOINTMENT**

The standards listed below have been established to assist Western's Board of Regents as the Board considers eligible faculty for a tenure appointment. The Board will primarily consider two standards for a tenure appointment. The burden of demonstrating that these standards have been met lies with the faculty applicant for tenure.

- A. **Standard One: Teaching/Performance of Assigned Duties**

A faculty member being considered for a tenure appointment must have received an "excellent" rating from his/her supervising director in the following area:

A record of effectiveness as an instructor including, but not limited to, demonstrated teaching competence and efficiency in a classroom laboratory, and/or clinical setting; the ability to communicate effectively with students and demonstrated skill in handling classroom; and other duties related to teaching. Such a record may include, for example, a showing of the ability to impart knowledge, to excite students' interest in the subject matter, and to evoke response in students.

- B. **Standard Two: Service**

In addition to Standard One, a faculty applicant for tenure must have a documented record of service which may include, but not be limited to:

1. Interest and ability in advising students;
2. Membership and participation in professional organizations;
3. Ability to work with faculty and students of Western in the best interest of the academic community and the people it serves, and to the extent that the job performance of the faculty member's administrative unit may not be adversely affected;
4. Serve on college committees;

5. Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and
6. Recognition and respect outside the Western Oklahoma State College community for participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation or the world.

#### **6.17.4 REVIEW AND RECOMMENDATION PROCEDURES FOR FACULTY TENURE**

- A. Each fall, the Vice President for Academic Affairs, with advice from the Faculty Senate president, shall appoint a standing faculty tenure committee composed of tenured faculty only. The standing faculty tenure committee will be large enough to represent, as equally as possible, all academic divisions within the college, but there will be no less than six members.
- B. The faculty tenure committee shall accept applications for tenure (from faculty applicants who meet the minimum eligibility criteria) at least once each academic year for a specified time as determined by the committee, but it shall not be less than 14 consecutive days. The Tenure Committee shall notify the Faculty Senate President, the Vice President for Academic Affairs, the Division Directors, and all tenure-track faculty with the following information:
  1. The tenure application process is open for qualified applicants.
  2. The deadline for submitting applications.
  3. Information on how to obtain all required materials for tenure application.
- C. Within the time specified by the Tenure Committee, eligible faculty who choose to apply for tenure shall submit an application and all required evaluation materials requested by the committee. The tenure candidate should ensure that all requested materials are submitted to the committee. The evaluation materials shall include
  1. The faculty member's tenure application;
  2. Student evaluations for the three years immediately prior to applying for tenure;
  3. Division Director evaluations for the three years immediately prior to applying for tenure;
  4. A letter of recommendation for tenure from the applicant's Division Director;
  5. Other materials as requested by the Tenure Committee.
- D. Each member on the tenure committee shall evaluate the application and all materials of each tenure applicant. Following the review and recommendation by the tenure committee, the tenured faculty will vote by secret ballot to determine if a recommendation for granting tenure is forthcoming. The Tenure Committee will tally the ballots. In case two or more applicants have a tie vote, the tie shall be broken by the employment anniversary date as a full-time faculty member at Western. Should a tie still exist, the tie shall be broken by totaling the number of semester credit hours earned in all undergraduate and graduate course work.

- E. The chair of the Tenure Committee will report the results of the vote and recommendations of the committee and forward all application materials of each person on the recommendation list to the Vice President for Academic Affairs.
- F. The Vice President will evaluate the recommendations and forward all application materials, the recommendations of the Tenure Committee, and his/her recommendation to the President.
- G. The President will review all materials and make recommendations for tenure. These recommendations and all materials will be forwarded to the Western's Board of Regents.
- H. Results of the vote of the Board of Regents will be reported in writing by the President to each tenure candidate within three working days. The decisions and judgment of the Board of Regents in all matters pertaining to the granting of faculty tenure is final

#### **6.17.5 THE RIGHT OF APPEAL OF TENURED FACULTY**

- A. If a faculty member holding tenure receives a notice of a pending dismissal and so desires, he/she may request and shall be accorded a hearing before an ad hoc College Appellate Committee. This committee is not considered a standing committee and members are appointed only as needed. Failure to make a request in writing to the President within 14 days after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before the College Appellate Committee.
- B. The Vice President for Academic Affairs shall appoint members to the College Appellate Committee on tenure and dismissal. Faculty Senate shall give the Vice President for Academic Affairs a list of four tenured faculty members, two of which will be appointed to the committee. The committee shall consist of one member of the Administrative Council, one Division Director, and two tenured instructional faculty members. The chairperson shall be appointed by the Vice President for Academic Affairs.
- C. The College Appellate Committee shall have 30 days from the appeal date to investigate and hold a hearing. The faculty member and the committee may be permitted legal counsel. It is understood that such counsel shall speak only when requested by those they represent and that all proceedings shall be recorded with copies supplied to the appealing faculty member and the committee.
- D. At hearings before the College Appellate Committee, the faculty member will be afforded an opportunity to present a written brief of his/her defense, witnesses, and other documentary evidence in his/her behalf. The faculty member and the Administration will have the right to confront and cross-examine all witnesses called. Deposition may be admissible whenever a witness cannot appear.
- E. Within 15 days after the hearing, the College Appellate Committee will submit its findings and recommendations in an official report to the President of the College. The findings and

recommendations of the committee will be based on a majority vote. The chairperson of the committee will have the right to vote.

- F. The faculty member shall have the right to request the Board of Regents of the College to review his/her case based upon the findings and recommendations of the College Appellate Committee and the President. This request shall be in writing and shall state concisely and in summary form the principal points of defense and reasons why a review should be held. The granting of such a review is at the discretion of the Board of Regents and the decision and final judgment of the Board of Regents relating to the recommendation of the President concerning dismissal of a faculty member shall be final for all purposes.

## **6.18 PURPOSES OF EVALUATIONS OF INSTRUCTIONAL FACULTY**

The purposes of faculty evaluations at Western are as follows:

- A. To determine how well the instructor is performing the job for which he or she is employed.
- B. To determine the evidence or the need for continued professional growth and instructional improvement.
- C. To assess the means by which the instructors are making valuable contributions to the College apart from their assigned classroom and office duties through extra-curricular activities and community services.
- D. To form a basis upon which recommendations for continued employment or tenure may be based.

### **6.18.1 STUDENT EVALUATIONS**

Student evaluations of courses and instructional methods are administered each fall and spring semester. Faculty have access to their student evaluations by requesting them from the Vice President for Academic Affairs.

### **6.18.2 FACULTY EVALUATIONS**

Faculty are not only evaluated by students but are also evaluated by their respective Division Director or Academic Dean. The first page of the evaluation instrument contains the purposes of the evaluation and has a place for the faculty member to sign and date. Subsequent pages (if needed) of the evaluation instrument address the question as to how well the faculty member has performed his/her duties as listed in the section of faculty responsibilities. In addition, the annual evaluation considers factors such as student advisement, participation in enrollment, program marketing and promotion, community involvement, linkages with high schools and/or vocational centers, meeting posted schedule requirements, attending faculty meetings, and effective committee work.

## **6.19 FACULTY SENATE**

The Faculty Senate is the principal organization that represents the faculty as a group to the Administration and to the Board of Regents of Western.

The qualification for membership in the Instructional Faculty Association is defined in the Faculty Constitution. Full-time faculty members are eligible for membership in the Faculty Senate.

## **6.2 INSTRUCTIONAL MATERIALS**

It is the policy of the Board of Regents of Western Oklahoma State College and the State of Oklahoma, as expressed in Oklahoma statute, that Western adopts, purchase, and sell textbooks and other instructional material in a manner that maximized instructional effectiveness at minimal student cost.

### **A. Requirements of Publishers:**

It is further required by statute that each publisher of instructional materials used at Western make available to faculty and staff at Western the following:

- a) The price at which the publisher will make the instructional materials available to the Student Store; and
- b) A list of revisions made to the instructional materials since the last published edition, if any. This information can be provided by publishers either in print or online in a publisher's catalog format.

### **B. Student Store Responsibilities:**

- a) The Student Store shall disclose to faculty and staff the costs to students of purchasing instructional materials on a course-by-course basis and make this information publicly available.
- b) The Student Store shall disclose publicly how new editions of instructional materials vary from previous editions.
- c) Neither the Student Store nor any other instructional material vendor on campus may solicit faculty and staff for the purpose of selling free review instructional materials that are provided to the faculty or staff member free of charge by publishers.
- d) Neither the Student Store nor any book wholesaler conducting a book buy back on campus may accept review instructional materials from faculty and staff. Additionally, the Student Store may not engage in any trade of any instructional material that is marked as or identified as free review instructional materials.
- e) The Student Store shall provide students with the option of purchasing instructional materials that are unbundled when possible.
- f) The Student Store shall actively promote and publicize book buy back programs.

### **C. Western Faculty and Staff Member Responsibilities:**

Western staff members shall consider the least costly practices in assigning instructional materials for a course, for example:

- a) Adopting the least expensive edition available when the educational content is comparable as determined by the faculty; or
- b) Working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.

#### D. Prohibited Inducements:

Oklahoma statute prohibits Western employees and departments from demanding or receiving any payment, loan, subscription, advance and deposit of money, services, or anything present or promised as an inducement for requiring students to purchase specific textbooks or instructional materials.

- a) Sample copies and instructor copies of textbooks and instructional materials may be accepted as long as they are not resold by faculty, staff or the Student Store.
- b) Royalties or other compensations from the sale of textbooks or instructional materials that include the writing or work of employees may be accepted.
- c) Training in the use of instructional materials and technologies may be accepted.
- d) An honorarium for academic peer review of instructional materials may be accepted

### **6.21 LEARNING RESOURCES CENTER**

The Learning Resources Center (LRC) contains a wide variety of resources and facilities. Checkout procedures are determined by the LRC personnel. Contact the LRC Director with questions concerning the use and reservation of equipment. Faculty members have liberal checkout privileges with the understanding that if materials and equipment are needed by others, they may be recalled. Instructors are responsible for any materials and equipment checked out in their name. Due dates should be observed on materials that are checked out. Materials may be renewed if needed. Fines are not assessed for overdue materials. Audiovisual equipment should be reserved at least 24 hours in advance. Faculty members may make reservations by calling or stopping by the LRC.

Classes with proper identification are welcome in the LRC. Instructors should make such arrangements well in advance with the college librarian. Classes that meet in the LRC or are sent to the LRC must be accompanied by the instructor.

Faculty members are encouraged to submit requests for materials. The director and the librarian have catalogs and other selection tools available for those interested in recommending materials for purchase.

### **6.22 ELECTRONIC DEVICES IN CLASSROOMS**

There is no formal College policy regarding the possession of electronic devices in the classroom. The lack of a formal policy does not in any way imply student freedom to allow electronic devices to disturb or disrupt the classroom while at the same time the College recognizes a student's need for these devices in some situations primarily for personal or family health and welfare. The classroom policy on electronic devices will be under the complete discretion and guidelines established by the individual faculty member.



## **SECTION 7: SUPPORT SERVICES & GENERAL INFORMATION**

### **7.1 PURCHASING**

Western Oklahoma State College is exempt from the provisions of the Oklahoma Central Purchasing Act by 74 O.S. 85.3a. Except as may be otherwise provided by law applicable to the Oklahoma State Regents for Higher Education (OSRHE). The College uses these guidelines along with the OSRHE and applicable Oklahoma Statutes as procedures and guidelines for procuring supplies, materials, services, equipment or other appropriate items.

#### **7.1.1 SUPPLIES, MATERIALS, SERVICES AND EQUIPMENT**

Western Oklahoma is authorized to purchase all necessary supplies, materials, services and equipment subject to the following requirements and exemptions:

**A. Purchasing Card (ProCard) - See Policy 7.1.3**

Purchasing cards are available to persons who are authorized to do purchasing. Requests for the cards are made to the Vice President for Business Affairs. Each authorized person has a dollar limit placed on the card.

**B. Requirements**

1. All purchases will be documented and authorized in accordance to the purchase order procedures established by Western Oklahoma State College.

The level of purchasing authorization is required as follows: Every purchase order will be signed by

- The requestor of the item or service
  - The division head of the requestor
  - The Vice President in charge of the division
  - The Vice President for Business Affairs, Controller, or President
2. Any single purchase in excess of \$25,000 must have prior approval of the Board of Regents and must be competitively bid using written specifications sent to at least three (3) vendors.



3. To assure fair prices, all purchasers are encouraged to solicit bids for any product or service when the item has more than one source regardless of the price. Informal quotations can be received by telephone, fax or in writing. The final results should be documented and attached to the purchase orders.
4. Departments cannot split the purchase of like items costing \$25,000.00 or more between vendors to avoid the quotation process requirement. Like items costing \$25,000.00 or more **must** be combined on one requisition, approved by the Department Director and submitted to the Business Office for processing
5. Purchases from a sole source may be made only after reasonable efforts have been made to identify all possible sources. When purchases are made from a sole source, the requesting department will be required to sign a sole source statement and provide in writing the reasons justifying the purchase from a sole source.
6. When it is necessary to amend a contract, they may be increased by an amount that does not exceed 10 percent of the original purchase order.

C. Exemptions

1. Emergency purchases in excess of the \$25,000 prior approval limitation may be authorized by the College President and shall be reported to the Board of Regents at the next Board of Regents meeting.
2. Items exempt from the bidding requirement include library books and materials, utilities, professional services, sole source items, agency special operations and other items that may be specifically identified and authorized by the Board of Regents.
3. Renewal of any service/annual maintenance contract exceeding \$25,000 is exempt from subsequent approvals once it is approved by the Board of Regents.
4. The purchase and/or sale of livestock is exempt from the bidding and prior approval requirements.
5. Unless purchased at or below state contract pricing, or from a governmental entity, or from an existing bid awarded by another state college, university, or consortium of such institutions. The state contract number must be included on the Purchase Order.
6. Federal grants purchases are subject to regulations in 2 CFR 200 and a micro purchasing threshold of \$10,000, unless approval from the cognizant agency is obtained for a higher threshold.

D. Public Construction and Improvement Projects

Projects valued at \$40,000 or higher will require the services of a state certified architect or engineer. Bonding and competitive bidding is not required for public construction projects under \$25,000.

#### E. Professional Development

In order to assure competency and efficiency in the purchasing function, personnel will be encouraged to participate in professional development training periodically.

### 7.1.2 PURCHASING REQUESTS

Some requests for supplies, equipment, and services are made through the Office of Business Affairs on printed requisition forms. A place is provided to suggest a vendor, but items will be purchased from state bid contracts whenever possible. Local bids or quotations will be solicited by personnel in the college purchasing office. Requisition forms are signed by the employee, the division supervisors, and the responsible Vice President before they are filed with the College purchasing office. NOTE: The College purchasing office needs a minimum of three working days to process all requisitions. It is the responsibility of the employee to plan in advance for the purchasing needs.

#### 7.1.3 ProCard Purchasing Guide

- I. Policy
- II. ProCard Procedures
- III. Placing Orders
- IV. Capital Equipment Purchases (Small Dollar)
- V. Auditing of Small Dollar Purchases
- VI. Procedures for Registration Expenses
- VII. Lodging
- VIII. Procedures for Student Travel

#### I. POLICY

For the purpose of administration efficiency, College departments may purchase products or services directly from a vendor at a level established by the Vice President for Business Affairs. Departments are expressly prohibited from splitting orders in order to circumvent the dollar limitations authorized for cardholders.

To the maximum extent possible, departments should make their purchases using the College's Procurement Card (ProCard). When a vendor will not accept the ProCard, the department may use the Purchase Order System.

The products or services listed below fall into categories of special risk, importance, oversight, or sensitivity. Departments may NOT use the ProCard to acquire these items:

- ❖ Products or services that are provided by other College departments, especially service departments (e.g., Physical Plant, Information Technology, etc.)

- ❖ Laboratory Animals (Science Department Only)
- ❖ Radioactive Products of any kind and for any purpose (Science Department Only)
- ❖ Travel expense items, except for Conference Registrations in certain cases (see Section VI below), those related to Student Travel (see Section VIII below), lodging (see Section VII below), or airfare.
- ❖ Real property rentals
- ❖ Any purchase in which the supplier insists on a written contract or agreement of the supplier's origination
- ❖ Cash advances
- ❖ Insurance of any kind (with the exception of Grants)
- ❖ Personal items/services
- ❖ Meals, Food and Beverages (with the exception of reception snacks and student activities)
- ❖ Postage, except when purchased for resale or to refill postage meter
- ❖ Purchases made at Bookstore by departments
- ❖ Other purchases not permitted under Western Policy and Procedures

This list may not be exhaustive. Department personnel should direct any questions to the Purchasing Department. Exceptions to any of the above listed items can be authorized by the Vice President for Business Affairs or Controller in special situations or emergencies.

## **II. PROCARD PROCEDURES**

The Western Oklahoma State College Procurement Card (ProCard) Program has been implemented in an effort to improve service to College departments and to provide a more efficient process for small dollar purchases. The primary benefits of the WOSC ProCard are access to companies that previously would not accept purchase orders, a reduction in the number of checks issued, and a reduction in the amount of paperwork.

### **ADMINISTRATION**

The Purchasing Department will be the Contract Administrator for the ProCard program. The day-to-day operations and administration of the program have been assigned as follows:

Purchases and Card Issuance Controller	580/477-7928
Payments, Processing and Departmental Charges Controller	580/477-7928
Compliance Monitoring Controller	580/477-7928
Vice President for Business Affairs	580/477-7725

## **PURCHASES AND CARD ISSUANCE**

In addition to existing Purchasing Department Policies and ProCard Purchasing Procedures, users of the WOSC ProCard will be required to comply with the following procedures:

❖ **Authorized Items:** Only items/transactions authorized under the ProCard Procedures are allowed. When using the ProCard for payment of small dollar purchases, be sure that the transaction is in accordance with all policies, rules, and State Laws. The card is not intended to be a tool to circumvent existing regulations.

*Note: The WOSC ProCard is especially suitable for subscriptions (one year only), catalog orders, etc.*

❖ **Limits:** No single purchase shall exceed \$5,000 except for selected personnel determined by the Vice President for Business Affairs. Total monthly expenditures cannot exceed the purchase order limit unless specifically authorized by the Purchasing Department. Departments requiring exceptions to the basic limits are encouraged to contact the Purchasing Department.

❖ **Responsibility:** The Department Supervisor(s) or designee is responsible for approving all cardholder activity to ensure compliance. The cardholder SHALL NOT approve his/her own transactions.

It is important to ensure that the card is neither deliberately nor inadvertently used for personal or other prohibited transactions. Charges resulting from such abuse become the personal liability of the authorized cardholder/department supervisor(s) and may result in revocation of the card. Personal use of the card could result in criminal charges.

### **Obtaining the ProCard:**

The Department Supervisor(s) submits a request for card issuance to the Vice President for Business Affairs for approval.

Once the request is approved, the Purchasing Department completes and processes the application for issuance of the department's card(s) by the Credit Card Company.

Upon receipt of the ProCard(s), the Purchasing Department will notify the requesting department ProCard contact person that the card(s) have arrived. At that time, arrangements will be made for the pick-up of the card(s) and ProCard training of the new cardholder(s).

*Please note:* The application form recognizes that alternate limits may be required for departments.

**Using the Card:** The WOSC ProCard is to be used only for purchases currently authorized under the Purchasing Procedures.

The card may be used by telephone, electronic commerce, fax, or in person.

**All purchases are tax exempt;** therefore, cardholders must request that tax be deducted from the

transaction. The exemption number is on the card. Check receipts before signing the charge slip. If tax is charged, the department has the responsibility to contact the vendor and request a credit for the tax be applied back to the card.

The card may be used by the cardholder only (Emergency exceptions may be allowed).

The departments shall settle any and all disputes directly with the vendor involved. The Purchasing Department can assist in any unresolved disputes.

If a credit refund is involved, the department is to instruct the vendor to issue a credit to the appropriate ProCard number.

**Termination/Cancellation of the ProCard:** The ProCard should be protected from unauthorized use, theft, and/or loss. Any ProCard may be cancelled immediately if an individual does not comply with the policies and procedures.

**Expiration Date:** The card is automatically terminated at the end of the expiration date indicated on the card. If the cardholder has not received a new card by the month and year of the expiration date shown on the card, please contact the Purchasing Department for assistance.

**Terminated or Transferring Employee(s):** The department is responsible for ensuring that employees terminated or transferring to another department return any cards in their possession prior to their departure. As soon as the employee is relieved of their responsibilities, the ProCard Administrator should be contacted to either cancel the card or transfer the card to the individual's new department of employment.

**Lost/Stolen Cards:** Immediately notify the Credit Card Company and the Purchasing Department if a card is lost or stolen.

### III. PLACING ORDERS

#### Ordering

Orders may be placed by phone, electronic commerce, fax, or in person. Department personnel should make arrangements with the supplier to either pick up the supplies or have them delivered to the department. Department personnel should always ask for an educational discount, and if the supplies are picked up, ask for a delivery discount. To the maximum extent possible, the College ProCard should be used on all small dollar purchases. It is the cardholder's responsibility to ensure all appropriate sales tax is deducted from the amount charged to the ProCard. All purchases and credit documents will be turned into the purchasing office immediately, coded with the appropriate account number to be charged.

#### Delivery

Department personnel should furnish the name, address, building, and room number to the supplier with instructions to place this information on any invoice or packing slip. Delivery to the customer site is the department's responsibility.

### **Purchases When ProCard Cannot Be Used**

Department personnel should instruct the supplier to prepare an original invoice and mail it directly to the Business Office. NOTE: If department personnel pick up the supplies, the original invoice may be obtained at that time. Upon receipt of the supplier's invoice, department personnel should check for accuracy and then have it signed by the department supervisor. The invoice should then be forwarded to the Business Office for payment. It is imperative that this process be handled expeditiously so as not to unreasonably delay payment to the supplier. For purchases of \$5,000 or more, the customer should submit a requisition to the Purchasing Department.

### **IV. CAPITAL EQUIPMENT PURCHASES (SMALL DOLLAR)**

❖ Unless otherwise restricted, equipment, including Capital Equipment, may be purchased using ProCard procedures. Capital Equipment is defined as equipment/furniture items valued at \$500 or greater and required to be placed on the capital inventory for Western.

### **V. AUDITING OF SMALL DOLLAR PURCHASES**

The Purchasing Department will continually monitor and audit all ProCard purchases. The Vice President for Business Affairs has the authority to revoke the ProCard of any Department determined to be out of compliance.

### **VI. PROCEDURES FOR REGISTRATION EXPENSES**

Registration fees can be charged to the College's Procurement Card (ProCard) in advance **if refunds are available for conference cancellations, discounts for early registration apply or prepayment is required, substitutions for registrants are allowed, and Purchase Orders are not acceptable.** It can also be charged at the conference site or after the meeting has occurred. For each registration expense, the department is required to submit the following documentation:

- ❖ Individual(s) attending;
- ❖ Conference location and dates; and
- ❖ Full conference agenda

If the registration fee was processed in advance of the conference or meeting, the above listed written documentation must also be attached.

### **VII. Lodging**

PLEASE NOTE: All Purchasing Card Guidelines and Travel Policies and Procedures apply.

Direct purchase of lodging consists of the following steps and requirements:

- ❖ A valid Travel Request is completed and approved per standard travel procedures.
- ❖ The cardholder is responsible for and accountable to the College for all charges made with the ProCard. Use of the ProCard is solely for official College purchases. Personal purchases are strictly forbidden and may result in a disciplinary action, up to and including termination.
- ❖ The direct purchase of lodging can be made as may be necessary for employees or other

persons who are performing substantial and necessary services to the state attending official conferences, meetings, seminars, workshops, or training sessions, or in the performance of their duties. Such expenses may be paid directly to the agency or business establishment, provided the meeting qualifies for overnight travel and the cost for lodging for each employee shall not exceed the total daily rate as provided in the State Travel Reimbursement Act.

❖ No prepayment is permissible. No payment of processing/booking fee is permissible. Any internet purchases that would charge the p/card before the end of stay is not permissible. No package deals or bundles are permissible.

❖ The ProCard (Traveler) shall verify the charge to be free of Oklahoma Municipality tax, City tax, hotel occupancy tax, Tourism tax, entertainment tax. WOSC is exempt from all of these taxes.

❖ The State of Oklahoma is not exempt from Tribal Tax.

❖ The state officer, employee, or others, while in official travel status, are personally responsible for paying out-of-pocket expenses for other travel related items. The direct purchase of lodging may not include phone calls, meals, and other travel expenses. A separate receipt should be obtained for these charges to address the issue of original receipts when claiming personal reimbursement on a travel reimbursement requisition.

❖ Direct purchase of lodging must be acknowledged in the appropriate places on the travel reimbursement requisition and/or out-of-state travel requisition.

❖ No payment of direct lodging will be made for persons receiving payment for service rendered, including but not limited to honorariums.

❖ Documentation:

Receipts: An original receipt from the vendor shall support each direct purchase of lodging and must have a zero balance.

Support the lodging rate paid by obtaining:

Sponsor's announcement, agenda, brochure, registration form, and/or notice to verify designated lodging site and single occupancy room rate, date, and location of meeting.

Printed documentation of the Federal lodging rates for city and/or county.

<https://www.gsa.gov/travel>

## **VIII. PROCEDURES FOR STUDENT TRAVEL**

Student travel expenses, including meals, food, beverages, lodging, and other expenses related to student activities, can be charged to the ProCard when a Purchase Order is not acceptable. Prior approval by department supervisors is required for student travel expenses. A complete roster of students must be submitted with each receipt. College employees and volunteer sponsors must personally pay for their meals, food, and beverages and request reimbursement on the Official State Travel Form, unless these items are considered allowable expenses for grant purposes or the meals are included in an entertainment or activities package.

### **7.1.4 TRAVEL POLICY**

The Western Oklahoma State College travel policy has been developed in accordance with the State Travel Reimbursement Act (STRA), 74 O.S., Section 500.1, et seq. The policy covers State officials and

employees who are performing a substantial and necessary service for the State of Oklahoma and Western Oklahoma State College.

Non-employee travel is covered under the policy if the travel expenses were:

- Incurred by a student traveling at the College's request.
- Incurred at the College's request by an individual in the course of seeking employment with the College.
- Provided for in a grant and contract for a conference participant when no other fees for the individual's service or participation will be made.
- Incurred by an individual who has volunteered his services and payment for the individual's services will not be made.

Travel expenses incurred by a vendor or consultant should be included in the total amount of the contract award or honorarium. Any such travel expenses **cannot** be reimbursed on the State of Oklahoma Travel Voucher.

Claims for reimbursement of travel expenses shall not cover periods of over 31 days. In cases where the travel period is continuous beyond 31 days, subsequent claims for expense reimbursement must be filed as necessary to cover the extended period.

To the extent this policy conflicts with the State of Oklahoma Travel Policy, the provisions of the State of Oklahoma Travel Policy will control.

### **Travel Request Flow**

All official travel must have **prior** approval. A typical travel request consists of the following steps:

- A Travel Authorization Forms is completed by the individual requesting travel and submitted for approval before travel date. Only items that have been checked for reimbursement will be processed.
- The Travel Authorization is then signed for approval by the Department Head and Vice President. All out-of-state travel must be approved by the President.
- Once travel is completed, a Request for Travel Reimbursement Form must be filled out and all receipts and supporting documentation submitted to the President's Office for processing within 30 days. Requests submitted beyond the 30-day window may be approved on a case by case basis, with documentation of the reason why it was not submitted within 30 days.
- The travel officer will prepare the official State of Oklahoma Travel Voucher, and the individual that traveled will verify the amounts being reimbursed and sign the voucher for approval.
- The State of Oklahoma Travel Voucher will then be signed and approved by either the Vice President for Business Affairs or President and submitted to Accounts Payable for processing.

### **Employees' Responsibility**

Employees traveling on official business for the College are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided as a standard practice.



Employee passengers in vehicles have to be listed on the Travel Authorization Form under passengers. If the employee passenger wants reimbursement for items including per diem, airfare, etc. then they must also fill out a Travel Authorization Form, otherwise they do not need to fill out an additional form.

The traveler should obtain appropriate receipts for all applicable charges and keep a personal record of all miscellaneous expenditures chargeable to the College, noting each item as the expense is incurred. In this way, all necessary information will be accumulated and available to assist in the preparation and submission of the State of Oklahoma Travel Voucher.

### **Authorization/Justification of Travel**

Travel must be necessary for the proper execution of official College business or in justifiable pursuit of the College's educational objectives. Meetings and conferences attended must be of a professional nature that will increase the attending individual's usefulness to the College.

College faculty, staff, students and non-college employees traveling on College funds, including grants and contracts and agency special accounts to out-of-state destinations, must receive prior written approval from his or her appropriate supervisor or appointed designee with budgetary authority (Department Head, Vice President, or President).

### **Limits of Expense**

Reimbursement for College travel is based on actual and reasonable expenses incurred, subject to the limitations established by the College's travel policies.

If travel expenditures are to be paid from a grant or contract department, travel policies of the grant or contract may specify reimbursement of expenses at a rate different than the amount allowed by the College's travel policies.

Standard 24-Hour Travel Rule. Reimbursement for meals and lodging expenses shall not extend more than 24 hours before and/or more than 24 hours after the date/time the object of travel (e.g., meeting, workshop, conference, etc.) began and/or ended. Title 74, O.S., Section 500.9. E. Exception to the "24-hour travel rule" may be allowed in cases where a saving in travel costs is available through the purchase of discount airline tickets in connection with weekend commercial airline flights.

An expense which is at the official station of an employee will not be reimbursed. The "official station" is defined as the designated location where the employee primarily performs his/her responsibilities.

Expenses for official college travel are limited by college and state policies and are handled on a cost reimbursable basis. The traveler does not receive a monetary travel advance prior to the trip, but files for reimbursement of allowable costs at the completion of the travel.

Specific policies which apply to various types of travel expenses are listed on the next several pages. If there are any questions about reimbursement of expenses, contact the Business Office.

## **1. Transportation**

Transportation for persons traveling singly should be by common carrier (air, train, bus) whenever practical. Use of a campus Motor Pool vehicle is the preferred method of travel for college business whenever feasible. Advantage must be taken of round trip rates when available. Travel must be by the **most direct route possible**; any individual traveling by an indirect route must bear the extra expense. Regardless of the mode of transportation (including privately owned vehicles), reimbursement for out-of-state transportation shall not exceed that of **coach airfare plus other allowable transportation costs** (i.e. shipping charges, taxi, etc.).

Airfare – Air travel accommodations should be limited to coach class airfare only. The College makes direct purchases of commercial airline tickets for the use of the employees in approved out-of-state travel. The Airfare Quote Request Form must be completely filled out and turned into the President’s Office to receive airfare quote. No one will be reimbursed for airline tickets not arranged by the designated personnel, unless circumstances satisfy one of the following exceptions:

- Air travel was initiated on an emergency basis and time did not allow using a contracted travel agency, e.g. changing itinerary en-route or emergency travel after hours.
- Airfare is part of a package arranged by the organization scheduling the meeting or conference.
- From time to time the traveler may find an internet fare that is lower in price than a fare available from an authorized travel agent. In order to book such a fare and be reimbursed for it, the traveler must produce documented objective evidence that the fare is lower than that which can be secured by the agent. Examples of this type of evidence are an itinerary, email, or memo from the agent, documenting the best fare that could be obtained for the travel involved. The date and time of the evidence and information must be proximate to the date and time of the lower internet fare. Other types of objective evidence may be considered, but in no case shall a mere written statement by the traveler be sufficient. The final decision rests with President’s Office.

The ticket may be booked using the traveler's personal funds and reimbursed per the College’s travel reimbursement policy. The traveler must attach all such documented evidence to the Request for Travel Reimbursement when submitting it to the President’s Office. Only tickets with verifiable savings will be reimbursed. The traveler understands and accepts that the protections, features, and services that would otherwise accompany an agency-issued ticket may not be available. If it is established by the Business Office, or by subsequent audit, that an equal or lower fare was available through one of the authorized agencies, none or only partial reimbursement may be allowed, and collection action from the traveler may be taken if necessary.

Domestic Train or Bus - A receipt or ticket stub for transportation fare must be submitted with the request for reimbursement. Documentation submitted must include amount paid and dates traveled. At the time the out-of-state travel is planned, a coach airplane fare quote should be obtained from the President’s Office. The date obtained and the amount of the quote must be indicated on the Request for Travel Reimbursement submitted for reimbursement. Reimbursement will be based upon the lesser of the coach airplane fare versus the actual fare.

Motor Vehicle –

- Each driver must be 18 years of age, have a valid and approved driver’s license and be rested. Employees that use Western vehicles shall report revocation or suspension of driver’s license to their supervisor, Personnel and the Administrative Assistant to the President immediately.

Employees with revoked/suspended licenses found in operation of Western vehicles may be terminated.

- Each driver must be insurable.
- Driver Minimum Age Requirements:
  - a. Auto/minivan/pickup – 18 years old
  - b. 12-15 passenger vans – 21 years old

- Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- The total number of passengers may not exceed the number of seatbelts available.
- The maximum number of hours a driver may drive is ten hours (including fuel and rest stops) following at least eight consecutive hours of sleep/rest.
- Optional insurance coverage for rented autos used out of state must be purchased. Coverage does not include insurance for personal effects.
- Cell phones and electronic devices are not to be used while operating a motor vehicle for the College. Oklahoma state employees are prohibited from text messaging when driving government vehicles, driving private vehicles on government business or operating heavy equipment or machinery supplied by the state. The directive defines “texting” or “text messaging” as reading from or entering data into any handheld or other electronic device.
- Reimbursement for use of privately owned vehicle will be the lesser of the:
  1. Cost of applicable roundtrip airline ticket,
  2. Cost to use motor pool vehicle, or
  3. Actual mileage rate multiplied by distance traveled, per Oklahoma Department of Transportation Oklahoma mileage table.
- Western vehicles are tobacco free. Tobacco use is prohibited.
- Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.
- Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner’s insurance; but, if an employee is using his/her own vehicle for the official college business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act could provide primary coverage for liability purposes. An incident report with pictures would need to be submitted to Oklahoma Office of Management & Enterprise Services.

Local Transportation – This refers to local transportation at the traveler’s destination and includes taxi, ridesharing apps, bus, subway, etc. Upgraded modes of transportation such as limousines will not be reimbursed. Receipts are required for all expenses occurred.

Travel Related Expenses - Reimbursement claimed for miscellaneous travel expenses, such as communication charges and registration fees for attending workshops, conferences, etc., must be itemized. Reimbursement for communication charges incurred during in-state travel must be justified as to the necessity. Reimbursement claimed for necessary parking and turnpike fees incurred for the use of a privately owned automobile for official state business must be itemized. Reimbursement of registration fees to employees and authorized officials attending workshops, conferences, meetings, etc., on state business must be listed as a miscellaneous expense. Airport parking will be reimbursable at a maximum rate per day equal to the published long-term covered parking rate at the airport.

Per-diem –

- There will be reimbursement for meal expenses only in connection with overnight travel status. The basic guideline for overnight travel status without support of an overnight public lodging receipt is 18 hours.

- Reimbursement of per diem expenses is based on the provisions of the Internal Revenue Code and the rates issued by the Government Services Administration. To obtain these rates for travel beginning July 1, 2001, access the GSA web site at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Both per diem and lodging reimbursement rates are listed as either within the continental United States (CONUS) or outside of the continental United States (OCONUS).
- If the travel is to a location that is within the county of the key city, the traveler will qualify for the per diem rate of that city. If the lodging receipt does not indicate the CONUS/OCONUS city, the traveler must provide a statement on the travel reimbursement claim similar to the following:  
"I certify the public lodging place named on the lodging receipt is located in the corporate limits or county of the CONUS city of travel."
- If the location of travel is not listed on the web site, the federal standard rate for per diem (meals and incidentals) will apply.
- "Continental breakfasts" and refreshments, such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals. Also, exceptions may apply if there were special circumstances which prevented the claimant from participating in the function at which the meal was provided. Examples of special circumstances would include special dress requirements, diet restrictions, transportation availability, etc. Payment or reimbursement would not be permissible in instances where the claimant merely chose not to attend the function. A statement signed by the claimant attesting to the special circumstances of non-participation in the meal function must accompany the invoice or the State of Oklahoma Travel Voucher.
- When a traveler is in overnight status and stays with friends or relatives, the traveler is entitled to an additional \$10.00 per day (\$2.50 per quarter) that is intended to cover all charges for meals and lodging. To determine the appropriate rate under this policy, add \$10.00 to the per diem rate for the location of travel and divide by four to get the amount per quarter, if applicable.

Lodging – (Lodging may be paid with ProCard in accordance to the ProCard Policy.)

Reimbursement for Lodging:

- Requests for reimbursement for lodging must be accompanied by an itemized paid receipt from the hotel, motel, etc. showing a **zero** balance.
- Reimbursement for lodging on out-of-state trips shall not begin more than 24 hours before or continue more than 24 hours after the objective of the trip, such as a meeting, workshop, conference, etc.
- Reimbursement of lodging expenses is based on the provisions of the Internal Revenue Code and the rates issued by the Government Services Administration. To obtain these rates, access the GSA web site at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). If the location of travel is not listed on the web site, the federal standard rate for lodging will apply. If the actual room rate is greater than the maximum allowable rate, the taxes should be prorated accordingly.
- If a hotel/motel is designated by the conference, the actual rates will be paid, not to exceed

single occupancy rate, if a document is attached from the conference indicating that this was a designated hotel/motel. A list of recommended or convenient hotels is not sufficient as designation by the conference sponsor.

- Persons attending meetings, workshops or conferences which are conducted at a designated hotel, motel or other public lodging place who choose to acquire less expensive public lodging shall be reimbursed the actual lodging expense not to exceed the single room rate and the single occupancy rate charged by the designated public lodging place. When choosing this option, local transportation between the two sites to the extent that the cost does not exceed the difference between the cost of the designated lodging and the cost of the optional lodging will be reimbursable.

## **2. Travelers with Disabilities or Medical Conditions**

Employees with documented disabilities or medical conditions may be authorized to incur baggage assistance or other disability-related expenses. Submit request explaining the special situation prior to travel to the President's Office.

## **3. Frequent Traveler Benefit Programs**

The use of frequent traveler benefit programs are **prohibited**. Employees cannot receive personal gain from an expense of the College.

## **4. Non-Reimbursable Expenses**

There are several travel expenses that the traveler may wish to incur, however they may not be reimbursable. These expenses include, but are not limited to:

- Vehicle violation fines and tickets
- Late check-out/room guarantee charges
- Baggage tips
- Coat check fees
- Entertainment
- Tip amounts exceeding 15%
- Airline seat preference charges (unless documented disability or medical condition)
- Valet Services

## **5. Third Party Payment**

In the event the host chooses to pay the airfare and lodging for the employee, the travel claim is filed without seeking reimbursement for those expenses. A travel voucher would be filed for other authorized expenses (per Diem, registration, etc.), however, it must be documented on the voucher that there will be no airfare and lodging claimed

**Violations to this policy may result in disciplinary action or termination.**

## **7.2 PAYROLL**

All full-time employees are paid monthly on the last working day of the month. Full-time employee annual salaries are divided into twelve equal monthly payments. A faculty member that starts working during the year will have their salary pro-rated based on the number of contracted months left in year. The pay period for full-time and part-time employees will be from the first day of the month through the last day of the month. A letter of appointment or an employee contract must be on file in the Personnel Office before a paycheck can be released. Full-time employees are paid the last working day of the month and part-time employees are paid monthly on the 12<sup>th</sup> of each month. If the 12<sup>th</sup> falls on a weekend or holiday, they will be paid the first preceding working day. Adjunct employees will be paid 3 times during the Fall and Spring semester and 2 times during the Summer. Payroll stub information is available through the employee portal.

### **7.2.1 PAYROLL CHANGES**

It is the supervisor's responsibility to notify the Personnel office of changes such as new employees, terminations, transfers, classifications, and rate changes.

### **7.2.2 TIME SHEETS**

Monthly time sheets for classified full time, classified part-time and college work-study employees must be completed and turned in to the personnel office by 5 p.m. on the first working day immediately following the last day of the month. Time sheets received after this indicated date cannot be placed on the payroll until the next pay period; therefore, it is important that time sheets are in on time so that employees do not have to wait an entire month before being paid.

### **7.2.3 CONCERNING CHECK RELEASE**

Full-time employees who do not have direct deposit will receive their checks in their mailbox. Part-time employees' paychecks must be picked up in the cashier windows of the Business Affairs Office, cashier windows. They will be available on the official day of payroll after 9 a.m. It will be necessary for each individual to sign for his/her paycheck. Individuals will be required to show photo identification prior to receiving their paycheck. If it is not feasible to obtain a paycheck in person, written authorization from the employee must be presented before the check can be released to any other person.

## **7.3 PHYSICAL PLANT SERVICES**

New construction project requests will be forwarded to the Director of Physical Plant with a rough drawing and/or written explanation that is approved by the area dean and respective vice-president. The director will make a "bill of materials" list with costs and return it to the originator. The originator will be responsible for initiating a purchase order for required materials which will be charged against the originator's budget. Upon approval, the purchase order will be forwarded to the Director of Physical Plant director for completion at the earliest possible date.

## **7.4 MAINTENANCE**

Maintenance personnel are available at the College before, during, and after all Western classes are conducted. Instructional staff can expect to find all custodial tasks performed in the classrooms at the beginning of each day and/or evening session. College policy requires that all maintenance be performed at a time when it does not disrupt classroom instruction or office performance. Classrooms and laboratories are normally locked when not in use for long periods of time.

### **7.4.1 MAINTENANCE REQUESTS**

If repair of existing facilities, equipment, furniture, etc., is required, a work order is submitted using the Physical Plant online system to schedule the needed repairs. Unless there is an obvious priority or emergency, work orders will be processed on an as-received basis. All work order requests involving telephones, computers, printers, and additional wiring terminals are to be submitted on the Information Technology Department online work order system.

### **7.4.2 USE OF PLANT FACILITIES**

Employees may use the facilities of the College for extracurricular activities that are not for personal gain according to the following regulations:

- A. Programs related to instruction must be approved by the Vice President for Academic Affairs; those related to student activities must be approved by the Vice President for Student Support Services.
- B. Reservations for classroom usage should be made with the administrative secretary to the Vice President of Academic and Student Support Services. Reservations for the Pioneer Point Student Center are made with the Vice President for Student Support Services. All other room reservations are made through the President's office.
- C. Any group using the facilities should ensure that the facility is cleaned, trash emptied and in reasonable order after use. The person responsible for the event must make sure that the facility is properly secured.

### **7.4.3 FINE ARTS CENTER**

Recital performances in the Fine Arts Center at Western will be encouraged and allowed based on a time and schedule available for these events. These performances must not be for personal gain.

Western performing arts instructors will be allowed to have recitals at no cost for use of the facility for students enrolled at Western. All other recital performances in the Fine Arts Center will be charged the established rates for use of that space.

It is agreed that holding these performances on campus is certainly a goodwill gesture to the community and an exposure of our fine arts facility. According to a state statute, it is unacceptable to give preferential or free treatment to any profitmaking or public organization or person for the use of the state facilities for personal gain. This is interpreted to mean that any Western instructor who has private lessons intended

for their personal profits, regardless of whether it is profitable or not, shall be required to pay for the use of state property.

## **7.5 KEYS**

The College recognizes that certain employees will need keys to various campus buildings and areas. Due to the substantial cost involved in re-keying, College key holders are asked to actively safeguard their assigned keys. Issuance of keys is limited to need. Key holders are directly responsible for the key issued to them. Prior to the issuance of a key(s), a written request signed by the appropriate department head/supervisor must be received by the Office of Business Affairs. Department heads/supervisors should notify the Office of Business Affairs of anticipated key needs to allow time to cut keys prior to issuance.

Lost keys are to be reported to the appropriate department head/supervisor as soon as possible. New keys will be issued when properly authorized. A replacement fee may be charged for each replacement key. Upon termination of employment or when a key is no longer needed, the key must be turned in to the Office of Business Affairs.

## **7.6 MAIL**

The primary purpose of the College mail service is to provide delivery of U.S. mail and interoffice written communication. Mail which is of a personal nature (that is, mail that is not official state business), should not be sent through College mail services. When mail, including College mail, is addressed to a specific employee, that mail should be delivered to the addressee unopened. All outgoing personal mail processed through the campus mail room must have proper postage. Use of the College's postage meter for non-college purposes is prohibited.

Private vendors are prohibited from using campus mail services as a means of distributing information, sales solicitations, etc. This does not preclude private vendors from using normal postage paid mail to reach College personnel or departments.

College mail is processed daily by the employees in the Office of Business Affairs. Individual mailboxes for full-time employees are located outside the Business Office. Employees are encouraged to pick up their mail daily as this is Western's means of interoffice communication as well. Outgoing official College mail may be deposited in the mail drop.

Each official piece of mail must have the sender's name or division/unit clearly listed on the return address. Mail which does not have a sender's name/division on the return address will be delayed and/or opened to determine which budget is to be charged for the postage.

Outgoing College mail will be taken to the Post Office at 4:00 p.m. each business day. All mail should be brought to the Business Office in ample time to allow for processing.

## **7.7 DRESS CODE**

Western recognizes that due to the large variety of job duties there will be differences in what is acceptable dress depending on an employee's position. The College will make every effort to not infringe on an



individual's preferred dress habits. The College will intervene when an employee's dress style or grooming habits interfere with their assigned work duties, become a safety concern, or cause a distraction to faculty, staff, or students.

## **7.8 PARKING**

There are no designated reserved parking stalls for College faculty and staff. There are designated spaces reserved for loading, fire lane, fire hydrants and handicapped. People who park in these designated areas without authority will be subject to ticketing and having their vehicles towed at the owner's expense. Special parking permits for vehicles transporting permanently or temporarily disabled persons may be obtained from the Oklahoma Department of Public Safety.

## **7.9 STAFF PARTIES**

The College administration recognizes and supports the need for employees to occasionally celebrate with other employees special events in their life such as birthdays, holidays, marriages, and new arrivals. This interaction is good for morale and promotes an enjoyable, social atmosphere.

Persons hosting the above celebrations are asked to be considerate of the possible inconvenience to other offices and students and to be sensitive to the perception of nonparticipants that may pass by during the celebration.

Events should not encourage absence from employee's office responsibilities nor be scheduled in a busy customer area during the busy hours. This event should not disrupt normal business or take public areas away from students.

These celebrations are for staff gatherings and are not meant to be primarily attended by non-employees. Spaces are available for reservation should employees desire to hold an event open to more family and non-campus friends.

All room requests should go through the Administrative Assistant to the President, along with any room setup and clean up details. It is requested that these groups perform basic custodial functions after the event is over.

## **7.10 USE OF COLLEGE VEHICLES**

### **7.10.1 GENERAL POLICY**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using College provided property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your immediate supervisor if any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles on the job. The improper, careless, negligent, destructive, or unsafe use or operation of College equipment or

vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

### **7.11.2 DRIVERS**

All employees operating a motor vehicle must possess a valid driver's license. Motor vehicle regulations must be observed while operating a College vehicle including all light utility vehicles and grounds equipment. Citations received while operating a College vehicle are the sole responsibility of the driver.

- All driving of College equipment or vehicles shall be limited to driving done within the scope of the driver's employment/authority.
- All drivers must complete the College Vehicle Driver Policy form which is on file in the Office of the President, along with a copy of a valid driver's license.
- Tobacco use is prohibited in College vehicles.
- All drivers will wear their safety belts.
- All drivers shall obey the traffic laws.
- Only employees of the College shall drive a College vehicle.
- Students may be allowed to drive as approved.
- The operation of a vehicle while under the influence of alcoholic beverages or narcotics is strictly prohibited.
- Any driver involved in two work related vehicle accidents in one 12-month period or three accidents in a 36-month period will not be allowed to utilize college vehicles. Exceptions may be made by the President.

### **7.11.3 PASSENGERS**

In general, nonemployees of the College may not ride in College vehicles. If a College employee is driving a College vehicle, a nonemployee may ride in the vehicle if the nonemployee is doing so in an official capacity. Examples include but are not limited to

- Students riding as a part of a College activity;
- Spouse of employee is attending a function in which the spouse is generally expected to attend;
- A nonemployee is accompanying an employee to a meeting in which the nonemployee is an invited guest or participant; or
- A city official is riding with an employee in a College-sponsored parade.

Note: No unauthorized individual shall ride as a passenger in a College vehicle. All authorized passengers are to wear their safety belts.

### **7.11.4 SAFETY BELT POLICY**

The Oklahoma Highway Safety Office (OHSO) launched an aggressive safety belt usage campaign because its vision is "creating and maintaining an environment where Oklahoma roadways are safe for

everyone.” The OHSO is “asking each agency to adopt and distribute a written agency policy requiring all employees to wear safety belts while traveling in a state vehicle. This policy should include all positions in the vehicle.” Therefore, effective immediately, all employees of Western are required to wear a safety belt when traveling in a state vehicle that is equipped with safety belts.

#### **7.11.5 PROCEDURE FOR CHECKING OUT COLLEGE VEHICLES**

A travel request form must be filled out for all employees who travel on official state business. On this form, the employee designates if a college vehicle is requested for the trip. The approved form is forwarded to the Office of the Vice President for Business Affairs. This form must be submitted in as much lead time as possible as these requests will be honored in the order in which they are received. When a cancellation must be made, notification should be sent to the Office of Business Affairs immediately so that the assigned vehicle may be made available to other employees. In the case of a bus reservation cancellation, if notification is not made in a timely manner and a bus driver is not notified of the cancellation, a minimum charge for the bus driver will be applied to the requesting department.

Keys and credit card should be picked up from the fleet manager before the trip. If the pickup time of the vehicle is during a time when the fleet manager is not on duty, it is the responsibility of the requestor to make early arrangements to pick up the keys. Vehicle, keys and fuel credit card should be returned as close to the approximate time on the request form as possible. If the fleet office is closed at return time, the keys and credit card should be placed in the night drop after returning the vehicle to the fleet yard.

#### **7.11.6 VEHICLE ACCIDENTS**

In the event of an accident, please note that all Western vehicles have an Accident Information Form in the glove compartment. This form has clear steps to follow after an accident. If possible, collect all information on the form at the site of the accident. If not possible at the accident site, collect the information as soon after the accident as possible. Deliver the form to the Office of Business Affairs for submission to the State of Oklahoma Risk Management Division Office. Do not give this form to the claimants.

#### **7.12 TELEPHONE POLICY**

Use of College telephones for personal business should be limited. If an employee makes a personal long distance telephone call at College expense, the employee is responsible for notifying the Business Office of such expenditure. The employee shall then reimburse the college for charges incurred within a reasonable time. With the wide use of personal cell phones, it is suggested that if it is necessary to make a personal long distance telephone call while at work, employees should use their personal cell phones in lieu of using the College’s long distance plan.

To assure effective telephone communication, employees should always use an appropriate greeting and speak in a courteous and professional manner. Information received from the caller should be confirmed, and an employee should hang up only after the caller has done so.

Telephone extension changes and unit maintenance problems should be referred to the Information Technology Help Desk.

### **7.13 FACSIMILE POLICY**

As a courtesy, Western employees are allowed to receive or send a personal fax but will be charged \$1.00 per page, sent or received, to cover the cost of long distance charges, paper, toner, equipment depreciation, and maintenance. Employees using the Learning Resources Center fax service are expected to pay at the time of sending or receiving the personal fax. Employees using one of the fax machines located in the Administrative Offices or in the Technical Building are expected to go to the Office of Business Affairs and pay what is owed at \$1.00 per page.

### **7.14 USE OF COLLEGE PROPERTY FOR PERSONAL GAIN**

The deliberate use of College buildings, equipment, supplies, or other property for production of materials, items, techniques, or procedures outside the educational parameters of the College for the private, exclusive gain and benefit of a faculty or staff member is expressly prohibited. Whenever questions arise as to whether or not an endeavor is within the educational parameters of the college, permission must be obtained from the faculty or staff member's immediate supervisor, appropriate administrative officers, and the President.

### **7.15 REMOVAL OF COLLEGE PROPERTY FROM CAMPUS**

To assist in the inventory of movable equipment and materials on campus, as well as to insure the proper use of College equipment, the following guidelines should be observed:

- A. College property should not be used for personal activities.
- B. Except for specifically approved situations, all College equipment and materials should remain on campus. Employees who need to take equipment off campus should do so through one of the following methods:
  1. By demonstrating to the appropriate immediate supervisor that equipment is necessary for an approved College function off campus, such as a field trip, athletic event, convention, etc.
  2. By obtaining permission from the office of either the Vice President for Business Affairs or the Vice President for the area regarding specific use of equipment for a specific period of time.

College property is state property and cannot be used in any way for personal use on or off campus and in no way for personal gain. This also includes misuse of long distance phone service, copiers, postage, computers, and printers.

Requests for special exceptions to the above policy should be directed to the Vice President for Business Affairs.

## **7.16 SALES AND SOLICITATIONS**

Private vendors (to include all college employees who may be engaged in a private enterprise business whether as an agent, sales representative, or owner) are not allowed to use college facilities for the purpose of sales solicitations to college employees. Exceptions to this rule are

- A. If the vendor has approval from the President.
- B. If the vendor has the approval from the appropriate College representative to use a specific area, such as the student center, and solicitations are confined to the assigned area. Normal fees will be charged for the use of any area used.
- C. If the vendor uses proper U.S. mail services.

## **7.17 NEW EMPLOYEE INTERVIEW COSTS**

Western Oklahoma State College will pay for interview expenses of candidates coming from outside the area.

Reimbursement up to \$500 is allowable with proper receipts and documentation. All applicable expenses related to the interview, such as travel, meals, shuttles, parking, tolls, and lodging, etc. are authorized as being reimbursable. Amounts payable are subject to state travel reimbursement rates for car mileage, meal allowance, and motel costs. Out-of-state travel reimbursement for coach airfare is allowable. When driving expense is paid in lieu of airfare, a cost comparison is required and the lesser is paid. In-state air travel also will require cost comparison to mileage and the lesser will be paid.

A Western travel voucher must be submitted to the Business Office with required receipts, for reimbursement to be made.

The search committee has the responsibility to convey this policy and also indicate that there will be no reimbursement for travel should the applicant turn down the job if it is offered. The candidate shall be told the salary range before accepting an invitation for a personal interview. For candidates who will need to fly, an attempt should be made to accommodate a two-week advance purchase, lower ticket price. Other items that are suggested to be sent prior to an interview would be a catalog or viewbook and a fringe benefit sheet, etc.

## **7.18 EMPLOYEE RELOCATION COSTS**

Western does not reimburse for employee relocation.

## **7.19 CONSULTANT REIMBURSEMENT**

Western will reimburse expenditures and fees of consultants as provided for in a written agreement and for which have been agreed upon between the two parties. The written agreement must be approved by the administrative head prior to the consultant's performance of duties. A billing statement needs to be submitted by the consultant, all inclusive of the fees plus related expenses. A breakdown of agreed upon expenses is not required.

## **7.20 JURY DUTY**

Full-time employees who are subpoenaed for jury duty or as a witness before a court of law, legislative committee or judicial body shall be granted leave with pay. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence and notify the Personnel Office. The employee is expected to report for work whenever the court schedule permits. The employee must keep his/her supervisor informed of any changes or extensions of jury duty. Either the College or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

Jury fees shall be retained by the employee, but the college will not pay for any expense incurred while serving as a juror. Insurance benefit will remain in effect and unchanged for the full term of the jury duty absence. Accrual for benefits calculations, such as vacations, sick leave, or holiday benefits, will not be affected during jury duty leave.

## **7.21 LUNCH HOURS**

Full-time employees are provided with one meal period for not more than one hour for lunch each work day. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## **7.22 BREAKS**

Employees may be granted a break during each four-hour work period. Breaks are scheduled by departmental supervisors and are subject to revocation or modification as workload demands vary. The purpose of breaks is to provide a break in the work routine; therefore, to the extent possible, breaks will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees should not be absent from their work stations beyond the allotted break time.

Breaks are a privilege granted to employees for the purpose of promoting efficiency and productivity and may not be accumulated to extend lunch periods or to shorten the work day. Working through scheduled breaks either voluntarily or because of necessity does not entitle an employee additional compensation or compensatory time off. Breaks should not exceed 15 minutes per four-hour period.

## **7.23 EMPLOYEE ID CARD POLICY**

All full-time, permanent part-time (working 20 hours per week or more and non-student) and adjunct employees may receive a Western ID card. This ID card will give them free entrance to athletic events and to check out library books.

## **7.24 BUSINESS CARDS**

Business cards can be purchased for employees in a department that can demonstrate a need to their division head. Payment for business cards is applied to the individual departmental budgets. Western uses a standard template for all business cards and all employees are required to use this template.

### **7.25 POSTING OF POSTERS AND FLYERS**

All posters and flyers are to be posted only on the various bulletin boards located throughout the campus after approval of the Vice President for Student Support Services. All bulletin boards require approval of the Vice President for Student Support Services before posting in the main building areas. Notices can be placed on the TV monitors in the hallways and student center by contacting the Information Technology Help Desk for inclusion. Easels are also available for display of large posters. No posters or announcements are to be taped, glued or attached to the walls or glass throughout the campus. This is to protect the wall surface from damage and reduce clutter on the glass areas.

### **7.26 MISUSE OF COLLEGE EQUIPMENT**

Use of copiers, computers, emails, fax machines, mobile phones, and telephones assigned to an employee by the College is intended for Western's use only. The cost for any personal use of these items is to be reimbursed to the Business Office at the appropriate charge. Many of the listed pieces of equipment or available services have individual policies listed elsewhere in this handbook. This is an overall policy covering all college equipment.

The misuse of computers includes excessive use of the office computer for personal Internet searching, personal emails, personal letters, etc. Some personal use of the computer functions will be allowable to the employee due to his or her inability to access a personal computer during working hours. It is also understood there is no additional cost to the college at this time for access to the Internet and email; however, it is still considered a personal use of college time in which an employee is expected to do his/her work. Employees are asked to use reason and prudence when spending personal time on the computer. Gross misuse of this convenience could be considered at evaluation time and may be restricted by one's immediate supervisor.

### **7.27 INFORMATION TECHNOLOGY AND COMPUTER/NETWORK USE POLICY**

Introduction, Scope, and Applicability. As an institution of higher learning, Western encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with other College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the College's policy for computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are students, staff, faculty, or authorized third-party users of College computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes, but is not limited to, word processing equipment, personal computers, workstations,

administrative computing systems, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. The College policy regarding access by external users and any subsequent revisions thereto may apply. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

### **7.28.1 USER RESPONSIBILITIES AND EXPECTATIONS**

- A. Access to the information resource infrastructure both within and beyond the College campus, sharing of information and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the information technology resources at Western is a privilege granted to College students, faculty, staff, and third parties who have been granted special permission to use such facilities. Access to College information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the College.
- B. Anyone who accesses, uses, destroys, alters, or damages College information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the College, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.
- C. The College requires that members of its community act in accordance with these responsibilities, this Policy, the College's Student or Faculty Handbook, as applicable Western Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this Policy are intended to ensure that users of College information resources shall:
  - Respect software copyrights and licenses,
  - Respect the integrity of computer-based information resources,
  - Refrain from seeking to gain unauthorized access,
  - Respect the privacy of other computer users.
- D. The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners—whether departments, units, faculty, students, or staff—may allow individuals other than College faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county, or local law or ordinance. However, users are personally responsible for all activities with their user ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control even if not personally engaged in by the person controlling the computer or system.



## 7.28.2 INDIVIDUAL USER NOTIFICATIONS

- A. The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.
- B. Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities which resulted in the loss or damage.
- C. The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.
- D. An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.
- E. Any individual using College computing resources and facilities must realize that all administrative computer systems maintain audit trail logs or file logs within the administrative computing systems computer. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other unrelated information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.
- F. Employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of College resources. Violation of policy that come to the attention of College officials during these and other activities will be acted upon. User data on the administrative computing systems will be periodically copied to backup tapes. The College cannot guarantee confidentiality of stored data.

- G. Users should be aware that use of one of the data networks, such as the Internet or electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.
- H. The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. System administrators operating computers and networks may routinely monitor and log usage data, such as network session connection times and endpoints, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of violation of law or policy and for other lawful purposes. System administrators may access computer user files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer and storage systems, such as to create backup copies of media.
- I. When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problem or otherwise resolve the situation.

### **7.28.3 AUTHORIZED USER PURPOSES**

*Harassment of another individual on the network or connected systems is not permitted at any time.* Computer users shall not intentionally develop or use programs, which harass other computer users of the facility, infiltrate the system, or damage the software or hardware components of the system.

Use of the electronic communication facilities (such as mail or phone, or systems with similar functions) to send *fraudulent, harassing, obscene, indecent, profane, intimidating or other unlawful messages is prohibited by state law.* Also, the electronic communication facilities are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or any other unauthorized use. Messages relating to or in support of illegal activities may be reported to the authorities.

Should any student, faculty, staff, or any user of the Western computer facilities complain of sexual harassment by virtue of obscene images, video or text, the person or persons who is/are the source of the complaint will have computer lab privileges revoked. If needed, special workstations are available for research in sensitive areas. These workstations are located in the Learning Resources Center.

All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any Western facility or system, except in accordance with the license. This means that such computer and microcomputer software may only be copied in order to create backup copies, if so licensed. Additional copyright information is available in the Western Computer Software Usage/Copyright policy.

The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased, unless otherwise stipulated in the purchase contract.

Images and written materials available via electronic resources may be subject to copyright laws. Individual users are responsible for acquiring the appropriate permissions for any usage of such materials.

#### **7.28.4 COMPUTER EQUIPMENT USAGE**

Computer equipment in the Western labs is primarily intended, although not exclusively, for classroom related use by Western students, faculty and staff that have been assigned an account. The usage criteria are as follows:

- A. Usage directly related to classroom assignments. These include assignments in a computer course or assignments in another academic course.
- B. Usage directly related to a Western function. These include clerical work of college reports, faculty dossier, in-house equipment training, etc. Usage for these purposes is both acceptable and encouraged.
- C. Personal usage. Included in this category are classroom assignment papers, reports, theses or dissertations as well as any other personal usage. For profit use may be prohibited.

Computer users shall use care to ensure that they do not use programs or utilities which interfere with other computer users of the facility or which infiltrate or modify the system or an account. This includes all network links and damages caused to the software or hardware components of the system.

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security are to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems is maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to both criminal and civil liability, as well as College discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

Computer users shall not intentionally seek, provide, modify information in, or obtain copies of files, programs, or passwords belonging to other computer users without the permission of those other computer users. This includes all system files and accounts.

#### **7.28.5 COMPUTER/NETWORK ACCOUNTS**

At Western there are three types of computer lab accounts:

A *college account* is the property of Western and is to be used by staff or faculty for administrative or academic work. The College Accounts are subject to applicable College policies, copyright and intellectual property rights, and applicable federal and state laws. Account privilege and access to a College Account or information is to be authorized by the manager or department head.

A *student account* is the property of Western and is to be used for educational work related to the student's association with the institution. Student accounts are subject to applicable College policies, copyright and intellectual property rights, and applicable federal and state laws.

An *affiliate account* is the property of Western and is provided to individuals or groups who are not directly associated with the institution but whose access to the network has a clear and distinct connection to the College and carries with it some intrinsic value for the institution. Affiliate accounts shall be the property of the College, and are subject to applicable College policies, copyright and intellectual property rights and applicable federal and state laws. The Director of Information Technology must authorize account privilege and access to an affiliate account or information.

The privileges afforded by any account may be revoked immediately by Western at any time for failure to follow rules or attempts to

- A. Defeat the security systems of any computer.
- B. Circumvent the accounting system.
- C. Use an account without authorization.
- D. Use accounts for other than intended purposes.

Use of an account which invades the rights of privacy or which misappropriates the data or files of others may also subject the wrongdoer to both criminal and civil liability. Western reserves the right to bar a computer user from a college, student, or affiliate account if Western officials determine impropriety.

To ensure the existence of this information resource environment, members of the College community will take actions, in concert with State and Federal agencies and other interested parties, to identify and set up technical and procedural mechanisms to make the information technology environment at Western Oklahoma State College and its internal and external networks resistant to disruption.

#### **7.28.6 EMAIL ACCOUNTS**

Western does provide student email accounts. Student accounts will be generally provided in the following format: [firstname.lastname@email.wosc.edu](mailto:firstname.lastname@email.wosc.edu) and can be accessed when a student first retrieves their campus username and password.

#### **7.28.7 PCI COMPLIANCE**

The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that ALL companies that process, store or transmit credit card information maintain a secure environment.

Western takes the protection of financial data very seriously and requires compliance with PCI standards. Please see the separate PCI compliance policy for the policies and procedures related to the safeguarding of financial data.

#### **7.29 SOCIAL MEDIA POLICY**

Western recognizes the evolving nature of technology. There are many opportunities for students, employees, and visitors to participate in interactive discussions and share information using a wide variety of social networking and social media including, but not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram, blogs, and wikis. While social media can offer many social, academic and professional benefits, there is an inherent risk attached to its use, and this policy can make employees aware of the impact that misuse of social media can have on themselves, other employees, students and

the College's reputation. The use of social media can pose risks to Western's confidential and proprietary information, reputation, and brand. Usage can compromise Western's compliance with applicable local, state, and federal law as well as its own policies. Western advocates the use of social media, but encourages a cautious and considered approach, while outlining the standards of conduct expected from employees at Western. The following policy aims to offer guidance and direction on employee use of social media while employed by Western Oklahoma State College.

The policy covers:

1. Freedom of speech/academic freedom
2. Social media use in teaching and learning
3. Social media use and personal life
4. Expected standards of behavior when using social media
5. Cyber bullying via social media
6. Intellectual property concerns on social media
7. Use of Western's brand
8. Responsibilities in regards to social media
9. Guidance on breaches to the policy and potential consequences

### **Overview**

Western recognizes and embraces the benefits and opportunities that social media can bring as a tool. It can be used to share news, information and successes, keep employees and students up to date with important developments and promote healthy academic debate about controversial subjects and areas of research. There is, however, an inherent risk involved in using instantaneous and far reaching forms of communication and inappropriate use can impact upon employees, students and the reputation of the College. Western encourages you to engage, collaborate and innovate through social media; however, wherever and however you do this, you must be aware of the potential impact on both yourself and the College.

This policy provides information for employees as to the appropriate use of social media when acting on behalf of or referencing Western.

### **Scope**

For the purpose of this policy, social media is defined as any online interactive tool which encourages participation, interaction and exchanges. New forms of social media appear on a fairly regular basis and currently include Facebook, Flickr, Instagram, YouTube, LinkedIn, WhatsApp and Twitter, as well as blogs, discussion forums, instant messaging and any website that allows public commenting or posting.

This policy applies to all employees and to any professional or personal communications within a social media platform which directly or indirectly reference the College. There is a complementary social media policy that applies to students.

This policy applies to social media communications made at any time, whether privately or publicly, including outside of office hours, and from anywhere, including away from campus and on personal devices, whether to an individual, to a limited group or to the world.

Western acknowledges that some of their employees use social media as a form of professional communication, through official College websites and accounts and/or by using the Western name and logo. For the avoidance of doubt, all professional communications are within the scope of this policy. Any personal use of social media should be kept to non-work time, such as lunch breaks.

Western acknowledges that their employees may use social media in their private lives and for personal communications. Personal communications are those made on, or from, a private social media account, such as a personal page on Facebook or a personal blog. In all cases where a private social media account is used which identifies the College, it must be made clear that the account is private to avoid the impression that the views expressed on or through that social media account are made on behalf of the College.

### **Freedom of Speech and Academic Freedom**

Nothing in this policy is intended to have the effect of limiting either freedom of speech or academic freedom, subject to that freedom being exercised within the law.

### **Using social media as a teaching and learning tool**

Where an employee intends to use social media as a teaching and learning tool, this should be done in the context and spirit of this policy ensuring the expected standards of behavior are observed by employees and students at all times.

- **Privacy:** Be reminded that privacy does not exist in social media. Each post should be carefully considered and formulated before posting. If you are unsure about posting something or responding to a comment, ask your supervisor.
- **Accuracy:** Make sure the information you have is accurate before posting on social media. Review the content carefully for grammatical and spelling errors and avoid abbreviations. This is particularly important when posting on behalf of Western or a Western affiliated unit.
- **Be Respectful:** Understand that social media allows for conversations to occur between and among individuals in a very public forum. Your postings should encourage discussion and comments. Responses should be considered carefully in light of how they will reflect on Western and/or the individual posting.
- **Remember Your Audience:** Social media platforms are available to the public at-large. This includes prospective students, current students, current employers and colleagues, peers and endless other groups. Consider this when posting content to ensure the post will not alienate, harm or offend these groups and/or individuals.

### **Social media in your personal life**

As employees you should be aware of your association with and responsibilities to the College, and ensure that your personal profiles and related content are consistent with:

- Western's policies, including but not limited to, data protection, dignity
- electronic mail usage and information security
- your employment contract with the College
- how you would wish to present yourself

You must also be aware of the potential impact and permanence of anything which you post online. Therefore, you should avoid posting anything online that:

- you would not wish to be in the public domain

- you would not be willing to say personally to the face of another individual

You should also be aware that any digital material that you post online could reach a wider audience than you would have expected or intended. Once digital content has been created and shared, you will have limited control over its permanence and audience.

Please keep the following guidelines in mind regarding your online identity:

- It is understood that individuals, including students, employees and visitors to Western may engage in personal use of social media. When participating in social media individuals should use their personal (versus Western) email addresses.
- Even when using social media sites on a personal basis, please remember to follow Western's policies prohibiting threats and intimidation.
- Western is not interested in limiting your ability to participate in personal social networks with a personal email address outside of the workplace. However, if individuals choose to identify themselves as a Western employee or student, he/she should make it clear that the views posted are his or her own and not those of Western. Individuals are reminded that anything posted can reflect upon Western, even if a disclaimer exists. Posts may result in liability for the individual and for Western.
- Be aware of your association with Western in online social networks. If you identify yourself as a Western employee, ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- While Western doesn't actively monitor personal social media accounts, posted content is public and subject to review in accordance with employee policies as outlined in the Western handbooks.
- All laws, professional expectations, policies and procedures for interacting with students, parents, alumni, donors, media, and other Western constituents apply to use of social media.
- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with Western's Use Policy.
- Any violators of these guidelines will be subject to disciplinary action, up to and including termination.

### **Development, Usage and Posting on Western's Social Media Pages**

Western welcomes interaction from users of social media on Western's social media pages. However, users must recognize the following when interacting on Western's social media:

- Social media pages are not private, and security cannot be guaranteed.
- Information posted on Western's pages is available to anyone who visits them. Individuals should consider this in decisions regarding content they choose to post. The use of social media pages is voluntary, and any individual using them assumes the risk associated with the use of social networking sites and agrees to hold harmless Western, its employees, agents, officers, and representatives from any claims, causes of action, or damages that may arise relating to the use of these sites.
- Western reserves the right to remove any and all content and/or comments from its pages at its discretion. Examples include but are not limited to:
  - Any content that is deemed unlawful, inappropriate, harassing, infringing, threatening or spam will be removed and may be reported to the site on which the content or comments appeared.

- Comments and content that promote commercial products or services or political candidates, parties or causes are not permitted and will be removed.
- Any content that otherwise violates Western's policy in any way will be removed.
- Comments and content posted by users posting to Western's pages do not reflect the positions or opinions of Western Oklahoma State College.
- Posts that are written on behalf of Western via its social media pages are to come from or be approved by the Office of Public Information and Marketing.

### **Expected standards of behavior**

Employees are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior set out in this policy and any related policies.

Communications on social media must be professional and/or respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights or privacy of employees or students, and employees must not make ill-considered comments or judgments about other employees, students or third parties.

All use of social media must comply with Western's policies, including:

Social media content must not refer to, or include, information that is in conflict with Western's interests, is in any way inconsistent with an individual's contractual duties to the College or is in pursuance of unauthorized commercial activities.

The following non-exhaustive list may, according to the circumstances, be considered to be of an unacceptable nature and should never be posted:

- any confidential information about the College and its associated entities, including subsidiary companies;
- any commercially confidential information (which may include research not yet in the public domain, indications of forthcoming developments or funding bids, data or software code, information about colleagues or personnel matters, details of unresolved grievances, non-public or not yet approved documents, minutes, news or information);
- business strategy, intellectual property or plans for innovation;
- trade secrets;
- details of legal proceedings/potential legal proceedings involving the College;
- personal information about another individual, including contact information, without their express permission;
- comments posted using fake accounts or using another person's name without their consent;
- promotion of a commercial product;
- material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
- any other posting that constitutes a criminal offense;
- anything which may bring the College into disrepute or compromise the safety or reputation of colleagues, former colleagues, students and those connected with Western.

Beyond this list, it is crucial to keep in mind the information listed below when posting on social media platforms.



- **Student Information:** Employees must follow applicable federal requirements such as the Federal Education Rights and Privacy Act (“FERPA”). FERPA restricts the disclosure of any information from a student’s education record by a student, employee or anyone else performing Western duties. Therefore, this information shall not be posted on social media sites. Employees or others who violate these requirements may place Western in jeopardy of sanctions by the U.S. Department of Education and could result in loss of federal funding. Individuals who violate this provision may be subject to disciplinary action up to and including termination.
- **Employee Information:** Information obtained from employee records or performance evaluations is considered confidential and shall not be posted on social media sites. Individuals who violate this may be subject to disciplinary action up to and including termination.
- **Accessibility:** Information posted on Western social media should be posted in a format to provide maximum accessibility considerations for end users who may be using assistive technology to view the information.
- **Health Information:** Health information of any employee or student is considered private and protected by state and federal law. Violators of this policy are subject to disciplinary action. Employees and students of the Department of Nursing may be subject to additional privacy policies as set forth by that academic unit.
- **Copyright:** Copyright laws apply to content posted on social media. Be mindful of copyright and intellectual property rights when posting content on social media. For questions about fair use of copyrighted material, contact the Office of Public Relations.
- **Use of Western Logos, Name or other Representation:** Use of the Western logos or any other Western images on personal social media sites is prohibited. Use of Western’s name or marks to promote a product, cause, or political party or candidate is prohibited. Questions regarding the use of Western’s name, logos or marks should be directed to the Office of Public Relations.
- **Use of Western’s Time and Property:** Western’s computers and time on the job are reserved for Western-related business as approved by department supervisors. In addition, all computer users are subject to the Western’s Computer Use Policy. Specifically, users are reminded that information stored on Western purchased or owned electronic communication system equipment is not private. This includes electronic data, communications or other information received on, transmitted to, printed from, stored or recorded on any of these devices. This includes electronic data and communications involving social media sites. These data and communications are subject to storage, monitoring and release and may be used in Western or external investigations.
- **Terms of Service:** To the extent permissible by law, all users should obey the terms of service on any social media platform.

The College has well-established ways for employees to raise any dissatisfaction or concerns that they may have, including the Grievance Procedure. Concerns must be raised through such procedures, not on social media.

## **Cyber Bullying via Social Media Sites**

Western will not accept any form of bullying or harassment of or by employees or students.

The following examples illustrate the types of behavior, displayed through social media communications, which the College considers to be forms of cyber bullying:

- maliciously spreading rumors, lies or gossip
- intimidating or aggressive behavior
- offensive or threatening comments or content
- posting comments/photos etc. deliberately mocking an individual with the intent to harass or humiliate them
- Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging.

Any employee who is experiencing cyber bullying by another Western employee or a student, will have the full support of the College.

## **Intellectual Property**

All employees must ensure that they have permission to share any third party materials, including all images, photographs, text and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.

In addition, all employees must check the terms and conditions of a social media account and/or website before uploading material to it; by posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, you must exercise caution in sharing all information.

Western is not responsible for, nor does it hold any ownership, of any content posted by its employees, other than content posted by employees using College accounts, or in the course of their duties, as a form of professional communication.

## **Brand**

Western's name, identity and logo may only be used in accordance with the Western Oklahoma State College's Brand Guidelines.

## **Roles and Responsibilities**

All Western employees are responsible for:

- ensuring that any use of social media is carried out in line with this and other relevant policies;
- attending appropriate training;
- informing the relevant employees when an institutional account is to be used;
- seeking relevant authorization for official posts prior to publication;
- regularly monitoring, updating and managing content he/she has posted;
- adding an appropriate disclaimer to personal accounts when the institution is named; and
- reporting any incidents or concerns in line with the Incidents and Response section below.

## **Incidents and Response**

Where a breach of this policy is reported, Western will review the circumstances and decide on the most appropriate and proportionate course of action, which may include referring the matter to be dealt with under a different procedure.

Where employees are in receipt of any content considered to be in breach of this policy, this should be reported to the College via their supervisor.

If an employee wishes to raise a complaint related to this policy under the Grievance Procedure, they should inform their immediate supervisor.

Where reputation damage to the College is suspected due to a breach of this policy, employees should inform their supervisor who may escalate this to an appropriate authority. Western prohibits any form of retaliation against any employee or student for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or student who retaliates against another employee or student for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **Consequences of a breach of this policy**

Any breach of this policy may result in disciplinary action up to and including dismissal. Any disciplinary action will be taken in accordance with The Disciplinary Procedure for employees.

Disciplinary action may be taken regardless of whether the breach is committed during working hours and regardless of whether any College equipment or facilities are used in committing the breach.

Where conduct may be a criminal offense, the College may report the matter to the police.

## **Communicating with Media**

Employees should not speak to the media on Western's behalf without contacting the Western's Director of Public Relations. All media inquiries should be directed to them.

## **7.30 BRING YOUR OWN DEVICE (BYOD) POLICY**

### **7.30.1 PURPOSE**

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate requirements to access college data from a mobile device connected to an unmanaged network outside of Western's direct control. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook/tablet computers
- Ultra-mobile PCs (UMPC)
- Mobile/cellular phones
- Smartphones
- Personal Digital Assistant (PDA)
- Home or personal computers used to access institutional resources

- Any mobile device capable of storing corporate data and connecting to an unmanaged network

The policy applies to any hardware and related software that could be used to access institutional resources, even if said equipment is not college sanctioned, owned, or supplied.

The overriding goal of this policy is to protect the integrity of the private and confidential institutional data that resides within Western’s technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be accessed by unsanctioned resources. A breach of this type could result in loss of student or employee information, damage to critical applications, and damage to the institution’s public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Western’s direct control to backup, store, and otherwise access corporate data of any type must adhere to college-defined processes for doing so.

### 7.30.2 APPLICABILITY

This policy applies to all Western employees, including full and part-time staff, contractors, freelancers, and other agents who utilize either company-owned or personally-owned mobile devices to access, store, back up, relocate or access any department or student-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust Western has built with its students, employees and community. Consequently, employment at Western does not automatically guarantee the initial and ongoing ability to use these devices to gain access to institutional networks and information. It addresses a range of threats to – or related to the use of – institutional data:

Threat	Description
Loss	Devices used to transfer or transport work files could be lost or stolen.
Theft	Sensitive institutional data is deliberately stolen and sold.
Copyright	Software copied onto a mobile device could violate licensing.
Malware	Viruses, Trojans, Worms, Spyware and other threats could be introduced via a mobile device.
Compliance	Loss or theft of financial and/or personal and confidential data could expose the college to the risk of non-compliance with various identity theft and privacy laws.

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed and issued at the sole discretion of the Department of Information Technology.

### 7.30.3 Affected Technology

Connectivity of all mobile devices will be centrally managed by Western’s Information Technology Department and will utilize authentication and strong encryption measures. Although Western is not able to directly manage external and mobile devices which may require connectivity to an external

network, end users are expected to adhere to the same security protocols when connected to non-institutional networks. Failure to do so will result in immediate suspension of all network access privileges so as to protect the college's infrastructure.

#### **7.30.4 Policy and Appropriate Use**

It is the responsibility of any employee of Western who uses a mobile device to access institutional resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied to employee owned devices here. It is imperative that any mobile device that is used to conduct college business be utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be observed:

#### **7.30.5 Access Control**

Western reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to institutional and institutional-connected systems. Western will engage in such action if it feels such equipment is being used in such a way that puts the college's systems, data, employees, and students at risk. Prior to initial use on Western's network or related infrastructure, all college owned mobile devices must be purchased through and registered with the Information Technology Department.

All mobile devices attempting to connect to the corporate network through an unmanaged network (i.e. the Internet) will be inspected using technology centrally managed by Western's Information Technology (IT) Department. Devices that have not been previously approved by IT, are not in compliance with IT's security policies, or represent any threat to the college network or data will not be allowed to connect. Laptop computers or personal computers may only access the college network and data using a Virtual Private Network (VPN) connection. The VPN portal Web address will be provided to users as required. Smart mobile devices such as smartphones, PDAs, and UMPCs will access the corporate network and data using Mobile VPN software configured on the device by IT.

#### **7.30.6 Security**

Employees using mobile devices and related software for network and data access will, without exception, use the Safe Handling of Confidential Data procedures. All mobile devices must be protected by a strong password (See Section 3 of IT Policy). Employees agree to never disclose their passwords to anyone, particularly to family members if institutional work is conducted from home.

All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain college data. Any non-college computers used to synchronize with these devices will have installed up to date anti-virus and anti-malware software deemed necessary by Western's IT Department.

Any mobile device that is being used to store Western data must adhere to the authentication requirements of Western's IT Department.

IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass said security implementation will be deemed an intrusion attempt and will be dealt with in accordance with Western's Information Technology policy.

Employees, contractors, and temporary staff must erase all college related data permanently from personally owned devices once their use is no longer required. Divisions and departments must notify the IT Department when a college owned device needs a transfer in users, be replaced or is no longer needed.

In the event of a lost or stolen mobile college device it is incumbent on the employee to report this to IT immediately. IT will attempt to remotely wipe all data and lock the device to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re- provisioning.

### **7.30.7 Help & Support**

Western's IT Department will support its sanctioned hardware and software, but is not accountable and will support such devices on a very limited basis and at the discretion of the Director of Information Technology for conflicts or problems caused by the use of unsanctioned media, hardware, or software. This applies even to devices already known to the IT Department.

Employees, contractors, and temporary staff will make no modifications of any kind to company-owned and installed hardware or software without the express approval of Western's IT Department. This includes, but is not limited to, any reconfiguration of the mobile device.

IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.

### **7.30.8 Organizational Protocol**

IT can and will establish audit trails and these will be accessed, published and used without notice. Such trails will be able to track the attachment of an external device to a device, and the resulting reports may be used for investigation of possible breaches and/or misuse. The end user accepts that his or her access and/or connection to Western's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. This is done in order to identify accounts/devices that may have been compromised by external parties. In all cases, data protection remains Western's highest priority.

Western employees must immediately report to his/her manager and Western's IT Department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.

## **Public Information Act (Open Records Act)**

The Oklahoma Open Records Act provides a mechanism for citizens to inspect or copy government records. It also provides for instances in which governmental bodies wish to, or are required by law to, withhold government records from the public.

The types of information that may be requested but is not limited to:

- Campus Email
- Individual computer records/files (Except FERPA protected data)
- Campus Phone records
- Campus Voicemails

Any mobile device, college owned or otherwise, used to access college resources or conduct college business may be subject to an open records request. Employees using personally owned devices to access college resources or conduct college business may be required to honor open records requests.

### **7.31 PCI COMPLIANCE POLICY**

#### **7.31.1 PURPOSE**

The Payment Card Industry Data Security Standards (PCI DSS), a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.

PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design and other critical protective measures to prevent credit card fraud, hacking and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data.

The standards are designed to protect cardholder information of students, parents, donors, alumni, customers, and any individual or entity that utilizes a credit card to transact business with the College. This policy is intended to be used in conjunction with the complete [PCI-DSS requirements](#) as established and revised by the PCI Security Standards Council.

#### **7.31.2 RESPONSIBLE PARTY**

The controller shall serve as the Coordinator of the policy, which includes responsibility for notifying the Information Security Officer, applicable department heads and data managers about changes to the policy. The responsible party will be assisted by the Director of IT and other College executives as needed.

#### **7.31.3 SCOPE**

All departments that collect, maintain or have access to credit card information must comply with PCI policy. These currently include:

- Business Office – Accepts and processes credit cards for payment of student accounts
- Campus Book Store – Accepts and processes credit cards for the payment of books, supplies and other products

Third Party vendors that process and store credit card information for Western:

- Bank of America – Processes Visa and MasterCard purchases
- Herring Bank – Provides students and employees with debit accounts for use by the student and the business office.
- Authorize.net – An online payment portal for payment of student accounts
- Discover – Processes Discover Card transactions
- American Express – Processes American Express transactions.

#### Who Should Read this Policy?

- All persons who have access to credit card information, including:
- Every employee that accesses, handles or maintains credit card information. Western employees include full-time part-time and hourly staff members as well as student workers who access, handle or maintain records
- Employees who contract with service providers (third party vendors) who process credit card payments on behalf of Western, and
- IT staff responsible for scanning the College’s systems to insure no credit card numbers are stored electronically.

College policy prohibits the storing of any credit card information in an electronic format on any computer, server or database including Excel spreadsheets. It further prohibits the emailing of credit card information. Based on this policy, compliance with a number of the PCI Compliance requirements do not apply. The following list of procedures communicate the full scope of the compliance requirements but based on the College policy that prohibits storing of credit card information electronically and utilizing third-party vendors for web based credit card processing, some may not be relevant.

#### **7.31.4 PROCEDURES**

Western requires compliance with PCI standards. To achieve compliance, departments accepting credit cards to process payments on behalf of the College must meet the following requirements.

##### General Requirements

- Credit card merchant accounts must be approved by the Controller.
- Management and employees must be familiar with and adhere to the [PCI-DSS requirements](#) of the PCI Security Standards Council.
- Management in departments accepting credit cards must conduct an annual self-assessment against the requirements and report results to the Coordinator. All employees involved in processing credit



card payments sign a statement that they have read, understood, and agree to adhere to Information Security policies of Western Oklahoma State College and this policy.

- Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the Controller.
- The Director of IT and the Controller must approve all equipment and technologies used to process or access credit card information including remote access technologies, removable media, wireless technologies, and laptops.

### Storage and Disposal

- Credit card information must not be entered/stored on College network servers, workstations, or laptops.
- Credit card information must not be transmitted via email.
- Web payments must be processed using a PCI-compliant service provider approved by the Controller. Credit card numbers must NOT be entered into a web page of a server hosted on the Western network.
- Although electronic storage of credit card data is prohibited by this policy, the College will perform an annual network scan to insure that the policy has not been violated.
- Any paper documents containing credit card information should be limited to only information required to transact business, should be in a secure location, and must be destroyed via approved methods once business needs no longer require retention.
- All credit card processing machines must be programmed to print out only the last four or first six digits of a credit card number.
- Securely dispose of sensitive cardholder data when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed 45 days and should be limited whenever possible to only 3 business days. Secured destruction must be via shredding either in house or with a third-party provider with certificate of disposal.
- Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.
- Third-Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers).
- The Controller must approve each merchant bank or processing contract of any third-party vendor that is engaged in, or propose to engage in, the processing or storage of transaction data on behalf of Western—regardless of the manner or duration of such activities.
- Insure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
- Contractually require that all third parties involved in credit card transactions meet all PCI security standards, and that they provide proof of compliance and efforts at maintaining ongoing compliance.

### 7.31.5 SELF-ASSESSMENT

The Coordinator will notify each department head of the time-line to complete and submit the annual assessment.

The PCI Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit card related system or process changes. This assessment is the responsibility of the head of the department approved to accept credit cards.

### **7.31.6 TRAINING**

Ongoing training programs must be offered to train employees on PCI DSS and importance of compliance.

Responsible Organization/Party: The Controller shall serve as the Coordinator of the policy which includes responsibility for notifying the Information Security Officer, applicable Department Heads and Data Managers about changes to the policy. S/he will be assisted by the Director of IT and other College executives as needed.

### **7.32 INTOLERANCE TO FRAUD POLICY**

Resolve that the Western Board of Regents, in compliance to the interest of auditing standards, issues this formal commitment of the intolerance to fraud of any kind in the financial recording, reporting, statement preparation, and auditing of the financial data of the college.

All employees are expected to adhere to this Board Resolution on fraud intolerance. Employees found committing fraud shall be disciplined and may be terminated or referred to local police authorities depending on the severity of the matter.

#### **7.32.1 PROCEDURE**

The College President will have the overall responsibility for Sarbanes Oxley compliance. The President will make the decision on the specific method for investigating any suspected allegations of fraud and will respond in a timely manner on any violations discovered.

Western administration will convey this policy to all employees and make annual reports to the Board on its efforts to communicate this policy. Employees may be asked by auditors about any issues of material financial fraud. The questions are not to be implied as a concern by the auditor but it is a compliance issue under Auditing Standards.

The quarterly internal audit review may be a method selected for additional fraud inquiries to maintain consistency and act to prevent potential offenses.

The college budget will support any needed professional or legal assistance needed to monitor the policy compliance or investigation actions felt necessary.

Persons with general problems or concerns should report them to the auditors or to the next administrative level, one level higher than where the incident exists.

Anyone reporting a potential fraud violation will be held harmless to any retribution or vindication action by any employee. The only exception would be when an employee is shown to be a reporter of unsupported, harassing, malicious, or frequent allegations that are determined to be unfounded.

Complete records will be maintained on any fraud reports, investigations, findings or actions taken, and will be reported to the College Board of Regents as needed or annually.

### **7.33 CONTRACT REVIEW PROCEDURE**

The College defines a contract as follows: A contract is a legal relationship consisting of the rights and duties of the contracting parties; a promise or set of promises constituting an agreement between the parties that gives each a legal duty to the other and also the right to seek remedy for the breach of those duties. Typically, these types of contracts have separate signed agreements; therefore, for the purposes of this procedure, a contract does not include a stand-alone purchase order or a personnel contract.

#### **7.33.1 CONTRACT REVIEW**

All College contracts, as defined above, must be reviewed by the manager accountable for the contract. Contracts, as defined above, in which liability coverage is required by the contractor must be sent to the office of the Vice President for Business Affairs for review.

The review will only determine compatibility with coverage provided by the Office of Oklahoma State Risk Management and applicable commercial insurance coverage. The Vice President for Business Affairs will advise the manager as to compliance with insurance coverage.

#### **7.33.2 CONTRACT APPROVAL**

The authority for approving contracts, as defined above, is vested in the President of the College or his designee.

#### **7.33.3 MAINTENANCE OF CONTRACTS**

The original copy of all contracts, as defined above, must be maintained in the President's Office where the contract originated. A copy will also be maintained (for institutional record purposes) in a central location designated by the Vice President for Business Affairs.

### **7.34 INSTITUTIONAL COMMUNICATIONS**

College publications intended for distribution externally to the general public must not be printed or circulated without prior authorization of the Director of Public Relations.

- A. Printed promotional material for distribution includes all brochures, handbooks, and bulletins which are designed to provide information for current, former or potential students on courses or events related to Western. These items must have prior approval of the Public Relations Office, with the printing to be coordinated through the Public Relations Director.
- B. Publicity pieces intended for use by external news media such as news releases, feature articles, public service announcements, and advertising materials are generated by the Public Relations Office.

- C. The Director of Public Relations, under the direct guidance of the President, is designated as the official institutional contact with all news media. No one is authorized to make statements in the name of the College without prior clearance from the Office of Public Relations.
- D. Any person is, of course, free to express himself or herself as a private individual as long as it is clear that the opinion or statement is personal and not that of the institution.

### **7.35 REQUESTS FOR INFORMATION**

All requests for records made pursuant to the Oklahoma Open Records Act shall be through the Public Relations Office. The Public Relations Office shall review the request and determine what records should be provided. The Public Relations Office shall then transmit the request to the appropriate Executive Council member who shall promptly cause the records to be copied and provided to the Public Relations Office. The Public Relations Office shall review the records provided by the Executive Council member and shall then provide all appropriate documents to the person requesting the copies of the records.

### **7.36 ENERGY CONSERVATION**

The Board of Regents of Western embraces energy conservation. The Board recognizes that energy conservation is dependent upon the efforts and cooperation of all members of the college community. The college President and his or her designees are authorized to develop and implement an organizational behavior-based or performance-based energy conservation program, including, but not limited to the selection of a qualified vendor to assist in the development and implementation of the program. The Board authorizes the President and his or her designees to make every reasonable effort to conserve energy and natural resources within the exercise of sound financial management. The success of energy conservation efforts shall be the joint responsibility of the Board of Regents, the college administration, faculty, staff and students.

### **7.37 PRESIDENT'S SIGNATURE**

If correspondence requiring the President's signature is prepared in another office, specific guidelines on format, typing font, and signature line should be verified by the President's Office. When the President's signature is required on correspondence, diplomas, certificates, scholarships, contracts, or documents of similar nature, two (2) working days before the due date should be allowed to insure the President's availability.

### **7.38 GIFTS TO THE COLLEGE**

The College shall request the Donor to provide a written statement that includes the donated item description, estimated value and signature of the Donor of all gifts to the College. The department receiving the gift must notify the Vice President for Business Affairs who will then acknowledge the gift with a letter of gift acknowledgement. The approved acknowledgements will be kept on file in the Office of Business Affairs. All donated property shall be processed through the Office of Business Affairs where the appropriate fixed asset forms can be filed, fixed asset tags attached, etc. prior to the property being placed into service.

### **7.39 INVENTORY CONTROL**

The College has set the reporting threshold at \$2,500 per item for the purposes of tangible asset inventory reports. These items will have a life expectancy of more than one year and can be purchased as a stand-alone item that will not lose its identity as part of another inventoried item or become a part of the building construction. This tangible asset threshold does not apply to telecommunications and electronic information technology applications, whereas those will have a \$500 threshold.

All items purchased within the furniture and equipment budget expenditures category shall be inventoried unless it is the determination of the accounting office that the item does not meet the above requirement. The controller will notify the accounts payable office to change the item's budgetary expenditure object code if the item is not placed on inventory.

It is the responsibility of the Inventory Coordinator to assign inventory numbers, tag items, make data entries, and maintain the College's official inventory records.

The departmental head shall be responsible for the inventoried items assigned to his/her accounting unit. All fixtures which are not attached to the building (e.g., room dividers and all furniture and equipment in common public areas) shall be assigned to the Physical Plant Department, with the exception of the furniture or equipment assigned to the Pioneer Point Student Center, Learning Resources Center and the Fine Arts Center.

It is the responsibility of each accounting unit head to notify the Inventory Coordinator of any changes to his/her assigned inventory records in writing using an inventory transfer form.

The Vice President for Business Affairs will require a bi-annual full verification inventory of items to be identified from each department head to determine the accuracy of the account's inventory. The findings are reconciled with the Inventory Coordinator.

### **7.40 USE OF PERSONAL PROPERTY**

Personal property may be used on campus. Personal property with a value of \$500 or more must be approved and recorded by the individual's department head before the item can be brought on campus. The College is not responsible for the loss or damage of personal property while it is on campus.

Removal of personal property requires the approval of the department head. Personal property may only be claimed and removed by the employee who owns it or an authorized family member. Removal of personal property such as notes, files, and other personal items by a person other than the employee who owns them must have approval of the department head. Campus Safety and Security must be notified when personal property is to be removed from campus.

### **7.41 STORAGE OF EQUIPMENT AND FURNITURE/SURPLUS EQUIPMENT AND FURNITURE**

All equipment and furniture not being utilized within an accountability area shall be transferred into the surplus account and stored by Physical Plant in a designated surplus property area until it is needed for

the operations of the College. Equipment or furniture that is not used in routine daily operations shall not be stored in any other area.

Before new equipment and furniture is purchased, the items in storage shall be reviewed. Department heads may view the equipment and furniture with assistance from Physical Plant. These items are also available for viewing on the College's surplus property web site.

Inoperable equipment shall be repaired by the department to which it is charged before it is transferred to storage. If the item cannot be repaired, it is to be designated as surplus and marked for disposal.

Equipment and furniture which has been transferred and is being stored shall be tagged with the responsible party listed as the department, but the location changed to surplus.

#### **7.42 PROPERTY ASSET DISPOSAL**

Disposal of all Western surplus property, regardless of value, must be handled by the Inventory Coordinator and the Physical Plant Department. Any department head can recommend that an inventory asset be declared surplus and disposed of by completing the inventory transfer form and routing it to the Inventory Coordinator. The final determination of surplus asset disposition, to include disposal method, is at the discretion of the Vice President for Business Affairs. The approved methods of disposal are listed below:

- A. State Surplus Property Program/Department of Central Services
- B. Public Bid
- C. Public Auction
- D. Transferred to another state agency
- E. Transferred to a state-supported independent school district
- F. Classified as valueless and discarded

Sale of surplus property to Western employees is prohibited unless the property is sold at an announced public sale or auction.

After the sale or disposal of any inventory asset as surplus property, Physical Plant transfers sale documentation to the Inventory Coordinator to amend the master inventory asset records to deactivate the item.

#### **7.43 LOST AND FOUND**

Lost and found services are located in the Office of the Vice President for Student Affairs. Any items that are unclaimed after a period of six months will be either distributed to an area charitable nonprofit organization, or discarded as without value, as determined by the Vice President for Student Affairs.

#### **7.44 ARCHIVES AND RECORDS DISPOSITION**

As required by the Rules and Regulations of the Archives and Records Commission, the State Records Administrator must be notified 30 days in advance of any destruction or disposition of State Records.

Destruction or disposition of State Records must be carried out in accordance with the appropriate Records Disposition Schedule.

The Controller is the designated records management coordinator and will provide each department with a disposition schedule and information necessary to ensure compliance with the Archives and Records Commission.

Each department will appoint a representative that will ensure the proper disposition of Archives and Records within their units.

Departmental representatives will direct questions regarding proper dispositions to the records management coordinator. Prior to disposition, the records management coordinator, together with the departmental representative, will submit applicable forms to the Archives and Records Commission.

## **7.45 RISK MANAGEMENT PROGRAM**

### **7.45.1 PURPOSE**

Western's Risk Management Program is comprised of property, liability and vehicle insurance, including but not limited to Educator's Legal Liability, Business Interruption, Fine Arts Policy, Tort, Property Insurance, Vehicle Collision and Physical Damage. Western's Risk Management's purpose is to assist in providing a safe environment for students, faculty, staff and visitors; and to conserve Western's assets from the consequences of loss. It is the vision of Western's Risk Management to achieve a culture that emphasizes the control of risk in a manner that enhances the quality of Western's campus operations, facilities, services and the lives of students, faculty, staff and visitors.

### **7.45.2 PROGRAM SCOPE**

Western's Risk Management coordinator is the Vice President for Business Affairs and is responsible for the following functions:

- A. Incident Scene: The Risk Management Coordinator is responsible for ensuring that Western personnel, with incident reporting or investigative responsibilities at the scene of any liability incident, are aware of the actions and information needed in the interest of Western with regard to the Oklahoma Risk Management Program. Employees are encouraged to report to the Risk Management Coordinator promptly any potential liability incident in which they are involved or which they witness.
- B. Vehicle Accident Reporting: The Risk Management Coordinator is responsible for ensuring that proper steps are taken and information obtained at the scene of any Western motor vehicle liability incident.
- C. Investigation: The Risk Management Coordinator investigates each liability incident involving the property or personnel of Western and seeks to identify all possible claimants and all known witnesses.

- D. **Records Keeping:** The Risk Management Coordinator keeps orderly records and prepares and keeps a summary of all liability incidents.
- E. **Reporting Incidents to Oklahoma Risk Management Program Administrator:** It is the responsibility of the Risk Management Coordinator to give notice to the Oklahoma Risk Management Division of any liability incident not later than the next working day following the occurrence of any such incident. The Risk Management Coordinator is responsible for completing and furnishing to the Oklahoma Risk Management Division all required forms and information requested regarding any liability incident involving Western Oklahoma State College property and/or personnel.
- F. **Training and Notice:** The Risk Management Coordinator notifies all employees regarding their responsibilities under the Oklahoma Risk Management Program, including, but not limited to, necessary reporting requirements and the various responsibilities under the program.
- G. **Liaison Duties:** The Risk Management Coordinator facilitates cooperation between Western, the Oklahoma Risk Management Division, and legal counsel in cases where a liability incident actually gives rise to a claim for damages against the State of Oklahoma or other covered entity. The Risk Management Coordinator will be the primary source of contact for the Oklahoma Risk Management Division and other covered entities.
- H. **Forms:** The Risk Management Coordinator establishes standard forms for use by Western personnel to carry out Risk Management activities.
- I. **Vendor Insurance Certificates:** Verification of insurance for all vendors doing business on any property owned or leased by Western must be sent to the Office of Vice President for Business Affairs, which is the office of record.
- J. **Contract Review:** Contracts in which liability coverage is required by the contractor must be sent to the Vice President for Business Affairs for review. The review will only determine compatibility with coverages provided by the Office of Oklahoma State Risk Management and applicable commercial insurance coverages. The Vice President for Business Affairs will advise the manager as to compliance with insurance coverage.

#### **7.46 DISPOSAL OF HAZARDOUS WASTE, CHEMICAL WASTE AND UNUSED CHEMICALS**

Western recognizes that employees have a right and need to know the properties and potential safety and health hazards of substances to which they may be exposed in the course of performing their duties. It is the policy of Western to provide employees with appropriate training and information on the safe handling and work practices associated with hazardous chemicals, materials, and conditions to which employees may be exposed in the work place.

Hazardous waste, chemical waste, and unused chemicals must be disposed of in an environmentally safe and legal manner. Many chemicals are regulated by the Environmental Protection Agency as hazardous materials and must be disposed of by a licensed disposal company. Other restrictions are placed upon



chemicals released into the sewer system by the City of Altus. Waste chemicals are typically generated from areas such as laboratories, art studios, and facilities management. Other waste chemicals may be generated through the cleaning out of unused chemicals, change of methods, off-specification chemicals and completion of a project. Chemicals with potential use should be appropriately handled and stored for reuse. Waste chemicals should be disposed of on a periodic basis to reduce the hazard potential of storage and to minimize inventory tracking and updating.

#### Department Responsibilities:

To assure compliance with all applicable Federal and State regulations and to ensure the safety of all personnel involved, Western has established the following standards for all departments applicable to the collection, storage, labeling, packaging and manifesting of hazardous waste, chemical waste and unused chemicals for pickup.

- A. Personnel will not accept any chemicals, hazardous substances, or items containing hazardous substances as gifts or donations without assuring the usefulness and quality prior to acceptance.
- B. Personnel will not give away or sell any Western property, including hazardous substances deemed waste. Under no circumstance is any person to dispose of a regulated hazardous chemical down the drain or into the trash.
- C. The Physical Plant Department is responsible for coordinating the pickup of hazardous waste, chemical waste and unused chemicals. The Physical Plant Department will not be responsible for picking up or disposing of any hazardous waste, chemical waste or unused chemicals belonging to Western staff or students.
- D. The Physical Plant will not accept unknowns unless the unknowns have a notation available giving origin, primary contact person, any information as to the generating process, and why the substance is unknown.

## **7.47 FACILITIES AND EQUIPMENT USE AND RENTAL**

### **7.47.1 GENERAL INFORMATION**

College grounds, facilities, equipment, and services primarily serve College-sponsored activities. College-sponsored activities are defined to be credit and non-credit courses and programs, educational, cultural, and/or recreational activities designed for student participation, and other activities consistent with the mission of the College and that are directly sponsored by the College.

As part of its commitment to community service, the College may make its grounds facilities, equipment, and/or services available for use for non-College-sponsored activities.

It is not the intention of the College to compete with commercial services; however, the College may rent grounds, facilities, and/or equipment to business enterprises as a non-College-sponsored activity.

All users of College grounds, facilities, equipment, and services must comply with College policies and procedures and all applicable federal, state and local laws

College-sponsored activities have priority over non-College-sponsored activities.

### **7.47.2 GENERAL USAGE GUIDELINES FOR COLLEGE-SPONSORED ACTIVITIES**

College-sponsored activities will be permitted the use of grounds, facilities, and/or equipment without a usage or rental charge.

The sponsor of the College activity may be responsible for personnel costs and/or services associated with the activity.

All College-sponsored activities will have a designated College representative in attendance throughout the event.

### **7.47.3 GENERAL USAGE AND FEE GUIDELINES FOR NON-COLLEGE SPONSORED ACTIVITIES**

Non-College sponsored activities shall be charged a usage and/or rental fee for use of the grounds, facilities, equipment, and/or services. Each facility has a base fee that includes basic set-up, service and equipment. Any additional needs will be evaluated with the potential of additional fees.

The College reserves the right to accept or reject any requested use of facilities and to impose additional requirements other than those listed in these guidelines after reviewing the request of the organization or individual. The judgment of the College concerning usage and rules or regulations will be final.

While the College is eager to accommodate all potential requests, not all College grounds, facilities, equipment and/or services may be available for use or rent. Normally, only grounds and facilities that are of a public nature are available. Private offices, administrative offices, storage, and workrooms are never available. Classrooms, laboratories, studios, and the Learning Resources Center are generally not available for use or rent except by special permission of the President's office. College-sponsored activities have first priority for College owned equipment. The College reserves the right to refuse the use or rental of grounds, facilities, equipment, and/or services at any time the College so determines.

The fee schedule is approved by the Executive Council for use of grounds, facilities, equipment, and/or services by non-College sponsored groups or activities. The fee schedule may allow a discounted or waived rental fee for public agencies and non-profit organizations. Variances to the fee schedule are not permitted without the permission of the President.

### **7.47.4 AGREEMENTS FOR USE OF COLLEGE GROUNDS, FACILITIES AND/OR SERVICES FOR NON-COLLEGE SPONSORED ACTIVITIES**

The use of College grounds, facilities, equipment, and/or services for non-College sponsored activities requires a properly executed written agreement between the College and an authorized representative of the group and/or individual sponsoring the activity prior to the use of the grounds, facilities, equipment and/or services.

Agreements can only be executed by the President or authorized designee. Verbal or written permission to use the grounds, facilities, equipment, or services may not be given to the user until the written agreement has been fully executed.

#### **7.47.5 Restrictions on Use and/or Rental of College Facilities, Grounds, Equipment and Services**

- A. All groups shall provide supervision sufficient to ensure compliance with all federal, state and local laws and College policies, regulations, and procedures.
- B. Possession or consumption of alcohol or narcotics of any kind are prohibited on campus.
- C. The College maintains a tobacco-free campus.
- D. Users of College facilities may not remove or displace facilities, equipment or apparatus, except with the written permission of the President's office and in the presence of the College representative monitoring the event. College buildings and equipment must not be marred or defaced in any manner. No College-related signs, banners, posters, etc. may be removed from any walls or ceilings anywhere at any time, even if the intent is to replace them following the event.
- E. No signs or other publicity materials will be permitted to be posted anywhere on campus without the specific approval of the President's office. In the event any such sign is permitted, its prompt removal following the event will be the responsibility of the sponsoring organization. Signs may not be affixed to any College sign, building or property at any time. The College's name and/or logo shall not appear in any advertising or promotional materials, without the specific approval of the College's Public Relations office, except to indicate the location of the event.
- F. Equipment may not be brought onto College grounds and connected to the electrical service without prior consent of the Director of Physical Plant. By arrangement, special electrical hookups may be possible. The modifications to electrical service will be made by College electricians and charged to the sponsoring organization. The College does not lend or otherwise provide electrical extension cords, hand tools, ladders, etc. Equipment provided by the user of College facilities must be removed from the College promptly following the scheduled event so as not to interfere with College activities. If there is any delay, the removal may be made by the College at the expense of the sponsoring organization.
- G. Computer equipment may not be connected to or make use of the campus network or of the College's internet connectivity without the prior consent of the Director of Information Technology. The connection and configuration of computer equipment will be done by a member of the Information Technology staff of the College. Miscellaneous equipment such as power strips, cables, network cards, etc. may be provided. All equipment provided must be returned immediately upon the conclusion of the event. The user assumes all responsibility for the equipment that has been provided to the user.
- H. Parking is limited to the designated parking lots. All cars illegally parked may be ticketed or towed at the owner's expense.
- I. The number of occupants must be limited to the safe capacity of the room or facility as determined by law. The user of College facilities is required to limit attendance so as not to exceed the designated capacity of the requested facility.

- J. For non-College sponsored activities, it is required that a representative of the sponsoring organization who signed the facility usage agreement will be in attendance and in charge of the activity at all times.
- K. Users must notify the College of any changes to the event schedule as stated in their written agreement at least 48 hours prior to the start of their event.
- L. Users are expressly prohibited from bringing any food products, beverages, or other catering supplies, and agree to utilize only the College's contracted food service vendor for any and all catering done under the terms of their written agreement. Exceptions may be granted at the sole discretion of the College.
- M. A deposit based on the written agreement may be required. Any additional set-up, clean-up, or requirement for use of College personnel will be billed to the organization after the event.
- N. Any device capable of producing an open flame is prohibited.
- O. Use of decorations, scenery, exhibits, banners, posters, bleachers, platforms, and any other equipment must receive prior approval from the President's office. No scenery, decorations, or combustible material may be brought onto College grounds without prior approval.
- P. Any user of College facilities which charges admission or conducts an activity which involves the payment of money from one to another shall be responsible for its own cash security and full compliance with the applicable federal, state and local statutes and ordinances.
- Q. An authorized officer, agent or employee of the College may eject or cause to be ejected from the College any person or persons causing a disturbance or interfering with the peaceful use of College facilities.
- R. Any user of College facilities shall not obstruct the sidewalks, entries, passage vestibules, elevators, or access to restrooms or other public utilities.
- S. User shall indemnify and hold harmless the College, its Board of Regents, the individual members thereof, and all agents and employees of the College against any and all claims for loss, injury, or damage to persons or property, including claims of employees of the user or user's agents, arising out of activities conducted by the user's guests on or in College grounds or facilities. The College assumes no liability whatsoever for any properties placed by the user in and/or on College grounds or facilities.
- T. The College reserves the right to require any user of College buildings, grounds, facilities or services to reimburse the College for any destruction, damage, defacement or loss (including extraordinary cleaning expenses) to College buildings, properties, facilities or services resulting from user's activities in such buildings, properties, facilities or services.
- U. Any user with outstanding obligations for rentals/services will be refused use of College buildings, grounds, facilities and services until the obligations are satisfied.

- V. The College requests 72 hours' notice in the event the applicant wishes to cancel use of a College facility. College reserves the right to charge the requesting organization for any costs incurred as a result of insufficient notice of cancellation. If a user cancels an event less than 48 hours prior to the start of their event, the user shall be liable to the College for all charges incurred to the date of the event and the total rental fees as liquidated damages. In the event of a non-use (no-show) by a user, the user shall be liable to the College for all charges incurred and the total rental fees as liquidated damages.
  
- W. The College may cancel any event upon seven (7) days written notice. The College, for public necessity or emergency use, may terminate a contract at any time. In the event of cancellation, the College's liability shall be limited to repayment of any advance payment of rental fees made to the College by users.

#### **7.48 SUPERVISION OF CHILDREN ON CAMPUS**

Persons who are too young to be admitted to Western are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class. The security officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process.

#### **7.49 TEMPORARY SIGNAGE AND POSTING INFORMATION**

Temporary signage and posting of information on the campus of Western must adhere to these procedures. Postings in any other locations will not be permitted.

Campus Security, Facilities Management, and Marketing & Public Relations are excluded from these procedures when emergency or other essential postings are required.

#### **Internal Organizations**

A. Campus events boards are bulletin boards labeled for the purpose of campus events and are used for posting of information regarding internal events and announcements. Permission to post information on these boards, located throughout the campus, must be given by the Vice President for Student Services (VPSS) or designee. Unless otherwise approved by the Vice President for Student Services, only one (1) 8.5x11, or smaller, posting per event or informational topic or event will be approved for each campus event board. Event posting may only be displayed 30 calendar days prior to the event date. Event postings shall be removed within one (1) business day after the event by the office or department hosting the event. Informational postings may only be displayed for 30 calendar days. Informational postings shall be removed within one (1) business day of the end of the approval period by the office or department providing the information.

All postings shall be stamped with the date of approval. The VPSS office is responsible for hanging postings once approval has been given. Postings that have not been approved will be removed by the VPSS Office and returned to the host office. Posting violations will be reported to the Executive

Council member with authority over the host office. Items posted on campus events boards that are found to be in violation of local, state or federal laws or in violation of Western's policies may be removed immediately.

B. Display sticks and easels can be checked out from Student Support Services based on availability. Event posting may only be displayed seven (7) calendar days prior to the event date. Event postings shall be removed and the display sticks or easels shall be returned to Student Support Services within one (1) business day after the event by the office or department hosting the event. Informational postings may only be displayed for seven (7) calendar days. Informational postings shall be removed within or at the end of seven (7) calendar days by the office or department providing the information. Posting violations will be reported to the Executive Council member with authority over the host office.

C. Office, classroom/lab or department specific boards are bulletin boards located throughout campus specific to individual offices, classroom/lab and departments and will be properly labeled. Only information related to the specified office, classroom/lab or department may be displayed on these boards. Approval must be granted by the specific office, classroom/lab or department for any other posting. The specific office, classroom/lab or department shall note approval on each posting. Items posted on office, classroom/lab or department specific boards that are found to be in violation of local, state or federal laws or in violation of Western's policies may be removed immediately.

### **External Organizations**

Temporary signage and posting of information on the campus of Western Oklahoma State College must adhere to these procedures. Postings in any other locations will not be permitted.

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C. Office, classroom/lab or department specific boards are bulletin boards located throughout campus specific to individual offices, classroom/lab and departments and will be properly labeled. Only information related to the specified office, classroom/lab or department may be displayed on these boards. Approval must be granted by the specific office, classroom/lab or department for any other posting. The specific office, classroom/lab or department shall note approval on each posting. Items posted on office, classroom/lab or department specific boards that are found to be in violation of local, state or federal laws or in violation of Western's policies may be removed immediately.

### **External Organizations**

A. Public posting boards are bulletin boards labeled for public postings and are available throughout campus. Permission to post information on these boards, located throughout the campus, must be given by the Vice President for Student Support Services or designee. Only one (1) 8.5x11, or smaller posting per event or informational topic will be approved for each campus event board. Event posting may only be displayed 30 calendar days prior to the event date. Informational postings may only be displayed for 30 calendar days. All postings shall be stamped with the date of approval. The VPSS Office shall check public postings boards at least two (2) times per month and remove outdated information. Postings that have not been approved will be removed by the VPSS Office and discarded. Items posted on public posting boards that are found to be in violation of local, state or federal laws or in violation of Western's policies may be removed immediately.