EMPLOYEE HANDBOOK

October 2026

PREFACE

This Employee Handbook is provided to employees and supervisors to serve as a general guide to the administration of human resource policies. It should be used as a reference for interpreting the variety of individual situations that can occur in the workplace. Moreover, it is expected that supervisors will apply these policies equitably.

Occasions may arise when the collective judgment of the Board of Regents of the University of Oklahoma requires the Board to act independently in the development and implementation of policies and procedures. In acknowledging the revision of Cameron University's Employee Handbook, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time upon its own will and judgment independent of any other source or party to establish policies, regulations, and procedures and to implement other decisions of the Board. In such instances, affected personnel will be informed through the official public record where such actions were approved.

In the event of a discrepancy between this Employee Handbook and a Cameron University policy, a University of Oklahoma Board of Regents CU/RSU Policy, or an Oklahoma State Regents for Higher Education policy, the latter policies will govern.

The Employee Handbook will be updated on a regular basis, and the University reserves the right to change or modify any of these policies and procedures with or without prior notice at any time. Furthermore, due to time lapses, new policies and/or procedures may not be consistent with the current printing of the Handbook. Revised or new policies and/or procedures will supersede previous policies where discrepancies exist. New or changed policies will be distributed to University constituencies in a timely fashion; however, it is the employee's responsibility to verify current policy and/or procedures. Up-to-date information or answers to human resource questions not directly addressed in this Handbook may be obtained from the Human Resources Office.

THIS HANDBOOK IS NOT INTENDED TO BE, AND SHOULD NOT BE INTERPRETED AS, A CONTRACT BETWEEN THE UNIVERSITY AND ANY EMPLOYEE. THE CONTENTS INCLUDED IN THIS HANDBOOK IN NO WAY MODIFY OR AMEND THE RIGHT OF THE UNIVERSITY AS AN AT-WILL EMPLOYER IN ORIGINATING OR TERMINATING EMPLOYMENT.

EQUAL OPPORTUNITY POLICY

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, 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 education services.

This notice is provided as required by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated Equal Opportunity Officer and Compliance Coordinator at eo-tix@cameron.edu.

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SECTION 1–INTRODUCTION

1.1 HISTORY OF CAMERON UNIVERSITY

The evolution of Cameron University closely parallels the history of the area it serves in Southwest Oklahoma. It was founded by the Oklahoma Legislature in 1908 as the Cameron State School of Agriculture, one of six agricultural high schools in the state, and placed under the jurisdiction of the State Commission of Agriculture and Industrial Education. The University was named for E.D. Cameron, the first State Superintendent of Schools.

Cameron added junior college work in 1927 when local needs demanded access to higher education. With the changed function came the name Cameron State Agricultural College. It became solely a college in 1941 when the Oklahoma State System of Higher Education was formed and Cameron joined a group of institutions governed by the Board of Regents for Oklahoma A&M Colleges.

Baccalaureate degrees were authorized in 1966 by the Oklahoma State Regents for Higher Education, following action by the Legislature. In May 1970, the first bachelor's degrees were awarded. The institution's name was changed to Cameron College in 1971 and was further amended to Cameron University in 1974.

In 1988, the Oklahoma State Regents for Higher Education expanded the University's functions to include offerings at the master's degree level. This change in function was the first granted to an Oklahoma institution since Cameron was given authority to offer bachelor's degrees more than 20 years earlier. The first master's degrees were awarded in May 1990.

In recognition that the Cameron's mission had become significantly more complex and predominantly urban, in June 1992, governance of the university was transferred by the Oklahoma Legislature to The Board of Regents of the University of Oklahoma. With the transfer of governance came new affiliations between the Cameron and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions.

1.2 TYPE OF INSTITUTION

Cameron University is a state-supported, regional institution which is assigned Southwest Oklahoma as its primary service area. Oklahoma regional University functions are defined by the Oklahoma State Regents for Higher Education as (1) both lower-division and upper-division undergraduate study in several fields leading to the associate degree and the bachelor's degree; (2) a limited number of programs leading toward the first-professional degree when appropriate to the institution's strengths and the needs of the state; (3) graduate study below the doctoral degree level, primarily in teacher education, business, and behavioral science; (4) extension and public service responsibilities in the geographic regions in which they are located; (5) responsibility for institutional and applied research in those areas related closely to their program assignments; and (6) responsibility for regional programs of economic development. In addition, Cameron is assigned to provide programs of instruction for military personnel, including those stationed at Ft. Sill and at other military installations in the region.

1.3 CAMERON UNIVERSITY MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning: prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

Core Values

Cameron University values:

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
  - Investing in people; The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes;
  - Stimulating economic development
  - Forming partnerships and collaborative relationships
  - Providing cultural and social development
  - Serving the community and region by sharing our expertise
- Shared governance that includes:
  - Emphasizing teamwork
  - Facilitating open and effective communication
  - Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
  - Providing access to educational and teaching opportunities for all constituents

- Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
  - Focusing resources to achieve optimal student learning
  - Increasing student access to quality higher education
  - Establishing a reliable stream of public and private revenue
  - Holding administrative costs to a minimum
  - Enhancing alumni involvement
  - Providing accountability in key areas such as student learning and management of resources.

1.4 FUNCTIONS OF CAMERON UNIVERSITY

The functions assigned to the Cameron University by the Oklahoma State Regents for Higher Education include:

- Both lower-division and upper-division undergraduate study in several fields leading to the baccalaureate degree.
- A limited number of programs leading toward the first professional degree when appropriate to an institution's strengths and the needs of the state.
- Graduate study below the doctor's level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's manpower needs.
- Extension and public service responsibilities in the geographic region in which the University is located.
- Responsibility for institutional and applied research in those areas related closely to program assignments.
- Responsibility for regional programs of economic development.
- Perform other functional or programmatic responsibilities as authorized by the Oklahoma State Regents for Higher Education. Criteria for consideration of programs outside of the function described herein are outlined in the OSRHE Academic Program Approval policy.

1.5 COMMITMENT TO EXCELLENCE

The faculty, the administration, and the Board of Regents are dedicated to the continued development and improvement of programs at Cameron University. The goal of the University is to provide unsurpassed higher education opportunities to the population of Southwest Oklahoma.

1.6 UNIVERSITY GOVERNANCE AND ADMINISTRATION

1.6.1 OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Cameron University is part of the Oklahoma State System of Higher Education, which was established in 1941 when the people of the State adopted an amendment to the Constitution of Oklahoma, Article XIII-A. The System is composed of all institutions of higher education supported wholly or in part by direct legislative appropriations.

The amendment also provided for establishment of the Oklahoma State Regents for Higher Education as the coordinating board of control of the system. The State Regents board is composed of nine members who are appointed by the Governor and confirmed by the State Senate. They serve nine-year overlapping terms.

Their responsibilities include prescribing standards of higher education (including those concerning the admission of students) at each institution, determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition for completion of the prescribed courses of study, recommending to the Legislature the budget needs of each institution, allocating to institutions funds appropriated by the Legislature, and determining the fees for all institutions of the system (Article XIII-A, Sections 2 and 3, Constitution of Oklahoma).

1.6.2 BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA, CAMERON UNIVERSITY AND ROGERS STATE UNIVERSITY

By statutory enactment, the governance of Cameron University is vested in the Board of Regents of the University of Oklahoma. The Board of Regents is composed of seven members appointed by the Governor with the advice and consent of the State Senate. Each member is appointed to serve for seven years, except when appointed to fill an unexpired term. Meetings of the Board of Regents are open to the public. The powers and duties of the Board of Regents are set out in the Oklahoma Statutes (Article XIII, Section 8, Constitution of Oklahoma; Title 70, O.S. 2001, Section 1241, et seq.). The Board of Regents appoints the University President, charges him/her with the administration of the institution, employs personnel based on the recommendation of the President, determines policies for operation, and administers the budget.

1.6.3 UNIVERSITY ADMINISTRATION

As the chief executive officer of the University, the President is responsible to the governing Board of Regents for the administration of the University. All authority delegated by the Board of Regents is administered through the President,

who formulates an administrative structure appropriate for the management of the University and recommends its adoption to the Board of Regents. Generally, management responsibilities of the University are grouped according to function, with a vice president or equivalent University officer having administrative responsibility for such functions as academics, business and finance, student services, and development. There are many activities that overlap, requiring constant communication and coordination among administrative units. These functions are accomplished in a collegial manner through informal interaction among affected administrators, either individually or in the Executive Council, and through the operation of the University's formal governance structure. Management of the University is dynamic; thus, the administrative structure is subject to frequent change. The administrative structure is reflected in the University's organizational charts, which are revised and updated as necessary, but not less than once annually when submitted with the budget for approval by the Board of Regents.

1.7 ACCREDITATION

Cameron University is accredited by the Higher Learning Commission. Teacher education programs at the University are accredited by the Oklahoma Office of Educational Quality and Accountability and the Council for the Accreditation of Educator Preparation; and the Bachelor of Arts degree with a major in music, Bachelor of Music degrees, and the Bachelor of Music Education degree are accredited by the National Association of Schools of Music. Undergraduate and graduate degree programs offered by the Department of Business are accredited by the Accreditation Council for Business Schools and Programs. The Medical Technology curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in cooperation with the Commission on Accreditation of Allied Health Education Programs. The Associate in Applied Science Degree in Respiratory Care is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The Associate in Applied Science Degree in Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Bachelor of Science degree with a major in Chemistry (Professional Option) offered by the Department of Chemistry, Physics and Engineering is certified by the American Chemical Society (ACS).

1.8 PHYSICAL PLANT

The main campus of Cameron University is located in the city of Lawton, Oklahoma, and occupies 333 acres. The physical plant consists of facilities that vary in age from relatively new to over 75 years old. The core facilities consisting of the Library, McMahon Centennial Complex, and administrative buildings are centrally located with easy access for pedestrians or vehicular traffic. The academic facilities surround the core facilities, and all classrooms and laboratories are within five minutes' walking time, excluding the agriculture laboratory complex. Parking lots are available to accommodate commuter students.

The outer ring of facilities consists of living accommodations, the stadium, tennis courts, baseball and softball fields, and maintenance support areas. The maximum walking time from the campus residential areas to the classroom buildings is less than 10 minutes. All facilities are within 10 minutes of the core area. The Fine Arts Complex includes a 500-seat theater and smaller performance venues. The gymnasium seats 1,100 and contains limited physical education facilities. The Aggie Rec Center includes a swimming pool, basketball courts, racquetball courts, indoor track, and various other exercise and recreational facilities. The residence halls and Cameron Village have a cafeteria, dining room, conference rooms, meeting rooms, and capacity for approximately 750 students.

The CU-Duncan Campus has enjoyed steady growth over the past decade resulting in the doubling of both course offerings and credit hour production. Student services have been increased proportionately and facility improvements are notable. Approximately 650 students study in a facility with wireless internet, multi-media equipped classrooms, tutorial and testing services and a variety of activities for students of all ages.

The landscape for the University has been designed to unify campus space, enhance the aesthetic quality of each area, and establish a convenient pedestrian and vehicular circulation pattern. The University makes ongoing efforts towards continued expansion, modernization, and renovation of the University's facilities to assure proper support for the students and faculty.

1.9 CONSTITUENCIES

The constituencies of Cameron University are diverse and heterogeneous. Lawton-Fort Sill is a metropolitan area with a population of 110,000 and has the educational needs of most metropolitan areas. The area surrounding Lawton is primarily rural, with farms and ranches that create demands for agriculture-oriented education. Approximately one-half of the University's students pursue full-time education while the other one-half are part-time students. The University fulfills both senior college and community college roles. While the diverse needs of the students create unusual demands on the University, the heterogeneous aspects of the student body enhance and stimulate the academic atmosphere in the classroom.

The Oklahoma State Regents for Higher Education include the following eleven Oklahoma Counties in the Cameron University service area: Caddo; Comanche; Cotton; Grady; Greer; Harmon; Jackson; Jefferson; Kiowa; Stephens; and Tillman.

SECTION 2–UNIVERSITY GOVERNANCE

2.1 INTRODUCTION

As a constitutional entity of the State of Oklahoma, Cameron University recognizes its responsibility to contribute to the public weal by providing a quality higher education experience in all its facets for those it serves. This responsibility is best met when all within the academic community commit their best efforts toward this end. By calling into play the best intellect, judgment, and talents of the faculty, staff, students, and administrators who comprise the Cameron community, the University can achieve a synergism that is far more powerful and effective than when individuals or separate groups act alone. It is in this spirit of institutional cooperation that those within the Cameron community commit themselves to the concepts of shared governance expressed in this document.

The Board of Regents is vested with broad powers and authority to accomplish the responsibilities of the University. It can most efficiently, effectively, and judiciously satisfy its charge under a system of shared governance that (1) provides a means for each constituent group to advise the President, and to such other administrators as may be appropriate, and (2) facilitates communication among all groups.

To achieve those goals, a structure has been established that (1) encourages wide participation in shared governance activities, (2) provides cooperative interaction among all campus constituencies in the development of policy and operating procedures in University committees and task forces, (3) designates specific responsibilities for these committees and task forces and appropriate representation in their membership, and (4) provides regular and direct communication among faculty, staff, students, and administration at all levels.

Membership on University committees and task forces is structured, and members are selected by various means, depending on the function of the committee. When these processes do not result in diversity among group members, the administration has the responsibility to modify committee membership to achieve diversity. The President can supplement the composition of University committees and task forces that are not sufficiently diverse.

2.2 OKLAHOMA STATE SYSTEM

2.2.1 CONSTITUTIONAL COORDINATING SYSTEM

The **Oklahoma State System of Higher Education** was created with the people's adoption of an amendment to the Oklahoma State Constitution, Article XIII-A, on March 11, 1941. The amendment provides that "All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education."

The constitutional amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." There are nine State Regents who are appointed to nine-year staggered terms by the Governor, with the advice and consent of the Oklahoma State Senate. Responsibilities of the State Regents generally are limited to determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state-appropriated and revolving funds to each institution, and setting student fees. The Chancellor of the Oklahoma State System of Higher Education serves as the chief administrative agent of the State Regents.

2.2.2 BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The Board of Regents of the University of Oklahoma shall have the supervision, management and control of the University and shall have the following additional powers and duties:

a. Adopt such rules and regulations, as it deems necessary, to govern the University.

b. Employ and fix the compensation and duties of such personnel as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of the University. Any such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.

c. Enter into contracts; purchase supplies, material and equipment; and incur such other expenses as may be necessary to make any of its powers effective.

d. Authorize officials of the University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.

e. Receive and make disposition of moneys, grants, and property from federal agencies, and administer the same in accordance with federal requirements.

f. Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.

g. Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the University.

h. Acquire and take title to real and personal property in its name, on behalf of the University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of the University including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board on behalf of the University.

i. Have supervision and charge of the construction of all buildings at the University.

j. Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at the University.

k. Establish and maintain plans for tenure and retirement of employees of the Board of Regents and the University and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the University. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.

l. Audit all accounts against the funds appropriated for the use and maintenance of the University, and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the Secretary of the Board and the President.

m. Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.

n. Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, and to make the University effective for the purposes for which it is maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of the University.

2.3 CAMERON UNIVERSITY CAMPUS ORGANIZATION

2.3.1 CAMPUS ORGANIZATION

Within the Cameron University community are three primary stakeholders who cooperatively govern day-to-day affairs of the University and in both individual and representative capacities act as recommending and advisory bodies to the Board of Regents. Those three stakeholders include the University Administration, Faculty, and Student Body.

a. **The University Administration** is headed by the **University President,** who is the chief executive officer of the University and is directly responsible to the Board of Regents for all operations of the University. Other administrators assist the President with the management of University affairs. The Board of Regents encourages faculty, administrators, and students to make recommendations to the President regarding policy improvements and requires appropriate faculty counsel regarding recommendations for appointments, promotions, discontinuances, and retirement of faculty.

b. **The Regular Faculty** of the University is composed of all faculty members with regular appointments including tenured, tenure track, and non-tenure track at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The faculty shall fulfill its duties through academic departments and/or schools, University committees, various standing committees of the Faculty Senate, and, when appropriate, through ad hoc committees from the faculty. The faculty is to be concerned with the welfare of the academic community and has a responsibility to participate in the development of policies, regulations, and procedures concerning the whole University.

c. **The Graduate Faculty**, in addition to those qualifications required for other faculty, shall have (1) an earned doctorate from an accredited or internationally recognized institution or a terminal degree or other appropriate academic credentials [see Faculty Handbook]; (2) the rank of Assistant Professor or above; and (3) conducted specific forms of scholarly activity as defined in Appendix D. Appointments to the Graduate Faculty are made by

the Vice President for Academic Affairs upon recommendation of the appropriate academic department chair and Dean and of the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area which qualifies them to teach a graduate-level course, which expertise shall be defined by the Graduate Council with input from the Graduate Faculty of the appropriate school. Such temporary appointment shall be made by the Vice President for Academic Affairs upon the recommendation of the Graduate Council. Graduate Faculty shall be eligible to teach graduate courses; advise graduate students; supervise graduate research; serve on or direct a thesis committee; be elected to and vote for members of the Graduate Council; participate in campus governance; and serve on graduate advisory committees. A temporary member of the Graduate Faculty shall be eligible to teach graduate-level courses.

d. **The Student Body** of Cameron University consists of all students currently enrolled at Cameron University.

2.3.2 CAMPUS EXECUTIVE AND REPRESENTATIVE BODIES

a. **The Executive Council** is not a formally designated body but acts as the President's cabinet and is composed of administrators appointed by the President. The members meet regularly as a coordinating executive team.

b. **The Faculty Senate** is established to express the faculty's views and make appropriate advisory recommendations to the University administration. The Senate studies matters it believes to be of significant importance to the faculty. Officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary, each elected by the faculty. The Faculty Senate may determine its own internal rules of order and by-laws insofar as they are consistent with state law and Board of Regents' policies.

c. **The Staff Advisory Council** represents the administrative, professional, classified, and permanent part-time staff of the University. The council makes policy recommendations, communicates and shares staff concerns, recommends change to university practices, and provides administrative support to the University.

d. **The Student Government Association** is a representative organization of the Student Body whose mission is to represent, lead, and unify the Student Body; to decide and recommend for the students upon any matter involving student interests; and to promote common understanding among students, faculty, and administration while protecting the individual rights of students. Officers of the Student Government Association are elected by the Student Body and include the President, Vice President, and Treasurer.

2.3.3 SHARED GOVERNANCE BODIES

a. **Cameron Council** meets as needed to promote an exchange of information among the Student Government Association, Faculty Senate, and Administration. The council is chaired by the University President and members include: elected officers of the Faculty Senate, Staff Advisory Council and the Student Government Association; the Chair of the Programming Activities Council; and administrators as appointed by the President.

b. **University Standing Committees** serve various functions in the University and typically have a single responsibility. A listing of committees and each's composition and method of appointment may be found on the University website. For all University related committees, the Vice President for Academic Affairs, with the President's concurrence, or the President reserve the right to appoint additional members in an effort to achieve functional diversity on the committees.

c. **Ad Hoc Committees and Task Forces**. From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University's official website.

SECTION 3–GUIDELINES FOR RECRUITMENT, SELECTION, AND HIRING

3.1 AUTHORIZATION

3.1.1 ALL POSITIONS–Prior to initiating a search process, any department /school wishing to fill a new or replacement position must complete the required forms. The requesting department/school must provide an updated Job Description to be posted by the Human Resources Department.

3.2 ADVERTISING

3.2.1 POSTING VACANCIES–The Human Resources Department is responsible for advertisement of positions in coordination with the hiring supervisor. Employment Opportunities will be posted on the University website. If an external search is deemed necessary, Human Resources will post the position as appropriate. If requested by the department/school, the advertisements will be placed in special publications or area specific (state or national) publications. The department/school will be responsible for the cost of these additional advertisements. The Human Resources Department will review all postings.

3.3 SELECTION PROCEDURES

3.3.1 DIRECT APPOINTMENT–Direct appointments can be made with the prior written approval of the President. This policy provides operational efficiency, equitable consideration, and opportunity for qualified University employees to fill vacant positions at the University.

Direct appointments will be used when the field of eligible internal candidates is known, when a current employee has been effectively performing higher-level duties for an extended period of time, or when it is considered to be in the best interest of the University to do so.

3.3.2 PROMOTIONS AND TRANSFERS–With approval from the responsible vice president, vacant positions may be filled by promotion or lateral transfer. To fill a vacant regular position by promotion or transfer, the hiring official must consider all qualified employees in the department and recommend an employee for selection based on job-related criteria. Employees interested in transfer opportunities must submit all required documentation to the Human Resources Department.

3.3.3 SEARCH COMMITTEES–In the ongoing effort to attract and employ quality individuals, the University may decide to form search committees to facilitate the hiring process.

- Administrative/Professional Positions–A search committee may be used at the discretion of the supervisor (hiring authority for the position); however, a screening committee is not required.
- Classified Positions–A search committee is not required.

The search committee must ensure that it adheres to the University's Affirmative Action Plan and Equal Opportunity Policy. Committee considerations will become a part of the selection process files. Detailed instructions for search committees are available in the Human Resources Department.

3.3.4 RECRUITMENT AND SELECTION DOCUMENTATION–The University requires that specific forms be completed throughout the screening and selection process. Please contact the Human Resources Department for details.

3.3.5 EMPLOYEE TESTING–Federal regulations require that employee selection testing, if prescribed by a department or school, be validated to show a direct relationship between test results and job performance. All employment tests must be reviewed and approved by Human Resources and/or the Equal Opportunity Officer/Title IX Coordinator before use to ensure the tests are valid, job related, reliable, uniformly administered, and do not have an adverse impact on the employment opportunities of members of protected classes.

3.4 CONDITIONS OF EMPLOYMENT

Cameron University is an at-will employer and nothing herein shall be construed to alter or amend an employee's at-will employment status. This means the University or the employee can terminate the relationship with or without cause, with or without notice.

All administrative/professional positions must have necessary signatures and be approved by the President before an offer of employment can be made to the selected candidate.

Prior to making an official offer to the selected candidate for any position, the hiring supervisor will verify that all recommended stipulations of employment and documents used in the selection process have been properly approved. After returning the materials to the Human

Resources Department and verifying that University policy has been followed in the selection process, the applicable department/school and the selected candidate will complete the required forms for employment processing.

The selected candidate must then complete the official employment process in the Human Resources Department. It is the responsibility of the hiring supervisor or the hiring department/school to ensure that the appropriate forms required by the Human Resources Department have been completed before a candidate begins employment.

3.4.1 HEALTH STATEMENT–When appropriate, the University may request a medical examination from applicants for certain positions when a job offer is extended. The University will pay the cost for the examination. Compliance with a request for examination will be a condition of employment. If the examination shows that the individual is unable to perform the essential job duties, with or without reasonable accommodation, the job offer will be withdrawn.

3.4.2 BACKGROUND CHECK–The University reserves the right to make offers contingent upon the completion of a background check. The background check may include criminal and/or sexual offender and/or motor vehicle records using (1) private companies with which the University has contracted for such services, (2) OSBI, and (3) FBI. The individual must provide authorization for the background check by completing the appropriate information releases and authorizations. The information will be kept confidential and separate from the application and will not be used except in cases of a job offer. If the background check results show "not approved," the job offer may be withdrawn.

3.4.3 FALSIFICATION–An applicant will be disqualified for consideration for employment with the University if he/she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position. If such information is found after employment, appropriate disciplinary action, including termination, may be taken.

3.4.4 NEPOTISM–Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement by the University or, in the case of faculty members, to eligibility for tenure. The University recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the University in having an employee supervise a family member outweighs the potential harm.

Therefore, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding employment, promotion, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the appropriate Vice President and approved by the President and Board of Regents. In recommending the waiver, the appropriate Vice President must make a written statement of the facts that have led him/her to conclude that the benefit to the University in granting the waiver outweighs the potential harm. In addition, the requesting Vice President must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee and state in writing how that means will avoid the conflict of interest. The statement and proposal for supervision shall be made part of the Board of Regents agenda item. Further, a salary increase above the average increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless the requesting Vice President and the President have approved the policy.

It is the responsibility of the head of the budget unit to seek a waiver before offering employment to any person whose employment would violate this policy, and the willful failure to follow this policy may result in disciplinary action against the head of the budget unit. Notwithstanding any other provision of this policy, a conditional hire, prior to approval of the Board of Regents, may be made pursuant to this policy if deemed necessary for legitimate academic or business reasons if justified in writing by the appropriate vice president and approved by the President. At the next regular meeting of the Board of Regents, the written justification and the conditional hire will be considered by the Board of Regents.

Relatives who are within the third degree of relationship to an employee by consanguinity or affinity include the following: spouse, parent, parent of spouse, grandparent, grandparent of spouse, great-grandparent, great-grandparent of spouse, uncle or aunt, uncle or aunt of spouse, brother or sister, brother or sister of spouse, son or daughter, son-in-law or daughter-in-law, grandson or granddaughter, grandson's or granddaughter's spouse, great grandson or great granddaughter, and great grandson's or great granddaughter's spouse. For the purposes of this policy, step- and half-relatives are considered to be related by affinity (University of Oklahoma Board of Regents' Policy Manual CU/RSU 3.1.11).

3.4.5 EMPLOYMENT OF MINORS–Oklahoma considers individuals under the age of 16 to be minors for purposes of employment. There are other lesser employment restrictions for minors between the ages of 16 to 18. The provisions of the child labor law distinguish among minors according age, type of occupation, day and nighttime work, and number of hours worked (See the Human Resources Department prior to the employment of a minor).

SECTION 4–CLASSIFICATION

4.1 GENERAL

The classification program of the University is administered by the Human Resources Department and is based on skill levels, experience, education, job descriptions, and the Fair Labor Standards Act (FLSA). Each classification is placed in a salary range sufficient to allow incentives for improved performance, job proficiency, years of service, and individual efforts. The Human Resources Department may, upon need or request, conduct classification reviews or studies and may recommend revisions to the Vice President for Business and Finance.

4.2 POSITION CLASSIFICATIONS

Each position of the University has been classified in accordance with its function, duties, responsibilities, and relationship to other positions. A job description has been developed for each position specifying the duties, responsibilities, supervision received, supervision given, education, training, and experience necessary for a person to function effectively in that position. The University has two types of non-faculty positions: administrative/professional and classified. Administrative/professional positions are those positions with assignments that have primary responsibility for the management of a department or subdivision or that exist for the purpose of performing academic support, student services, and institutional activities and have assignments that require baccalaureate or master's degrees or experience of such kind as to provide a comparable background. Classified positions are those positions not categorized as administrative/professional and generally include occupational categories of clerical, or skilled crafts, or service/maintenance.

4.3 EXEMPT AND NON-EXEMPT CLASSIFICATION

The Human Resources Department shall determine and specify, subject to the provisions of the FLSA, those classifications that shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications. Classifications will be determined at the time a position and job description is approved for recruitment and are subject to revision as specified in section 4.1 of this handbook.

4.3.1 EXEMPT CLASSIFICATIONS generally apply to executive personnel, administrative and professional personnel, and classified employees who have supervisory responsibilities. Exempt employees shall neither be entitled to the earning of, accrual of, nor credit for overtime and/or compensatory time. The budgetary head has the discretionary authority to arrange the work schedule of an exempt employee.

4.3.2 NON-EXEMPT CLASSIFICATIONS apply to all employees not classified as exempt. These employees are generally classified employees. Non-exempt employees are eligible to earn and receive credit for appropriately authorized overtime and/or compensatory time. Non-exempt employees, whose work must be documented and maintained in accordance with federal regulations, must maintain detailed records reflecting the time of arrival and departure from work. The accumulation of overtime or compensatory time is subject to the provisions of the FLSA.

4.4 TYPES OF APPOINTMENTS

As an at-will employer, the University may initiate or terminate employment at any time. Positions at the University are categorized as one of the following for purposes of benefits eligibility:

4.4.1 REGULAR, FULL-TIME EMPLOYEES–Permanent employees who are employed to work forty (40) hours per week. Regular permanent employees who work at least thirty (30) hours per week (75%) will receive all University paid benefits appropriate to their classification on a pro rata basis.

4.4.2 REGULAR, PART-TIME EMPLOYEES–Permanent employees who are employed to work at least twenty (20) hours per week (50%). Employees in this classification may work more than their appointment, on occasion, but should not average thirty (30) hours per week or more during the appointment. Regular Part-Time Employees will receive paid time off benefits at their full-time equivalency rate, but do not receive fringe benefits.

4.4.3 TEMPORARY EMPLOYEES–Temporary employment is expected to last less than a year or until the next fiscal year, whichever comes first. Temporary positions that extend longer than the date indicated on the Payroll Action Form (P7) will require completion of a new P7 form.

4.4.4 STUDENT EMPLOYEES–Student employee status applies to those employees currently enrolled at the University whose primary purpose for being at the University is to obtain an education. Student employees do not receive benefits and are not paid for holidays.

4.4.5 HOURLY EMPLOYEES–Hourly employees are those employees who are paid an hourly rate and work variable hours per week based upon the department's needs rather than a standard schedule. Hourly employees do not receive benefits and are not paid for holidays.

4.4.6 FACULTY–Employees who are generally employed to fulfill the instructional and research mission of the University. Further details on faculty appointments may be found in the Faculty Handbook.

4.4.7 9-10 MONTH EMPLOYEES

This status is only available to non-faculty, full-time staff whose work closely mirrors the academic calendar or can be easily adjusted to better align with the school year. Departments and staff should discuss whether this option is feasible and how department needs will be met during the off periods. Any eligible employee must receive permission from their supervisor, director (if applicable), vice president, and President.

Converting a staff position to the 9-10 Month Option is completely voluntary and should be initiated by the staff member. The staff member must first submit an application to their supervisor, and the department then submits the completed application to Human Resources department before June 1. Once the application is processed and approved for conversion, Human Resources will take appropriate action to revise payroll and benefits as outlined herein. The transition to 9-10 month position shall be effective from July 1 to June 30 and shall immediately transition back to its previous designation for the following year.

The beginning and ending dates for 9-10 month positions will be posted by Human Resources Department.

Salary for employees electing this option will be reduced accordingly and will be paid in accordance with existing University policy. Benefits will be deducted or withheld in accordance with University policy.

The University will continue to pay the staff member's share of benefits/insurance costs while the employee is in a non-work status during the off period. The pay of a participant must be enough to cover the employee payroll deductions for benefits. Life insurance and long-term disability insurance will be calculated based on reduced hours and pay.

While in a non-work status, the employee:

- shall not accrue annual or sick leave.
- shall not be eligible to use annual or sick leave accruals.
- shall not be eligible for holiday compensation on University or state declared holidays.
- shall not be eligible for unemployment compensation during off period.

If a participant is on Family & Medical Leave Act (FMLA) leave concurrently with their off period, the time on FMLA during the break period does not count against their allowed 12-week (480 hours) FMLA leave.

Employees who do not return to work after the designated end of the off period or terminate during the fiscal year shall have their insurance programs canceled effective the last day for which they had pre-paid a premium.

SECTION 5–COMPENSATION

5.1 SALARY ADJUSTMENTS

The President may approve individual salary adjustments based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints, subject to and in accordance with Board of Regents Policy.

5.2 PAYROLL WARRANTS

Payroll warrants for all administrative and faculty employees are issued on the last working day of the month. The payroll period for all administrative and faculty employees is the first day through the last calendar day of the month. All classified and hourly employees are paid biweekly. Payroll warrants are issued on the second Friday following the last day of the pay period. Pay periods begin on Sunday at 12:00 A.M. and end Saturday at 11:59 P.M. All University pay schedules can be located on the Employee tab on AggieAccess.

Supplemental pay periods are established to pay hourly employees, workshops, new hires not on regular payroll, annual leave payoff, terminated employees, and other miscellaneous payment requirements. Supplemental payroll warrants are issued on a payday established by the Human Resources Department.

All adjunct faculty employees will be paid on a monthly basis in compliance with O.S. Title 40, Section 165.2. This statute mandates employees of the state be paid a minimum of once a month. The pay period for adjunct faculty employees is the first through the last day of the calendar month. Payroll warrants will be issued no later than the twelfth of the following month. Overload for full-time faculty will be paid on the employee's regular paycheck. Fall overload will be paid on the September through December paychecks. Spring overload will be paid on the February through May paychecks.

The pay period for work-study employees is the first through the last day of the calendar month. Payroll warrants will be issued no later than the twelfth of the following month.

Direct deposit is required for all University employees in compliance with Oklahoma law (74 O.S. 292.12). All University employees will have their payroll warrant(s) electronically transferred to a financial institution of their choice by submitting a completed Automatic Deposit Transmittal Form (D10) along with a voided check or a direct deposit form from the financial institution.

Employees who are unable to have an account at a financial institution to receive their pay or fail to provide direct deposit information will be enrolled in the state's pay card program. The Oklahoma pay card provides a convenience for state employees who do not have a bank account for direct deposit of their pay. An employee will be set up on the pay card at an employee's request or if direct deposit is not received within a month of the employee's start date.

5.3 PAYROLL CHANGES

Changes in payroll deductions are made in the Human Resources Department. All change forms must be received two weeks prior to the pay date to ensure that the change is effective. A list of pay dates is available on the Employee tab in AggieAccess.

5.4 SUPPLEMENTAL PAY

Supplemental pay to employees of the University must be requested and authorized on an approved Payroll Action Form (P7) regardless of the nature of the services provided.

5.5 HOLIDAY PAY

To be eligible for University-approved holiday pay, an employee must be a regular, full-time or part-time employee and be in a paid, or paid leave status the day before and the day after the holiday (See Holidays, section 9.1).

The employee will not be charged annual leave time for a University-approved holiday that falls within the annual leave period.

An employee who is on sick leave when a University-approved holiday occurs will receive holiday pay instead of sick leave pay.

5.6 GARNISHMENTS

The University must accept court-ordered wage assignments, garnishments, and tax levies, and will process them in the legally prescribed manner.

SECTION 6–HOURS OF WORK

6.1 WORKWEEK

The workweek at the University begins at 12:00 a.m., Sunday, and ends Saturday at 11:59 p.m. A regular, full-time employee will be scheduled to work 40 hours per workweek, and normal work hours are from 8 a.m. to 5 p.m. with one hour off for lunch. Supervisors may designate the lunch hour and make adjustments in the beginning and ending times of an employee's workday or workweek to meet the needs of the University.

6.2 FLEXIBLE WORK HOURS

Flextime is an alternative work pattern that allows supervisors the flexibility to vary the arrival and departure times of regular, full-time employees, as long as the employees work a minimum of 40 hours per week. This arrangement allows variations in the length of the workday/workweek. All flextime decisions are subject to approval by the supervisor and the appropriate vice president and may not interfere with the operation of the department or University in general. The supervisor will provide oversight of work hours, and will handle all exceptions on a case-by-case basis. Flextime should be of benefit to both the regular, full-time employee and the University. Written authorization and description of flextime arrangements should be reported to the Human Resources Department.

6.3 LUNCH PERIOD

The lunch period consists of one hour daily, unless otherwise scheduled by the supervisor to meet special needs. An employee may not forego the lunch period to shorten the workday or workweek or to rearrange or extend the lunch period without prior consent of the supervisor.

6.4 WORK BREAKS

At the discretion of the supervisor, work breaks may be allowed but are not required. The work break should not interfere with the proper performance of the job responsibilities of the department or University. A work break cannot be longer than 15 minutes twice a day from the point of cessation of labor to resumption of labor. Breaks should be considered a privilege, rather than a right. Break time cannot be accumulated, added to lunch periods, or otherwise used to shorten the workday or workweek.

6.5 ABSENTEEISM

An administrative/professional employee, who is aware that he/she will be away from work, is responsible for requesting prior approval from the supervisor and recording the absence on the online leave report. Classified employees will receive prior verbal or written approval from the supervisor and note the absence on the Online Timesheet in AggieAccess. This is not only a courtesy, but also allows the department to make other work arrangements as necessary. Any employee who fails to comply with this rule may be subject to disciplinary action up to and including dismissal.

An employee who is unexpectedly absent from work without prior approval will be responsible for notifying his/her supervisor as soon as possible.

In chronic or unusual cases of absenteeism, the University reserves the right to require documentation or verification of the reasons for any absence. Excessive absenteeism will be reflected in the employee performance evaluation and may lead to disciplinary action, up to and including dismissal. For policies related to Abandonment of Position, please see section 6.7.

6.6 TARDINESS

An employee is expected to be at his/her workstation at the scheduled work time. An employee who is unexpectedly late for work without prior approval will be responsible for notifying his/her supervisor as soon as possible. Habitual tardiness may be a matter for disciplinary action up to and including dismissal.

6.7 ABANDONMENT OF POSITION

An employee who fails to report to work for three consecutive workdays without notifying his/her supervisor will be deemed to have abandoned his/her position and will be terminated from employment. The last day worked will be the effective termination date.

An employee who refuses to accept an equitable change in job assignment or location will also be deemed to have abandoned their position within the University and all policies within this section will be applicable.

The employee will receive any payment owed on the payroll payment date for the current pay period. Employer paid health insurance benefits will cease on the last day of the month that the employee last worked. For information regarding COBRA benefits, contact the Human Resources Department.

6.8 OVERTIME FOR NON-EXEMPT EMPLOYEES

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance. When it is necessary for an employee to work more than eight (8) hours in a workday, the workweek should be rearranged so that the employee does not exceed forty (40) hours. When the hours worked in a workweek (excluding paid leave hours and holidays) exceed forty (40) hours, the employee will be granted compensatory time at the rate of one and one-half hour for each hour of approved overtime worked.

If the employee opts to take compensatory time, it must be taken within the current pay period. The supervisor will determine when the compensatory time is to be taken with the least amount of disruption to University operations. Compensatory time may not be carried over to the next pay period.

If a department cannot allow an employee to take compensatory time off as compensation for overtime during the current pay period, the University will pay the overtime at the earliest possible date. Payment of overtime is calculated as the number of hours worked over 40 hours times the employee's overtime rate. The overtime rate will be one and half times the employee's hourly rate determined by dividing the employee's annual salary by 2,080 hours, or the full-time equivalency.

Each supervisor is responsible for maintaining adequate overtime records for his/her employees. A record of each employee's compensatory or overtime activity should be documented on the Employee's Online Timesheet and submitted in AggieAccess by the timesheet due date. A schedule of pay period and timesheet due dates may be obtained from the Human Resources Department or accessed on the Employee tab of AggieAccess.

An employee transferring from one department to another is required to use accumulated compensatory time or be paid for the unused time on the next payroll.

6.9 ON CALL

Some positions may require an employee to be placed "on call" subject to being available should his/her services be required. In some instances this may require the assignment of a personal pager or cellular telephone to the employee at the University's expense. Determinations of whether on-call time will be determined as paid or compensatory time will be in accordance with the applicable provisions of the FLSA. The Human Resources Department can answer questions about FLSA provisions.

6.10 FINANCIAL RESPONSE PLANNING

From time-to-time state-budgetary reductions, revenue shortfalls, declining enrollment in specific programs, or when other financial exigencies exist, if such conditions remain unabated, have a drastic impact on instructional programs and will seriously erode the quality of existing programs. In such times, or if determined reductions are needed based on enrollment or discontinuing services, it may be necessary for the University to take actions affecting the pay and the appointments of employees, including salary reductions, reductions in force, and increasing instructional loads for a specified time period. Accordingly, if the President determines that economic or other conditions warrant the above described action, the President may direct the implementation of a financial response plan in accordance with this policy, which shall be reported to the Board at the next regularly scheduled meeting or sooner if warranted.

6.10.1 GENERAL PROVISIONS

When conditions warrant or necessitate the reductions in faculty and staff positions to avoid seriously eroding existing program qualities or to ensure the University's continued financial integrity, the appropriate administrative officials may recommend positions to be eliminated after carefully reviewing the needs of the academic and business unit. The decision to eliminate a specific position shall be based solely on the job functions of the position and the needs of the business or academic unit. The President, in his or her sole discretion, shall approve position eliminations.

A staff member whose conduct is not satisfactory will be separated from the University by the appropriate method rather than by a reduction in force (RIF).

Departments are to provide employees scheduled for layoff with reasonable administrative leave for job interviews. Department Heads may not require the use of accrued leave within the minimum 30-day notice period. Employees will receive pay for unused annual and/or compensatory leave in the final check.

6.10.2 ADDITIONAL CONSIDERATIONS FOR STAFF

Priority applicant status will be provided to qualified employees whose position has been eliminated. The priority applicant status will be in effect for three months from the date of the notification and shall receive preference in hiring among substantially equally qualified candidates. Priority applicant status does not guarantee an interview or job. If one position is eliminated but two or more people have the same position in the same area, the decision will be based on seniority and performance.

Impacted staff members will have the option of being reinstated into their former position if the position is restored within twelve months. An employee will not be eligible for recall if, on the RIF notification date, there is a documented performance plan or disciplinary action in the previous twelve-month period.

6.10.3 ADDITIONAL CONSIDERATIONS FOR FACULTY

The University will make every reasonable effort to reassign affected tenured and tenured-track faculty members to positions for which they are properly qualified before dismissal results from a position elimination. If one position is eliminated but two or more people have the same position in the same department, the decision will be made in the following order: tenured-track, tenure, and then seniority and performance. The dismissed faculty member's position will not be filled by a replacement within a period of two years, unless the dismissed faculty member has been offered reappointment at the previous status.

6.10.4 NOTICE TO AFFECTED EMPLOYEES

The President, or his designee, shall provide written notice to affected employees whose positions are being eliminated. Notice will be given at least thirty (30) days before the position is eliminated. The notice shall refer the employee to those sections explaining priority applicant status and recall/reappointment.

SECTION 7–EMPLOYMENT POLICIES

7.1 GENERAL

The State of Oklahoma is an at-will employer. As an arm of the State, the University follows an at-will employment policy. The contents included in this Handbook in no way modify or amend the rights of the University as an at-will employer in originating or terminating employment. At-will employment is for no specified term and is terminable at the will of either the employee or employer. Further, promises or representations made by anyone concerning the conditions of employment, express or implied do not negate the right of the University to terminate employment at any time, with or without cause.

7.2 MANAGEMENT PROVISIONS

Subject to Board of Regents' Policy, the University has the right to exercise customary functions of management, which include, but are not limited to, the following:

- **a.** Hiring, promoting, transferring, disciplining, and terminating employees in accordance with University policies;
- **b.** Reassigning an employee from one position to another position;
- **c.** Directing the work force; determining its composition, organization and structure; and scheduling and assigning work;
- **d.** Establishing reasonable job standards, expectations, work rules, policies, and regulations;
- **e.** Determining the extent and schedule of its operations;
- **f.** Maintaining the orderly conduct of the work force, requiring job performance which meets job requirements, terminating employees in accordance with University policies; and
- **g.** Amending, revising, revoking, or issuing policies and rules governing University employees.

7.3 EMPLOYEE PROVISIONS

University employees may:

- **a.** Be apprised of job-related criteria;
- **b.** Express employee concerns and complaints;
- **c.** Expect to work in a safe environment;
- **d.** Expect reasonable and nondiscriminatory application of the Board of Regents, the University, and departmental policies and rules; and
- **e.** Expect termination proceedings and other disciplinary actions to be made in accordance with the Board of Regents' and the University's policies.

7.4 PERSONNEL FILE POLICY

For the purpose of making employment decisions, the University maintains individual personnel files on all current and former regular, full-time and part-time staff. This policy establishes rules and procedures for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its employees and the interests of the University in fulfilling its mission.

7.4.1 CONTENTS–Those responsible for the custody of personnel files shall determine information to be placed in the files. Only such information as is germane to the person's employment with the University shall be retained in these files. Examples of this type of information are:

- Information pertaining to bona fide occupational qualifications;
- Summaries of performance, behavior, and discipline matters;
- Personnel actions, such as appointment, change of status, tenure and promotion; and
- Evaluation of work performed.

Individuals may ask that materials relevant to their employment be included in their personnel file by written request to the Director of Human Resources.

7.4.2 CONFIDENTIALITY–The following personnel records shall be deemed confidential and may be withheld from public access:

a. Those that relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation;

b. Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, employee evaluations, payroll deductions, and employment applications submitted by persons not hired by the University; or

c. Those that are specifically required by law to be kept confidential.

All personnel records not specifically falling within the exceptions provided above shall be available for public inspection and copying including, but not limited to, records of:

a. An employment application of a person who becomes a public official;

b. The dates of employment, title or position; and

c. Any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

Except as may otherwise be made confidential by statute, an employee of the University shall have a right of access to his/her own personnel file. At the request of the employee, the University shall keep confidential the home address of any person employed or formerly employed by the public body.

7.4.3 ACCESS–Personnel files shall be made available to the public to review in accordance with the Oklahoma Open Records Act. The files may be inspected by persons so entitled only under the supervision of the custodian or his/her designee in the administrative office where the personnel files are maintained. The President shall have the authority to obtain and review personnel files within his/her own office. The Oklahoma Open Records Act will govern all access to personnel files.

Supervisors or administrators shall have access to the personnel files of persons employed or being considered for employment in their areas of responsibility on a need-to-know basis and shall have authority to share the information with others responsible for personnel recommendations and/or decisions. Further, other University officers or employees showing a legitimate need for the information shall be permitted such access.

Except as may otherwise be made confidential by statute, an employee (or his/her designee as authorized in writing and signed by the consenting employee) shall have a right of access to his/her own personnel file, provided these conditions are met:

1. An individual wishing to inspect his/her personnel file should submit a written request for inspection to the custodian of the file; and
2. An individual may not remove or add any records to his/her file at the time of inspection.

7.4.4 CORRECTION OF RECORDS–An employee may dispute the accuracy of any material or correspondence included in his/her personnel file. Such dispute should be directed to the custodian of the file in writing. If the dispute is not resolved by mutual agreement, the employee may submit certain personal responses to any alleged invalid materials or correspondence to be included in his/her file.

7.5 FALSIFICATION

Any false, incomplete, or incorrect statement, answer, or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, division, classification, or position at the University or pertaining to personal information or background which is elicited for any authorized form, record, or file, is considered a material misrepresentation and may result in refusal of employment by the University. If such information is found after employment, appropriate disciplinary action, up to and including termination, may be taken.

7.6 VACANCIES

An employee desiring to be considered for a vacant position should apply through the Human Resources Department.

For assistance in filling a vacant position, supervisors should refer to Section 3 (Recruitment, Selection and Hiring) or contact the Human Resources Department for guidance.

7.7 PROMOTIONS AND TRANSFERS

The University encourages the promotion of employees to positions for which they are qualified and which meet their career interests and objectives.

A current employee wishing to be considered for a transfer must complete an application and follow the same processes as other applicants for the position (See procedure to apply for vacant positions, section 3).

An employee interested in promotional opportunities must provide the Human Resources Department with updated employment application material.

Departments accepting an employee by transfer, promotion, or demotion will be responsible for the employee's accumulated annual and sick leave balances at the time of transfer.

7.8 NEPOTISM

Refer to Section 3.4.4 for information regarding the policy on nepotism.

7.9 EMPLOYMENT OF RETIREES

Oklahoma law provides that retirees may return to work, but only within the parameters established by Oklahoma law and OTRS.

7.10 PROBATIONARY PERIOD

A probationary period is used to evaluate an individual's ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the University. The end of probationary status does not indicate "permanent" employment. he University maintains its right to employ "at will" and may choose to terminate or not renew an appointment to a position.

All regular, full-time and part-time new-hire and rehired employees will serve a ninety (90) calendar day probationary period. Employees on probationary status are eligible for all benefits that are granted an employee holding a regular position. The probationary period applies to employees accepting promotions or transfers.

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. During the probationary period, the employee will be informed of the expectations and work requirements of the position. Periodically during the probationary period, the employee may receive regular feedback on his/her progress, which may affect continued employment. During the probationary period, the employee may resign without prejudice or be dismissed.

If there is an interruption of service during the probationary period, the time lapse during the interruption shall not be included as part of the probationary period.

7.10.1 Dismissal During Probationary Period–An employee may be dismissed at any time with or without cause during the probationary period. Dismissals shall be coordinated with the Human Resources Department.

It is the responsibility of each employee to comply with the University's work standards, rules, and procedures. If an employee fails to learn procedures, or if the employee persists in poor work habits, a supervisor may recommend disciplinary action, up to and including dismissal.

7.11 EMPLOYMENT OF STUDENTS

7.11.1 DEFINITION–If a student is a recipient of campus-based federal aid (Federal Work-Study) that student cannot receive total aid in excess of his/her cost of attendance as determined by Financial Assistance. If a student has a Federal Work-Study allocation, the student cannot be paid in excess of that allocation amount for a given academic year. However, a student who exhausts his/her federal work-study allocation or a student who does not receive any federal work-study money may receive University work-study money, subject to the University's budget and other guidelines.

7.11.2 PROCEDURES–Departments wishing to hire student employees should contact the Human Resources Department for details.

7.11.3 DOCUMENTATION AND COMPENSATION–The student is responsible for keeping his/her time posted to their AggieAccess online Timesheet Entry. This keeps track of their daily time in and out. The student may not work

during scheduled class time. The supervisor is responsible for tracking the time worked to ensure that the student does not work more time than the allocation provided. When the federal work-study allocation is met, the department may request to change the student's status from federal work-study to University work-study, provided the department has a sufficient student wage budget.

The student's monthly time sheet is to be completed by 5:00 pm on the last work day of the month and submitted to the supervisor for approval. Once approved, the supervisor submits the time sheet to the Human Resources Department to process for payment. All employees are required to have their payroll checks direct deposited. Students can expect to receive their payment by the 12th of the following month. Student work programs are not scholarships; therefore, hours indicated must reflect actual time worked in order for the student to be compensated.

7.11.4 BUDGET ALLOCATION–The Business Office Controller sends a copy of the Work Study Fiscal Year Budget (per department) to the Human Resources Department. The Human Resources Department will maintain and monitor all allocations and budgets to ensure that each student and department does not exceed the amount allocated.

7.12 TERMINATION OF EMPLOYMENT

7.12.1 RESIGNATION–Resignations shall be effective on the employee's last day of service, and an employee shall not be paid for a holiday if the last day of work was prior to the holiday period (University of Oklahoma Board of Regents' Policy Manual CU/RSU 3.1.5).

To resign in good standing, a classified employee shall give notice at least ten (10) working days prior to the effective date of the resignation. To resign in good standing administrative/professional employees shall give notice at least twenty (20) working days prior to the effective date of resignation.

A resignation must be made in writing and submitted to the department supervisor. Supervisors are then responsible for submitting the resignation through the appropriate chain of approval to the Human Resources Department. The last day the employee is physically at work shall be the last day of employment. The salary of the employee who resigns before the end of the month will be pro-rated on the basis of the number of days worked during the month of resignation.

7.12.2 TERMINATION CLEARANCE PROCESS–The terminating employee must complete an Employee Severance Clearance Form (E1) on the last day of work. This process includes return of books and other materials to the department, return of University keys, purchasing cards, library books, parking permits, the Staff ID card, and any other items issued during employment. The employee must make payment for all financial obligations to the University. The employee will be provided with contact information for current benefit vendors and COBRA information.

7.12.3 DISMISSAL–A copy of each written notice of dismissal or layoff must be submitted to the Human Resources Department. The employee must complete the severance clearance process as defined in Section 7.12.2.

7.13 GRIEVANCE POLICY

The University recognizes that employees may encounter disagreements arising from work relationships, employment practices, or other matters that may arise between a supervisor and employees. In such cases, the employee is encouraged to work diligently with his/her immediate supervisor to resolve the situation. If a resolution cannot be reached, the employee may seek to resolve the situation with the next level of management.

7.14 POSITIVE DISCIPLINE

The University employment policy is designed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection procedures, meaningful employee orientation, appropriate on-the-job training, an effective annual performance evaluation, and a positive approach toward employee discipline by University supervisors. Disciplinary action is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. When problems occur, they should be handled in reasonable ways that jointly support the concept of positive discipline and minimize the interruption of University services. Employee discipline may be needed and, as a corrective procedure, is an integral part of University employment policy.

Underlying discipline, however, is an expectation that supervisors will direct their efforts toward employee development and success. When discipline is necessary, the positive guidelines below should be used as part of employee development. The guidelines are not expected to be rigidly applied but will be suitable for most University discipline situations. Depending upon the circumstances and the supervisor's judgment in individual cases, repeating a step, jumping a step, or moving to immediate dismissal may be appropriate.

Supervisors are expected to document disciplinary action taken. The documentation should contain a clear description of the behavior that prompted the discipline, the action taken by the supervisor, how the employee's conduct must change, and in what time frame. Even verbal warnings should be documented in the employee's departmental file to record that the warning was in fact given. All documentation must be factual and complete.

7.14.1 ORAL REMINDER–As a first step, the supervisor should discuss the problem or concern with the employee. This involves a discussion between the supervisor and the employee about a minor work performance problem. The objective is to correct the problem by indicating in a positive but serious manner how actual performance falls short of desired performance. Oral reprimands may be documented.

7.14.2 WRITTEN REMINDER–This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense is of a serious nature, a written reminder may be an appropriate first step. It formalizes a discussion between a supervisor and an employee about a performance deficiency. Additional written warnings for the same offense can result in dismissal, depending upon the frequency and severity of the nature of the offense. In some cases, if an offense is pervasively severe, the first written warning may result in immediate dismissal. Supervisors should consider using a performance improvement plan to correct performance deficiencies.

7.14.3 DISCIPLINARY LEAVE–An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the University to do so. Disciplinary leave, with or without pay, may not exceed five working days. It may be taken after unsatisfactory performance has not been corrected following oral or written reminders. It may be the first and final step before dismissal in the event of a major offense.

7.14.4 DISMISSAL–This is not a step in the positive discipline procedure. It may occur when previous steps have been used but performance has not changed or when an employee has committed a major offense. A major offense is one that involves willful or unprofessional misconduct, dishonesty, seriously threatens University operations or the safety and well-being of the individual or other employees, or behavior that is unacceptable to the University.

It is recommended that, when possible, supervisors should notify the appropriate Vice President and the Human Resources Department before dismissing an employee. When circumstances permit, prior to dismissal, an employee should be given an opportunity to explain his/her actions (See Termination of Employment, 7.12.)

SECTION 8– EMPLOYEE BENEFITS

8.1 GENERAL

These benefits are provided to all regular, full-time employees, as defined in Section 4.0. Contact the Human Resources Department for more specific insurance information.

8.2 EMPLOYER-PAID INSURANCE

8.2.1 HEALTH INSURANCE–The University makes health insurance available for all regular, full-time employees working more than 30 hours per week. The University pays the employee's health coverage equal to the premium amount established. The employee pays premiums for dependent coverage through payroll deduction. To inquire about specific insurance questions or provisions, please contact the Human Resources Department.

Health insurance coverage is effective the first day of the month after employment begins. If the first day of employment is on the first day of the month, coverage is effective on the first day of the following month.

8.2.2 LIFE INSURANCE–Term Life insurance is provided by the University. The University pays 100% of the premium for employees working 30 hours per week or more on a regular appointment basis. Life insurance coverage for employees will be effective the first day of the month following their first month of employment. Life insurance coverage is two (2) times the employee's annual base salary rounded to the next $1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee's 65th birthday.

If an employee becomes totally disabled while insured under the policy, his/her life insurance coverage will continue by a waiver of premium after the employee remains continuously disabled for six (6) months. A physician's statement certifying the employee's disability is required. The disability must occur before the employee reaches age 60.

8.2.3 ACCIDENTAL DEATH AND DISMEMBERMENT–Coverage for accidental death and dismemberment is included as an additional benefit within the University-paid life insurance policy. Coverage is two (2) times the employee's annual base salary rounded to the next $1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee's 65th birthday.

8.2.4 LONG-TERM DISABILITY INSURANCE–Long-Term Disability insurance is provided by the University for employees working 30 hours per week or more on a regular appointment basis. Long-term Disability insurance coverage for employees will begin the first day of the month following their first month of employment. Long-Term Disability benefits are based on sixty percent of the employee's covered salary (maximum of $6,000 a month) after a disability period of six (6) months. Benefits are integrated with workers' compensation insurance, Social Security, and OTRS disability benefits so as to not exceed a certain percentage of the employee's maximum allowable monthly income.

The payment of insurance premiums by the University will cease after the employee exhausts his/her accrued leave**,** unless the employee is an approved recipient of the Family Medical Leave Act (FMLA). If an employee continues on unpaid leave beyond FMLA limits, the employee will be responsible for their insurance premiums until their return to work**.**

8.3 OPTIONAL INSURANCE

The University offers optional insurance benefits at the employee's expense.

Available Optional Insurance:

- Dental Insurance
- Vision Insurance
- Cancer Insurance
- Long- term Care Insurance
- Short-term Disability Insurance
- Dependent Health Insurance
- Dependent Life Insurance

It is the responsibility of the employee to notify the Human Resources Department when a dependent is no longer eligible for insurance coverage under the University's plan. Failure to do so may result in the member being held responsible for any inappropriate payment of claims.

8.4 CONTINUED INSURANCE COVERAGE UNDER COBRA GUIDELINES

Under certain conditions, health insurance coverage may be extended, at the employee's or covered individual's expense, beyond the time that eligibility normally ceases. Qualifying events for the insurance to continue are specified in the contract of insurance but include termination of employment (except for gross misconduct) or change from full-time to part-time employment. Qualifying events for a dependent spouse to continue coverage include the death of the employee, termination of the employee, change from full-time to part-time employment, divorce, legal separation, or the employee's becoming eligible for Medicare. If an otherwise eligible child becomes ineligible due to any of these same reasons, or due to age requirements or student status, that child is also eligible to continue coverage. Further information, is available in the Human Resources Department.

8.5 RETIREMENT

8.5.1 DEFINED–An employee is eligible to retire with benefits from Cameron University if one of the following conditions is met:

- The employee is age 62 with at least 10 years of Cameron benefits eligible service;
- When the employee's age plus at least 10 years of benefits eligible Cameron service equal 80 or more (Rule of 80);
- Any age with 25 years of benefits eligible Cameron service; or
- The employee is eligible to apply for disability retirement with Cameron at any age with at least 10 years of benefits eligible Cameron service.

8.5.2 SOCIAL SECURITY (FICA)–Social Security is a federal program that provides for retirement, disability, survivor and Medicare benefits. The University deducts contributions and matches these with the employer's contributions for each employee. Student employees and those paid under the federal work-study program that meet enrollment criteria as defined by the Internal Revenue Service (IRS), students enrolled in at least half-time, and certain non-resident aliens are exempt from paying FICA tax. Contribution rates are determined by the Social Security Administration and are subject to change.

8.5.3 OKLAHOMA TEACHERS' RETIREMENT SYSTEM (OTRS)–Membership in the OTRS is mandatory for regular, full-time and part-time administrative employees. Administrative/professional employees are enrolled at the time of employment. Contributions are based on a percentage of total compensation. The University pays all of the required employee contribution, which is defined by OTRS.

Membership in OTRS is voluntary for regular full-time and part-time classified employees. The required contribution is paid by the employee.

Benefit amounts are determined in accordance with current OTRS guidelines. Employees should contact OTRS to inquire about contributions made and expected benefits upon retirement.

8.5.4 DEFINED CONTRIBUTION PLAN–The University provides a defined contribution plan for all regular full-time and part-time classified employees. The University's contribution is nine percent of the employee's base salary. Contributions are made to each employee's account on a monthly basis.

8.5.5 TAX SHELTERED SAVINGS PLAN–The University sponsors a salary reduction savings program qualified under the IRS Code Section 403(b). The program is available to all regular employees. Employees must enroll directly with the University's authorized providers (the Human Resources Department has a list of providers). Employees must authorize payroll deductions within contribution limits established by IRS Code Section 403(b).

8.5.6 HEALTH INSURANCE COVERAGE AFTER RETIREMENT–Benefits eligible employees who officially retire from the University as defined herein may enroll or continue enrollment in the University's health insurance plan until they are eligible for Medicare. The retiree is responsible for the cost of coverage. The retiree may enroll in dental, vision, and/or eligible dependent coverage at his/her own expense. Contact the Human Resources Department for additional information.

8.5.7 LIFE INSURANCE COVERAGE AFTER RETIREMENT–The University provides life insurance for employees who officially retire under from the University as defined herein. More information is available from the Human Resources Department upon request.

8.6 SECTION 125 FLEXIBLE BENEFIT PLAN

Employees may allocate specific amounts, according to contract and IRS limits, of monthly salary or wages, on a pre-tax basis, for the reimbursement of medical expenses or dependent care expenses or both. Employees may subsequently file a claim voucher for reimbursement of the eligible medical and/or dependent care expenses that they have incurred.

Employees may also elect to enroll in the Flexible Benefit Plan to allow employee-paid insurance premiums to be deducted on a pre-tax basis.

Employees must enroll in this plan within thirty days of employment or during open enrollment. This plan is effective January 1st of every year.

8.7 UNEMPLOYMENT AND WORKERS' COMPENSATION INSURANCE

Workers compensation insurance is provided for all employees irrespective of employment status. Unemployment compensation is provided for all employees except students. For additional information, please contact the Human Resources Department.

8.8 EMPLOYEE ACADEMIC TUITION WAIVER PROGRAM

An Employee Academic Tuition Waiver Program is available to regular full-time and three-quarter time classified, administrative/professional and faculty employees on the date of hire. Employees must meet the academic requirements of the University to enroll in coursework and be a resident of Oklahoma to receive an academic tuition waiver for resident tuition charges.

Employees may receive a waiver for up to six credit hours per semester during Fall and Spring semesters and three credit hours per summer session using the tuition waiver benefit. Based on the best interest of the University, supervisors may approve an employee to take up to one, three credit hour course during scheduled work hours. All time missed from scheduled work hours must be made up or taken as annual leave.

This program allows an employee to apply for a tuition waiver (100% of tuition costs; fees are excluded) for any University courses in which the employee desires to enroll, including audited courses. Three-quarter time employees' tuition wavier are prorated to match their employment status. No tuition assistance may be used for courses in which an employee received a grade of D, F, U, I, or W. All class related activities (admission, enrollment, advising, homework, etc.) must be done outside work hours.

The employee must obtain approval from his/her supervisor before enrolling. The Employee Academic Tuition Waiver Request Form is available on AggieAccess. The Employee Academic Tuition Waiver Request Form should be filed with the Business Office prior to the start of classes or the tuition waiver may be disallowed (See the University's Employee Tuition Waiver Policy).

8.9 CHANGE OF EMPLOYEE INFORMATION

Changes of address, telephone number, marital status, number of dependents, beneficiaries, etc., are to be promptly reported to the Human Resources Department.

SECTION 9–LEAVE

The University allows regular, full-time and part-time employees (as defined in Section 4.4.1) to accumulate leave. Accruals begin on the date of hire. Leave shall accrue in proportion to the percentage of a full-time (40 hours per week) position. Leave does not accrue by an employee during leave of absence without pay, unpaid leave, suspension with or without pay, layoff, or removal from the payroll for any reason. Employees may only use leave that has been earned through the last day of the pay period preceding the date of absence. It is the responsibility of the employee and the supervisor to ensure that sufficient leave has accrued to cover the absence prior to the request and approval of the request**.**

Requests for any type of leave should be submitted to the supervisor as soon as the employee knows that such leave will be necessary or desired. Advance notice allows the supervisor to consider such leave requests when planning work schedules. When conditions do not permit a request in advance (illness, personal emergency, etc.), the employee is to notify the supervisor at the earliest possible time of the need to use accrued leave. If the supervisor is not available, the next higher level in the administrative chain may be notified.

9.1 HOLIDAYS

Each academic year, the University recognizes the following holidays:

a. Traditional Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Juneteenth

b. Other days as designated by the President

Paid holidays apply only to full-time and part-time employees employed on a regular basis (as defined in section 4.4.1).

Employees must work or be in a paid leave status the day before and the day after the holiday to receive holiday pay.

Regular, full-time employees and regular part-time employees will be excused from work with pay on those days recognized by the University as holidays. At the discretion of the President, time off may be given for holidays falling on the weekend. Employees will be notified accordingly.

When operations of the University require that a non-exempt employee work on days recognized as traditional holidays (category a), the employee will be granted compensation at the rate of time-and-one-half to the extent that the hours worked exceed 40 hours for that week. If an employee is required to work on traditional holidays that do not result in 40 hours in that workweek, the rate of compensation will be at the regular rate of pay.

9.2 ANNUAL LEAVE

The following is a schedule of annual leave accumulation according to years of service and classification at the University**.**

9.2.1 Full-Time Administrative/Professional Employees (Employed to work a minimum of 40 hours per week on a regular basis):

- 13.36 work hours per month (160 hours per year)
- Annual leave earned in excess of 320 hours by administrative/professional staff must be used within the same fiscal year ending June 30, or it will be forfeited. The maximum number of annual leave hours an employee who is terminating employment may be paid is 320 hours.

9.2.2 Full-Time Classified Employees (Employed to work 40 hours per week on a regular basis):

- 0-5 years of service – 80 hours per year
- 6-10 years of service – 96 hours per year
- Over 10 years of service – 120 hours per year

9.2.3 Part-Time Classified and Administrative Employees (Employed to work a minimum of 20 hours per week on a regular

basis):

- Annual leave is earned at a proportionate rate.

9.2.4 OTHER–Annual leave is earned by pay period and is available to be used based on the unused prior pay period's balance. All leave earned in excess of each classification's maximum accrual rate must be used within the same fiscal year of accrual ending June 30, or it will be forfeited. Employees also have the option of donating unused annual leave to the Shared Leave Donation pool.

The maximum number of annual leave hours for which administrative/professional and classified employees terminating employment may be paid is two year's accrual.

Annual leave is granted at the convenience of the University by the supervisor upon request of the employee. The desire of an employee as to the dates he/she will take leave will be respected insofar as this can be done without inconvenience to the department or the University. (Annual leave is not automatically extended because of illness during the annual leave period).

Twelve-month employees who terminate their employment under satisfactory conditions will be compensated for paid leave time that they have accrued not to exceed the amount of their accrual limits. A lump sum payment for accrued annual leave will be made to the employee on the final paycheck.

Any individual employed with restricted funds (federal grants, special projects, etc.) may accrue annual leave only during the duration of the grant period. All annual leave should be taken prior to the ending date of the grant or contract. The University will not accept liability for accrued annual leave after a grant or contract is discontinued. Accrued annual leave is forfeited if not taken prior to the ending date of the grant or contract. Grant administrators should take appropriate steps to ensure that their budgets are sufficient to fund all accrued leave.

9.3 SICK LEAVE AND EXTENDED UNPAID SICK LEAVE

Only regular full-time, and regular part-time employees may accrue sick leave. Benefits eligible employees working less than 40 hours per week will accrue sick leave benefits on a pro-rata basis. Sick leave starts accruing from the date of employment and can be used to the extent accrued through the last pay period (See the University's Sick Leave Policy).

The following is a schedule of sick leave accumulation according to years of service and classification at the University. Employees resigning, retiring, or being terminated will NOT be paid accrued sick leave.

9.3.1 Full-Time Administrative/Professional Employees (Employed to work 40 hours per week on a regular basis):

- 12 hours per month (maximum accrual 1,440 hours).

9.3.2 Full-time Classified Employees (Employed to work 40 hours per week on a regular basis):

- 6 hours on each of the first 2 biweekly pay periods of the month (maximum accrual 1,440 hours).

9.3.3 Part-Time Classified and Administrative Employees (Employed to work a minimum of 20 hours per week on a regular basis):

- Sick leave is earned at a proportionate rate.

Employees may only use sick leave that has been earned and credited to their sick leave account prior to a sickness or injury. Current earned balances can be viewed on the Employee tab on AggieAccess.

Employees who transfer within the University will maintain their unused, accumulated sick leave. Employees who transfer from another Oklahoma higher education institution are eligible to have earned sick leave transferred, up to a maximum of 1,440 hours. The employee must provide official written documentation from the transferring institution to the University's Human Resources Department within thirty (30) days of employment. Employees who were members of the OTRS may be able to use accumulated sick leave to receive additional service credit for OTRS retirement benefits. OTRS can provide regulations governing service credit.

Earned sick leave may be used only for employee's illness or temporary disability or for illness or temporary disability of a member of the immediate family. Immediate family is defined as spouse, dependent children, or parents. A total of 72 hours or half of the employee's annual accrual (the lesser accrual) of earned sick leave per fiscal year may be used to care for immediate family members who are ill or incapacitated. An employee may request an exception to the annual limit of 72 hours (after all other available leave is exhausted) if the immediate family member's medical condition involves a catastrophic or life-threatening medical condition requiring the employee to be absent from work for a period of 10 or more working days. The request should be submitted to the employee's supervisor. The employee's supervisor will review the application and forward his/her recommendation to the Human Resources Office. The Director of Human Resources will review the information and make a recommendation to the appropriate Executive Council member, who will make a

recommendation to the President. Leave may be used for a personal or an immediate family member's appointment with recognized, licensed medical practitioners. Sick leave may be used for maternity/paternity leave when there is medical justification for the employee's absence.

If the period of absence exceeds three consecutive workdays, the immediate supervisor may require the employee to verify his/her illness or disabling condition by appropriate certification of illness or injury. Periods of leave exceeding three working days for the care of an immediate family member may also require documentation.

Requests for information pertaining to the FMLA or extended leave without pay should be directed to the Human Resources Department. For additional information pertaining to FMLA or leave without pay, see sections 9.6 and 9.7 of this handbook.

In the event of illness while on annual leave, the employee must submit a physician's statement as to health condition in order to use sick leave for the period of illness or injury occurring during this period.

The employee or his/her representative must provide timely notification to the supervisor upon return to work and must report sick leave in the appropriate manner. Classified staff will report used sick leave on their online timesheet, and administrative/professional personnel will report used sick leave on the Online Leave Report.

No payment will be issued for unused sick leave. Employees who terminate employment with the University shall forfeit all unused sick leave. Sick leave requests must meet the provisions and policies in regard to Workers' Compensation, FMLA, and Long-Term Disability.

Extended Unpaid Sick Leave–Based on the needs of the University, the actual position held by the employee may be held for a reasonable period of time after the exhaustion of all paid leave. After that time, the employee may be dismissed. The University may require a physician's statement periodically from employees on extended unpaid sick leave. Failure to provide a statement from a physician could lead to dismissal. Failure to return to work at the beginning of the next scheduled workday after being released by a physician may result in dismissal.

9.4 BEREAVEMENT LEAVE

Administrative/professional and classified employees shall be granted upon request up to three (3) days of Bereavement Leave per occurrence for the death of an immediate family member. For the purpose of this policy, the immediate family is defined as the spouse/domestic partner, parent, sibling, child, corresponding step or in-law equivalent relationship, grandparent, and grandchild. Requests for Bereavement Leave must be approved by the supervisor and should be made in advance, except in emergency cases. (See the University's Bereavement Leave Policy for further details.)

9.5 ADMINISTRATIVE LEAVE

An administrative leave with pay may be given when it is determined to be in the University's best interest that an employee not return to work for a specified period of time or for designated emergency closings of the University. Recommendations for administrative leave must be submitted to the President or President's designee for approval (The Board of Regents Policy Manual CU/RSU 3.1.6.1).

9.6 LEAVE WITHOUT PAY

Leave without pay may be recommended by a supervisor when it appears to be in the best interest of the University. Such leave may not exceed one year in length and may not be for absences one day or less. Presidential approval is required for all leaves without pay, and Board of Regents' approval is required for a leave without pay of more than three months.

Whether the University will continue to pay employer paid benefits during a leave without pay will be determined at the discretion of the President and will be decided based upon what is in the best interest of the University. A period of leave of absence without pay does not count as service time for computation of retirement benefits, and no leave time will be earned during leave without pay.

Leave without pay may not be used unless all accrued compensatory, sick, and annual leave has been exhausted.

9.6.1 PERSONAL–When employees are placed on leave without pay for personal reasons, the University will give consideration to reemploying the individual in either the same or a similar position within the recommending department. Prior to granting leave without pay, departments should carefully consider whether they would be in a position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state in a memorandum to the Human Resources Department (copied to the employee) that the leave is being granted with the understanding that the University is not obligated to reemploy the individual at the conclusion of the leave. Leave of absence without pay requests may be refused if the request is not in the best interest of the University.

9.7 FAMILY AND MEDICAL LEAVE

The University's Family and Medical Leave (FML) Policy, which incorporates provisions of existing University policies and the federal Family and Medical Leave Act (FMLA) of 1993, is designed to enable employees to balance their work responsibilities in the event of

serious personal illness or injury or when caring for family members. To be eligible for FML, an employee must have one year of employment at the University and have worked at least 1,250 hours during the twelve months prior to the start of FML. An eligible employee will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a calendar year in accordance with the provisions of the University FML policy. More information is available at www.cameron.edu/policies.

9.8 SHARED LEAVE

The Shared Leave Program is an employee benefit providing eligible University employees additional leave from annual leave donated by other University employees. The shared leave benefit is available to an employee experiencing a serious health condition which has caused or is likely to cause, the employee to take leave without pay. (See the University's Shared Leave Policy for additional eligibility and benefit information.)

9.9 JURY DUTY/SUBPOENA

When in obedience to a subpoena or direction by proper authority, an employee appears as a witness or a jury member for the Federal government, State of Oklahoma, or any political subdivision thereof, he/she shall be entitled to a leave of absence for such duty with full pay and benefits. A copy of the Request to Report to Jury Duty must be submitted to the supervisor and forwarded to the Human Resources Department prior to the start of the leave. The employee should note the leave as special leave on the online timesheet for classified staff or on the leave report for administrative/professional staff.

If an employee is not selected for jury duty after reporting each of the required days, he/she must return to work for the remainder of the day. The employee must provide to the supervisor evidence of having served on a jury for the time claimed.

9.10 COURT DUTY

When an employee is subpoenaed to appear in court in a matter relating to University business in the employee's job responsibilities, he/she must submit a copy of the subpoena to the Human Resources Department. The employee should note the time used on the online timesheet or leave report. The employee shall be entitled to a leave of absence for such duty with full pay and benefits. If the subpoena is regarding a personal matter, the employee must take annual or unpaid leave.

9.11 VOTING

A sufficient amount of time off with pay will be given for the purpose of voting in national, state, and local elections.

9.12 MILITARY LEAVE

In accordance with federal and state law, all employees of the University who are members of the Oklahoma National Guard or any component of the armed forces of the United States shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service without loss of status or negative performance evaluation. There will be no loss of pay during the first 20 working days of such leave per calendar year. Military leave does not affect the accumulation of any other type of leave. Prior approval must be obtained by submitting a copy of the duty orders to the supervisor.

The University's policy on military leave of absence is administered in accordance with federal and state law (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.6).

9.13 INCLEMENT WEATHER

The President or designee will be responsible for contacting the media if the decision is made to close or delay opening any part of the University due to inclement weather conditions. Unless the media announcement indicates that the University is closed, offices are presumed to be open, even if classes are cancelled.

Announcements concerning weather related cancellations will be made through radio, television, social media and the following:

- Cameron University home page
- Campus Alerts on AggieAccess
- An email to all Faculty and Staff
- An email to all students (email will be sent to students' Cameron University email account)
- Message to telephone, email and text message contacts listed for each individual through the University's Emergency Communication System.

If the University is closed, the absence for that period is recorded as "Other Hours with Pay-Special." Employees other than "essential personnel" will be paid for the period the University is closed, and the time will not be deducted from accumulated leave.

Essential personnel are employees whose presence is critical to the day-to-day functioning of the University. Essential personnel are required to report to work even if the University is closed and should plan accordingly. Essential personnel not reporting to work as required

must charge annual leave, leave without pay, or accrued compensatory time for days missed. Essential personnel paid on an hourly basis (classified or non-exempt) will be paid for the hours worked on the closure day in addition to the "special" hours.

Essential personnel include:

- President
- Vice President for Academic Affairs
- Vice President for Business and Finance
- Vice President for Enrollment Management and Student Success
- Director of Physical Facilities
- Designated Physical Facilities crew members (designated by the Director of Physical Facilities)
- Food Service Personnel
- Public Safety Officers
- Designated Information Technology staff (designated by the Director of Information Technology Services)
- Designated Student Housing staff (designated by the Dean of Students)

If the University is open, employees who determine they cannot travel safely to the University are expected to notify their supervisor by telephone. Unless the supervisor extends permission to make up the time within the current workweek, this absence must be taken as annual leave, leave without pay, or accrued compensatory time.

9.14 LEAVE RECORDS

Each employee must accurately maintain leave records and is responsible for reporting such time to his/her supervisor. Classified employees will record their leave through their online timesheet in AggieAccess and submit it to their supervisor for approval. Administrative and Faculty employees must record their leave on the online leave report in AggieAccess and submit to the supervisor for approval.

SECTION 10–FEDERAL COMPLIANCE POLICIES

10.1 EQUAL OPPORTUNITY POLICY

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, gender expression, genetic information, sex, age, religion, disability, political beliefs, 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 education services.

10.2 AFFIRMATIVE ACTION

The Affirmative Action Plan serves to supplement the Board of Regents' policy on equal opportunity, as it pertains to employment of individuals with disabilities as required by Section 503 of the Rehabilitation Act of 1973, 29 U.S.C. s.793, and qualified protected veterans as required by the Vietnam Era Veteran's Readjustment Act (VEVRA), 28 U.S.C. s. 60-300. The Plan is revised once each year to address the current requirements for affirmative action in employment.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.2.2).

The Equal Opportunity Officer may be contacted at eo-tix@cameron.edu (www.cameron.edu/oeo).

10.3 NONDISCRIMINATION POLICY

10.3.1 INTRODUCTION

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin (including actual or perceived shared ancestry or ethnic characteristics), sex (see Sexual Misconduct, Discrimination, and Harassment Policy), sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

This policy applies to all faculty, staff, and students.

The Office of Equal Opportunity ("OEO") is the University entity responsible for investigating allegations of unlawful discrimination under this policy.

University policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

10.3.2 DEFINITIONS

1. **Discrimination:** Discrimination is defined as conduct directed at a specific individual or group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment, education, or access to institutional benefits on account of the individual's or group's perceived or actual membership in a Protected Class (as defined below).
2. **Harassment:** Harassment, which is a form of discrimination, is defined as verbal or physical conduct that is directed at an individual or a group on account of the individual's or group's perceived or actual membership in a Protected Class. In the educational context the following definitions apply:
    a. Harassment based on race, color, or national origin will be considered harassment when such conduct is sufficiently severe or pervasive and subjectively and objectively offensive so as to have the purpose or effect of unreasonably interfering with an individual's or group's academic performance or of creating a hostile academic environment when viewed by examining a totality of the circumstances from the standpoint of a reasonable person with the same characteristics as the purported recipient of the harassing conduct. Under state law, when applied to students, harassment means only that expression that is unwelcome, so severe, pervasive, and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities provided by the University.
    b. For other Protected Class categories, the conduct must be sufficiently severe, pervasive, and objectively offensive so as to have the purpose or effect of unreasonably interfering with an individual's or group's academic performance or of creating a hostile academic environment when viewed by examining a totality of the circumstances from the standpoint of a reasonable person with the same characteristics as the

purported recipient of the harassing conduct. Under state law, when applied to students, harassment means only that expression that is unwelcome, so severe, pervasive, and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities provided by the University.

c. In the employment context, the following definition applies: Harassment includes unwelcome conduct based on the Protected Class. Harassment is prohibited under this policy when (1) enduring the offensive conduct becomes a condition of continued employment or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

3. **Retaliation:** Retaliation includes attempting to penalize or taking any form of adverse action against a person because of their filing of a complaint of discrimination or harassment and/or participating or assisting in any manner with an investigation or resolution of a complaint of discrimination or harassment. Adverse action includes, but is not limited to, making threats, intimidation, reprisals or any other adverse action relating to employment, academic, or institutional benefits.
4. **Antisemitism:** As defined by the International Holocaust Remembrance Alliance, "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."
5. **Protected Class:** A Protected Class is defined by applicable federal and/or state law and/or regulatory guidance. For the purpose of this policy, Protected Class includes race, color, religion, political beliefs, national origin (including actual or perceived shared ancestry or ethnic characteristics), age (40 or older), sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), disability, or veteran status.

10.3.3 EDUCATION AND TRAINING

The University requires all employees to complete an anti-discrimination training course within 30 calendar days of beginning employment with the University and at least annually thereafter. Employees may be required to take the training at other times as well. Failure to complete this required training within the first 30 calendar days of employment and/or as requested by University administration may result in appropriate disciplinary action. See Vector (or other learning management system as determined by the University). For those without access to a computer or in need of additional assistance, please contact University Human Resources for alternate methods of training.

Students may be trained periodically to comply with federal and/or state law. Students who are also employees may be required to take employee-related training in addition to any training provided for students.

10.3.4 INTENTIONALLY FALSE REPORTS

Individuals who make reports that are later found to have been intentionally false or misleading or made maliciously and without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation. OEO investigates these allegations using the investigative process utilized for this policy.

10.3.5 ANTISEMITISM

OEO investigates allegations of antisemitism using the standards applicable to allegations of discrimination or harassment based on race, color, and national origin (including shared ancestry or ethnic characteristics).

10.3.6 SEX-BASED MISCONDUCT

Allegations of discrimination on the basis of sex are investigated under the Sexual Misconduct, Discrimination, and Harassment Policy and the related procedures. In reports with mixed allegations (e.g., both sex and race), OEO may investigate those matters together under the Sexual Misconduct, Discrimination, and Harassment Policy procedures when doing so facilitates efficient resolution and ensures appropriate procedural protections for the parties.

10.3.7 FREE SPEECH AND ACADEMIC FREEDOM

Members of the University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the University community from discrimination, not to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws. To the extent permitted by federal law, no provision of this policy

shall be interpreted in a manner that fails to consider the state law requirements outlined in 70 O.S. § 2120, including the definition of harassment that applies to student expression.

10.3.8 COMPLAINTS

Any individual who at the time of the actions complained of was employed by or was volunteering with the University, was an applicant for University employment, or was enrolled as a student or an applicant for admission at the University may file a complaint with OEO for review and/or investigation regarding complaints of discrimination or harassment against University students, faculty, staff, those third parties utilizing University services, or third parties on University premises:

- Electronically using the online reporting form available at https://secure.ethicspoint.com/domain/media/en/gui/79562/index.html for Equal Opportunity reports or https://secure.ethicspoint.com/domain/media/en/gui/79562/index.html for Title IX/Sexual Misconduct reports.
- Via email at mailto:eo-tix@cameron.edu
- In person by visiting the OEO in North Shepler, Room 418.

OEO will make appropriate arrangements to ensure that individuals with disabilities and/or limited English proficiency are provided with services or language assistance needed to file a complaint.

Such complaints must be brought within 365 calendar days of the alleged discriminatory event.

The University investigates complaints consistent with the Investigative Process for Internal Complaints Under the Non-Discrimination Policy, which is available on the OEO website.

10.3.9 REASONABLE ACCOMMODATION/ACCESSIBILITY AND OTHER ASSISTANCE

- For staff employees of the University, please refer to the Director of Human Resources and/or the University's employee handbook.
- For Faculty of the University, see the Faculty Handbook.
- For students of the University, refer to the Office of Student Development at https://www.cameron.edu/student-development.

10.3.10 ADDITIONAL AVENUES OF RECOURSE

In addition to filing a complaint under the University's Non-Discrimination Policy, individuals may have additional reporting and legal options depending on the circumstances.

Examples of other potential avenues of redress include:

- Equal Employment Opportunity Commission
- U.S. Department of Justice
- U.S. Department of Education, Office of Civil Rights
- Oklahoma Human Rights Commission
- Local law enforcement including the Office of Public Safety
- Oklahoma State Regents for Higher Education

Filing internal complaints does not satisfy any potential timing and reporting requirements otherwise required by the above entities or by law

10.4 SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT (FOR INCIDENTS OCCURRING ON OR AFTER AUGUST 14, 2020)

10.4.1 INTRODUCTION

The University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from discrimination and harassment.

This policy applies to all faculty, staff, and students.

The University prohibits discrimination based on sex, which includes discrimination and harassment on the basis of pregnancy, sexual orientation, and gender identity/expression (consistent with applicable law), and all forms of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking in compliance with applicable

federal laws, including Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act of 1994 (as reauthorized), and applicable Oklahoma laws.

10.4.2 DEFINITIONS

1. **Title IX Coordinator** refers to the Equal Opportunity Officer and Title IX Coordinator who oversees the implementation of the University's Sexual Misconduct, Discrimination, and Harassment Policy, as well as the University's Non-Discrimination Policy and as used herein may also include an Associate Title IX Coordinator or other member of the Title IX Team under the supervision of the Title IX Coordinator.
2. **Complainant** means any individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct.
3. **Respondent** means any individual who is reported or alleged to be the perpetrator of conduct that could constitute Prohibited Conduct.

10.4.3 POLICY ON SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT

The Office of Equal Opportunity is charged with oversight responsibilities and investigation of sex discrimination and sexual harassment as defined by this policy and in compliance with applicable federal laws, including Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act of 1994 (as reauthorized), and applicable Oklahoma laws. In addition, the Office of Equal Opportunity is charged with investigating sexual misconduct that constitutes Workplace Harassment, Employee Sexual Misconduct, and Prohibited Conduct under the Student Code of Conduct. The Office of Equal Opportunity is also responsible for investigations of conduct in violation of the Consensual Sexual Relationships Policy.

Through its Equal Opportunity Officer and Title IX Coordinator, the University reserves the right to independently address known concerns falling under this policy to stop sex discrimination and sexual harassment, prevent its recurrence, and remedy its effects. The term "Title IX Coordinator" refers to the Equal Opportunity Officer and Title IX Coordinator who oversees the implementation of the University's Sexual Misconduct, Discrimination and Harassment Policy, as well as the University's Non-Discrimination Policy. The Title IX Coordinator has the primary responsibility for coordinating the University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under these policies.

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and procedure. The Title IX Coordinator requires training for all Office of Equal Opportunity staff, including investigators, as well as for Decision-makers and Informal Resolution Facilitators. These individuals are trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias or conflict of interest, or reports of misconduct or discrimination by the Title IX Coordinator, contact President Shane Hunt at 2800 W. Gore Blvd, Admin Building 220, Lawton, OK 73505, (580) 581-2201, president@cameron.edu. Concerns of bias or potential conflict of interest or reports of misconduct or discrimination by any other Title IX Team member should be raised with the Title IX Coordinator.

Any person seeking to invoke the protections of this policy may do so solely by providing notice to the Title IX Coordinator as provided herein; notice to other members of the University community will not be imputed to the Title IX Coordinator.

10.4.4 ADMINISTRATIVE CONTACT INFORMATION

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Kaleigh Hooper
Title IX Coordinator
Office of Equal Opportunity
North Shepler, Room 418
2800 W. Gore Blvd, Lawton, OK 73505
(580) 581-6712
eo-tix@cameron.edu

10.4.5 PRESUMPTION OF INNOCENCE

A Respondent who is alleged to have engaged in Prohibited Conduct, as defined below, shall be presumed innocent during the pendency of any grievance proceedings.

10.4.6 PROHIBITED CONDUCT

The following conduct, or attempted conduct (in the case of conduct prohibited in subsections 10.4.6(c) and 10.4.6(e) below), is prohibited, and constitutes "Prohibited Conduct" for purposes of this Policy:

a. **Sex Discrimination**

Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex (including sexual orientation and gender identity/expression (consistent with applicable law) discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

b. **Pregnancy Discrimination**

Discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination of the basis of pregnancy should be reported in accordance with this policy. Employees with questions regarding accommodations during pregnancy are encouraged to contact the Office of Human Resources (hr@cameron.edu), students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the ADA/Section 504 Coordinator within the Office of Equal Opportunity (https://www.cameron.edu/oeo/pregnancy-parenting).

c. **Title IX Sexual Harassment**

A specific form of sex discrimination. Title IX Sexual Harassment includes the following types of Prohibited Conduct when they occur in the context of the University's educational programs or activities, and within the United States.

For the purposes of this policy, "educational program or activity" includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by an officially recognized or registered student organization. Under Title IX, Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

i. Hostile Environment Harassment, which is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;

ii. Quid Pro Quo Sexual Harassment, where an employee of the University is conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; or

iii. Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined below in accordance with applicable law:

Sexual Assault includes:

1. Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
2. Fondling - The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation;
3. Incest - Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
4. Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

iv. Dating Violence, which is violence between individuals in the following circumstances:

1. The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. The existence of such a relationship shall be determined based on a consideration of the following factors: (i) length of the relationship; (ii)type of relationship; (iii) frequency of interaction between the persons involved in the relationship

v. Domestic Violence, which is an assault and battery against: a current or former spouse; a present spouse of a former spouse; a former spouse of a present spouse; parents; a foster parent; a child; a person otherwise related by blood or marriage; a person with whom the Respondent is or was in a dating relationship; an

individual with whom the Respondent has had a child; a person who formerly lived in the same household as the Respondent; or a person living in the same household

vi. Stalking, which is a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's safety or the safety of others, or (b) Suffer substantial emotional distress

d. **Workplace Sexual Harassment**
Unwelcome conduct that is based on sex (including pregnancy), and (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

e. **Employee Sexual Misconduct**
Employee conduct that occurs outside the context of the educational program or outside the United States, but where the conduct otherwise meets one or more definitions of Sexual Harassment set forth in Section 10.4.6(c), above. The Office of Equal Opportunity is authorized to investigate Prohibited Conduct under this section with written approval from the University's Director of Human Resources.

f. **Sexual Misconduct- Student Code Violation**
Student conduct that occurs outside the context of the educational program or outside the United States, but otherwise meets one or more definitions of Sexual Harassment set forth in Section 10.4.6(c), above. The Office of Equal Opportunity is authorized to investigate Prohibited Conduct under this section with written approval or cooperation from the Director of Student Development stating the Prohibited Conduct, as alleged, is within the University's jurisdiction as defined in the Student Code of Conduct.

g. **Retaliation**
Any attempt to penalize or take an adverse employment, educational or institutional benefit action, including but not limited to making threats, intimidation, reprisals, interference with an individual's protected rights, or other adverse action, against a person because of participation or non-participation in a report, investigation, or grievance process of Prohibited Conduct.

h. **False Reporting**
Knowingly making a materially false statement in bad faith or knowingly submitting materially false information during the grievance process is prohibited. False reporting does not include accidental or inadvertent false statements, immaterial inaccuracies, or statements made outside the context of making a report, filing a grievance, participating in a grievance procedure, or during the grievance process.

i. **Violation of Consensual Sexual Relationships Policy**
The Consensual Sexual Relationships Policy may be found here: https://www.cameron.edu/oeo/title-ix

10.4.7 DIRECT ADMINISTRATIVE ACTION

a. **Administrative Review**

Subject to the limitations of applicable law, the Title IX Coordinator reserves the right to address an incident of Prohibited Conduct on campus even if no Formal Complaint of Title IX Sexual Harassment or other Complaint alleging other Prohibited Conduct is filed, and may take unilateral action to remedy the effects of sexual harassment. In undertaking a unilateral administrative action, however, the Title IX Coordinator may not impose any disciplinary sanction or unduly burden a Respondent.

b. **Emergency Removal – Students**

The President, Dean of Students, or other appropriately delegated official may take Direct Administrative Action (DAA) to immediately restrict a student's rights within the University community, up to and including emergency removal. A DAA imposed after an individualized safety and risk analysis yields a determination that an immediate threat to the physical health or safety of a student or other individual justifies the removal must provide a removed student with notice and an opportunity to challenge the decision as soon as reasonably possible after receipt of the notice. The DAA remains in place pending any appeal.

c. **Emergency Removal/Administrative Leave – Non-student employees**

With respect to employees (other than student employees), upon a determination at any stage in the grievance procedure that the continued performance of either party's regular duties or University responsibilities would not be in the best interest of the University, the executive officer over the area may, with the concurrence of the Director of Human Resources and in consultation with the Office of Legal Counsel, suspend or reassign an

employee's duties or responsibilities, or place the individual on an administrative leave of absence pending the completion of the grievance procedure.

10.4.8 REPORTING PROHIBITED CONDUCT

Upon receiving a report of Prohibited Conduct, the Title IX Coordinator will promptly provide a Complainant with important information about options for filing a Formal Complaint of Sexual Harassment, if applicable, a Complaint of Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation), or other appropriate grievance as set forth below. The Title IX Coordinator will offer information about supportive measures that are available without regard to whether any grievance is filed.

a. **Duty to Report Prohibited Conduct**

Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sex discrimination and harassment, and to stop and correct it when it occurs, and are expected to report it to the Equal Opportunity Officer and Title IX Coordinator or any of the University's Associate Title IX Coordinators at (580) 581-6712. Others' knowledge of alleged misconduct will not trigger University obligations or liability; it is, however, the policy of the University that all employees who are aware of allegations of Prohibited Conduct are expected to promptly report the matter to the Title IX Coordinator.

b. **Immunity Policy**

The safety of students, employees, and the campus community are of utmost importance to the University. In order to encourage reporting of incidents of Prohibited Conduct, no Complainant, Respondent, or witness will be referred for disciplinary action solely for engaging in the unlawful or prohibited use of alcohol and/or drugs when the reported incident occurred. Provided, nothing prohibits an investigator or decision-maker from inquiring into alcohol and/or drug use if a party or witness's use of alcohol or drugs is relevant in the grievance process.

c. **Confidential Reporting Resources**

Requests for confidentiality or anonymity may limit or preclude the University's ability to conduct an investigation of allegations of Prohibited Conduct. A request for confidentiality will be respected unless the Title IX Coordinator determines it is necessary to conduct an investigation.

These on-campus resources can offer options and advice without the obligation to inform University officials, including the Title IX Coordinator, unless the Complainant requests that the information be shared. Parties wishing to report confidentially may do so by contacting:

- Student Wellness Center, 580-581-6725: Cameron University students enrolled in at least one class at the Lawton or Duncan campus are eligible for services at the Student Wellness Center. Appointments for in-person counseling are available Monday-Friday from 8:00am-5pm. Call the Student Wellness Center to schedule your initial visit.
- TimelyCare: Up to six scheduled appointments per academic year and unlimited TalkNow availability (20-30 minutes each) providing 24/7 on demand care. Access TimelyCare at https://www.timelycare.com/cameron.

d. **Timing of Complaints**

There is no time limitation on reporting an incident to the Title IX Coordinator or for filing a Formal Complaint of Title IX Sexual Harassment or Complaint of other Prohibited Conduct. However, if the Respondent is no longer subject to the University's jurisdiction for disciplinary sanctions and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. In cases where significant time has lapsed since the reported incident, the Title IX Coordinator shall offer supportive measures. If a Formal Complaint of Title IX Sexual Harassment, Complaint of Employee Sexual Misconduct, or Sexual Misconduct (Student Code Violation) is dismissed because passage of time renders investigation not reasonably practicable, the parties will be afforded the right to appeal the decision in accordance with the Grievance Procedures for Title IX Sexual Harassment and Sexual Misconduct.

e. **Intake Process**

Upon receiving a report or Formal Complaint of Title IX Sexual Harassment or Complaint of other Prohibited Conduct, the Office of Equal Opportunity staff and/or the Title IX Coordinator will promptly communicate with a Complainant to discuss the availability of supportive measures, provide information about the investigative process, and discuss the process for filing a Formal Complaint of Title IX Sexual Harassment or a Complaint of other Prohibited Conduct. Where applicable, Complainants will also be advised on the preservation of evidence that may be relevant to a University or other proceeding and their right to seek a court-issued order of protection.

Complainants will be informed of the right to report an incident to law enforcement authorities and will be offered assistance in reporting to law enforcement if requested.

f. **Supportive Measures**

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. Supportive measures are non-disciplinary, non-punitive, individualized services offered without fee or charge to either party before or after the filing of a Formal Complaint of Title IX Sexual Harassment or Complaint of other Prohibited Conduct, or where none is filed. Supportive measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party. Supportive measures may include a range of options such as counseling, course-related adjustments, modifications of work or class schedules, campus services, mutual restrictions on contact between the parties, changes in work or housing locations, and other similar measures. A mutual restriction on contact between the parties is referred to as a "no contact order," which is enforceable through student and employee conduct processes.

At the time that supportive measures are offered, the Office of Equal Opportunity will inform the Complainant, in writing, of the option to file a Formal Complaint with the Office of Equal Opportunity either at that time or in the future, if the Complainant has not done so already. The Title IX Coordinator works with the Complainant and will take the Complainant's wishes into account with respect to the supportive measures that are planned and implemented. The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures.

g. **Confidentiality**

The University will keep confidential the identity of any individual who has made a report or complaint of Prohibited Conduct, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness (unless permitted by the Family Educational Rights and Privacy Act (FERPA)), or required under law, or as necessary to conduct proceedings under Title IX or to carry out the purposes of the Title IX regulations to conduct any investigation, hearing, or judicial proceeding arising thereunder, which includes a grievance process).

10.4.9 FORMAL COMPLAINT OF TITLE IX SEXUAL HARASSMENT OR SEXUAL MISCONDUCT

A Complainant may choose whether to proceed with filing a Formal Complaint of Title IX Sexual Harassment or Complaint of Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation). In certain instances, such as those which indicate a pattern, predation, threat, weapons and/or ongoing violence, or when an employee is alleged to have sexually harassed a student, the Title IX Coordinator may initiate an investigation.

a. **Promptness**

The Office of Equal Opportunity will respond promptly to reports of Title IX Sexual Harassment, Employee Sexual Misconduct and Sexual Misconduct (Student Code Violation). Formal Complaints may take 60-90 business days to resolve, typically. The Office of Equal Opportunity will work to avoid undue delays within its control, but in some cases timelines may need to be extended. Any time the general timeframes for resolution outlined in the Office of Equal Opportunity's procedures will be delayed, the Office of Equal Opportunity will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

b. **Process summary**

The Grievance Procedures for Formal Complaints Involving Title IX Sexual Harassment and Sexual Misconduct are designed to provide the parties with an impartial investigation, decision-making, equitable resolution, and appellate process. While individual proceedings may vary depending upon the specific facts and circumstances, a grievance will follow the following format:

i. Formal Complaint
ii. Written Notice to Parties
iii. Investigation of Formal Complaint
iv. Parties' Review and Response to Evidence
v. Investigative Report
vi. Live Hearing
vii. Determination
viii. Appeal by Either Party

ix. Sanctions and Other Remedies Implemented (if warranted)

x. Informal Resolution (under certain circumstances, at any time prior to a Determination by agreement of the parties)

c. **Filing a Formal Complaint of Title IX Sexual Harassment or Sexual Misconduct**

i. Title IX Sexual Harassment

A Formal Complaint is a document or electronic submission (such as by electronic mail, through an online portal provided for this purpose by the University, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report) that contains the Complainant's digital or physical signature, or otherwise indicates that the Complainant is the person filing the formal complaint(or, in some cases, signed by the Title IX Coordinator) alleging sexual harassment against a Respondent about conduct within the University's education program or activity and requesting that the University investigate the allegation. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the University's education program or University-related activity.

A Formal Complaint may be filed with the Title IX Coordinator (or any Deputy or Associate Title IX Coordinator, all of whom constitute the Title IX Coordinator for purposes of this Policy). The Formal Complaint may be filed in person, by mail, or by electronic mail at any time of day, including during non-business hours, using the contact information listed for the Title IX Coordinator. Generally, a Formal Complaint should be filed as quickly as possible to facilitate the ability to gather facts and evidence; however, every Formal Complaint will be reviewed regardless of when an incident occurred. The Office of Equal Opportunity encourages the use of its in-office form for filing a Formal Complaint; however, no particular form is required as long as it (1) is signed, (2) alleges sexual harassment, against a Respondent, and (3) requests an investigation.

Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or party during a grievance process and will comply with the requirements for Title IX personnel to be free from conflicts and bias.

ii. Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation)

The process for a filing a Complaint of Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation) is the same as the process for filing a Formal Complaint of Title IX Sexual Harassment above, except that prior to initiating an investigation into the alleged conduct, the Title IX Coordinator must first request authorization to investigate from the Director of Human Resources or Director of Student Development, who will determine whether the University has disciplinary jurisdiction over the Respondent pursuant to the applicable Staff and Faculty Handbook provisions or Student Code of Conduct. Once a Complaint is filed, the Complaint procedures will follow the same procedure for a Formal Complaint of Title IX Sexual Harassment except where specifically noted herein or in the Grievance Procedures for Formal Complaints of Title IX Sexual Harassment or Sexual Misconduct available in Section 7 b. Process Summary of the Sexual Misconduct, Discrimination and Harassment Policy.

10.4.10 REPORTING AND FILING A COMPLAINT OF SEX-BASED DISCRIMINATION, RETALIATION, OR FALSE REPORTING

Students or employees who have experienced adverse effects to their employment or education, or institutional benefits, on account of sex (including pregnancy, sexual orientation, and gender identity/expression (consistent with applicable law) discrimination) may trigger the protections of this policy by filing a Complaint with the Office of Equal Opportunity. A Complaint filed under this section should state with specificity the person(s) responsible for the discriminatory conduct, the adverse effect it has caused to the Complainant's employment, education, or institutional benefits, and a statement of the relief requested.

Complaints of Sex-Based Discrimination, Workplace Harassment (other than Title IX Sexual Harassment or Sexual Misconduct), Retaliation, and False Reporting will be investigated in accordance with the Investigative Procedures for Sex-Based Discrimination.

10.4.11 REMEDIES AND DISCIPLINARY SANCTIONS

If (1) upon conclusion of an investigation and adjudicatory proceedings, or (2) pursuant to voluntary participation in an Informal Resolution process, a Respondent is found to be responsible for engaging in Prohibited Conduct, the Title IX Coordinator may recommend appropriate remedies and disciplinary sanctions. Remedies are designed to restore or preserve equal access to the University's education program or activity, and include measures such as academic

support, counseling, and other supportive measures (whether burdensome, punitive, or disciplinary to the Respondent). The Title IX Coordinator will be responsible for the effective implementation of remedies.

The range of possible disciplinary sanctions include:

Prohibited Conduct*	Employee Sanction (Minimum)	Employee Sanction (Maximum)	Student Sanction (Minimum)	Student Sanction (Maximum)
Sexual Harassment – Hostile Environment	Written Reprimand	Termination/Abrogation	Disciplinary Probation	Suspension/Delayed Degree
Sexual Harassment- Quid Pro Quo	Suspension without Pay	Termination/Abrogation	Suspension	Expulsion/ Delayed Degree
Sexual Assault	Termination/Abrogation	Termination/Abrogation	Suspension	Expulsion/Delayed Degree
Dating Violence or Domestic Violence	Suspension without Pay	Termination/Abrogation	Disciplinary Probation	Expulsion/Delayed Degree
Stalking	Suspension without Pay	Termination/Abrogation	Disciplinary Probation	Expulsion/Delayed Degree

Sanctions for all other Prohibited Conduct may range from written reprimand to termination/abrogation and suspension and/or expulsion, depending upon the totality of the circumstances.

*Sanctions under this section applicable to Prohibited Conduct that amounts to Title IX Sexual Harassment, Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation)

10.4.12 DEFINITION OF CONSENT

Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing.

- Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy. Examples of when a person should know the other is incapacitated and may be unable to give valid consent include, but are not limited to:

- the amount of alcohol, medication, or drugs consumed
- imbalance or stumbling
- slurred speech
- lack of consciousness or inability to control bodily functions or movements
- vomiting
- legal incapacity, such as in the case of a minor and/or persons under legal guardianship

10.4.13 FREE SPEECH AND ACADEMIC FREEDOM

Members of the University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the University community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws. To the extent permitted by federal law, no

provision of this policy shall be interpreted in a manner that fails to consider the state law requirements outlined in 70 O.S. § 2120, including the definition of harassment that applies to student expression.

10.4.14 RECORDS

The Office of Equal Opportunity will retain records in accordance with the requirements of applicable local, state, and federal law. Records of all Title IX reports, complaints, investigations, determinations, disciplinary sanctions, remedies, supportive measures, hearing materials (including audio/audiovisual recordings/transcripts of a live hearing), appeals, informal resolutions, and materials used to train coordinators, investigations, and decision-makers with regard to sexual harassment will be retained for a minimum of seven (7) years.

The University disseminates a public Annual Security Report (ASR) to employees and students every October 1. The ASR includes statistics of campus crime for the preceding three (3) calendar years, plus details about efforts taken to improve campus safety. The report includes: definitions of sexual harassment, resources and reporting for a person who is victimized, support services, on and off campus resources, preventive measures and the sex offender registration. Additionally, there are policy statements regarding crime reporting, campus facility security and access, incidences of alcohol and drug use, and the prevention of/response to sexual assault, domestic and dating violence, and stalking.

10.4.15 AVAILABILITY OF OTHER COMPLAINT PROCEDURES

In addition to seeking criminal charges through local law enforcement, members of the University community may also file complaints with the following entities irrespective of whether they choose to file a Formal Complaint or other grievance under this procedure:

Office of Civil Rights:

- Kansas City Field Office:
- OCR.KansasCity@ed.gov | 1-816-268-0550
- Washington D.C.:
- OCR@ed.gov | 1-800-421-3481

Equal Employment Opportunity Commission:

- Oklahoma City Field Office: 1-800-669-4000
- Washington D.C.: 1-800-669-4000 | Eeoc.gov/contact-eeoc

State of Oklahoma Attorney General's Office:

- Office of Civil Rights Enforcement: 405-521-2029 | OCRE@oag.gov

To view this policy in its entirety, including its appendices, please see the Sexual Misconduct, Discrimination and Harassment Policy

10.5 CONSENSUAL SEXUAL RELATIONSHIP POLICY

10.5.1 CONSENSUAL SEXUAL RELATIONSHIP POLICY RATIONALE

The University's educational mission is promoted by professionalism in faculty, staff, and student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty, staff, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University.

University employees exercise power over subordinate employees and students, whether in giving them praise or criticism; evaluating them; making recommendations for promotion, further studies, or their future employment; or conferring any other benefits on them.

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any person over whom he or she has a professional responsibility. The risks include a student or subordinate's feeling coerced into an unwanted relationship to ensure they receive a proper educational or employment experience; potential conflicts of interest in which the person is in a position to evaluate the work or make personnel or academic decisions with respect to the individual with whom he or she is romantically involved; a perception by students or employees that a fellow student or coworker who is involved in a romantic relationship with his or her supervisor or professor will receive an unfair advantage; either or both of the parties engaging in behavior destructive to the other or their academic or working environments if the relationship ends; and the potential that University/state resources are used inappropriately to further the romantic relationship. Therefore,

the University will view it as unethical if staff or faculty members engage in amorous relations with subordinate employees or students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

Those with professional responsibility over others and with whom they have a romantic relationship should be aware that their involvement may subject them and the University to legal liability; consequently, such relationships are strongly discouraged. "Professional responsibility" is defined as performing functions including but not limited to teaching, counseling, grading, advising, evaluating, hiring, supervising, and making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

As used in this policy, the term "employee" includes all employees, including but not limited to, academic and non-academic administrators, supervisory personnel, staff, faculty, graduate students with or without teaching responsibilities, student employees, and other instructional personnel. The term "consensual sexual relationship" includes amorous or romantic relationships and is intended to target conduct that go beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

The term "subordinate" means an employee or student in a position of lesser power or authority than the other party to the amorous relationship. For example, any employee or student who is beneath another in the employment chain of command or who relies upon the other for day-to-day directions would be "subordinate," as would a project team member or housing resident with respect to the project director or resident advisor, respectively.

10.5.2 POLICY

Consensual sexual relationships between employees and subordinate employees or subordinate students are prohibited. Violations of this policy may lead to disciplinary action up to and including termination and/or expulsion.

10.5.3 FACULTY-STUDENT RELATIONSHIPS

Within the Instructional Context – It is considered a serious breach of professional ethics for an employee to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the employee or whose academic work (including work as a teaching assistant) is being supervised by the employee.

Outside the Instructional Context -- Sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations, the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the University.

10.5.4 STAFF-SUBORDINATE RELATIONSHIPS

Sexual relationships between employees and subordinate employees or subordinate students occurring outside the instructional context may also lead to difficulties, particularly when the employee and subordinate employee or subordinate student are in the same academic unit or in units that are closely allied. Relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the employee may face serious conflicts of interest and must be careful to distance himself or herself from any decisions that may reward or penalize the subordinate employee or subordinate student involved.

Supervisors, or those with professional responsibility, over someone with whom they have or have had an amorous, consensual, romantic, or sexual relationship must notify their direct supervisor that a management-control plan needs to be implemented, or that the supervisor wishes a transfer so that he or she is no longer in a position of professional responsibility over the affected individual. To avoid the severe risks noted, supervisors in such relationships may not manage, supervise, evaluate, or make other employment decisions concerning the individual with whom they are engaged in a romantic relationship. If the relationship ends, the management-control plan must remain in effect. Failure to notify a supervisor to ensure a plan is in place may result in disciplinary action, including termination, for that supervisor. An employee who fails to enter a management control plan or withdraw from participation in activities or decisions that may reward or penalize such subordinates with whom the employee has or has had an amorous relationship will be deemed to have violated his or her ethical and professional obligations to the University.

10.5.5 COMPLAINT PROCEDURE

Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be handled in accordance with the Grievance Procedure for Complaints Based upon Sexual Misconduct, Discrimination and Harassment Policy. Please contact the following:

Cameron University
Title IX/Equal Opportunity Office

10.6 EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

10.6.1 WHO MAY USE PROCEDURE–The grievance procedure embodied herein shall be used, to the extent not in conflict with other policies, when violations of the Nondiscrimination and Gender-Based Misconduct Policy are alleged against employees.

10.6.2 FILING OF COMPLAINT–This procedure applies to persons who have complaints alleging discrimination or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (e.g., sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant knows or should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his/her designee about the appropriate procedure(s) to utilize.

10.6.3 TIMING OF COMPLAINT–Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination, harassment, or retaliation. The University Equal Opportunity Officer may reasonably extend all other time periods.

10.6.4 ADMINISTRATIVE ACTION

- The University recognizes its obligation to address incidents of discrimination, harassment, or retaliation on campus when it becomes aware of their existence. Even if no complaints are filed, the University reserves the right to take appropriate action unilaterally under this procedure.
- With respect to students, the appropriate student policy will apply to investigations, process, and discipline.
- With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

10.6.5 WITHDRAWAL OF COMPLAINT–The complainant may withdraw the complaint at any point prior to the adjournment of a formal hearing. However, the University reserves the right to proceed unilaterally.

10.6.6 CONFIDENTIALITY OF PROCEEDINGS AND RECORDS–Investigators and members of the Hearing Panel reviewing the grievance are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records, involving discrimination, harassment, or retaliation upon disposition of a complaint, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records except to the extent disclosure is required by law.

10.6.7 PROCEEDINGS AND INVESTIGATION–Upon receipt of a complaint, the University Equal Opportunity Officer is empowered to investigate the charge, to interview the parties and others, and to gather pertinent evidence. The investigation should be completed as soon as practical. The investigator shall prepare a record of the investigation.

In arriving at a determination of a policy violation at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case-by-case basis.

Upon completion of the investigation, the University Equal Opportunity Officer shall report findings to the appropriate designated individual (Director of Human Resources, Vice President for Academic Affairs, etc.) with any recommendations for corrective action. The appropriate designated individual, in consultation with their director or supervisor, may accept the EO Officer's recommendations, if any, or modify the corrective actions as circumstances warrant.

10.7 INDIVIDUALS WITH DISABILITIES

The University is committed to the goal of achieving equal educational opportunities and full participation for individuals with disabilities. Consistent with the applicable provisions of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act, as amended, the University strives to assure that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by the University.

The University will reasonably accommodate otherwise qualified individuals based upon documentation of 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 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 may include, but is not limited to (1) making existing facilities readily accessible and usable by individuals with disabilities; (2) job restructuring; (3) offering part-time or modified work schedules; (4) providing reassignment to a vacant position if qualified; (5) acquiring or modifying equipment or devices; (6) adjusting or modifying examinations, training materials or policies; (7) providing qualified readers or interpreters; or (8) modifying policies, practices, and procedures.

Reasonable accommodation with respect to employment matters should be coordinated with the Human Resources Department and the individual with the disability. Reasonable accommodation with respect to students should be referred to the Office of Student Development.

Individuals who have complaints alleging discrimination based upon a disability may file a complaint with the University's Affirmative Action Officer in accordance with the Equal Opportunity Grievance Procedure.

The Equal Opportunity Officer and the Office of Student Development can provide complete copies of the University's Reasonable Accommodation policy.

10.8 PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE

The federal Drug-Free Workplace Act enacted into law in 1988 requires that any entity seeking to be considered to receive a grant from any federal agency, and any entity seeking to be awarded a contract for the procurement of any property or services of a value of $25,000.00 or more from any federal agency, certify to the Federal granting or contracting agency that it will provide a drug-free workplace.

The University recognizes its responsibility as an educational and public service institution to promote a healthy and productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University's program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, or as part of any University-sponsored activities. It is the Board of Regents' policy that:

1. All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. The illegal use of drugs and alcohol is in direct violation of local, state, and federal law, as well as University policies governing faculty, staff, and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any University-sponsored activities.
3. Violating this policy shall be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, at the employee's expense, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the University. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through the Office of Student Development and the Office of Public Safety.
5. An employee shall notify his/her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. The University provides access to information about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. An employee shall not perform safety sensitive functions while a prohibited drug or alcohol is in his/her system.
8. The University may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing the employee or student to return to duty after refusing to take a drug test or after not passing a drug test.
9. The University shall distribute this policy to all staff, faculty, and students.

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

The chief fiscal officer is responsible for notifying Federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents policy (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.12).

10.9 INTELLECTUAL PROPERTIES POLICY

The people of the State of Oklahoma may reasonably expect that their investments in the University will create new industry and enhance existing industry within the State and Nation. Such new industry creates greater employment opportunities for citizens of the State and the Nation and an improvement in their standard of living.

The creation and development of intellectual property at the University encourage new business and are key to creating strong University and industry partnerships. It is the responsibility of University employees to disclose intellectual property and to foster an entrepreneurial attitude within the work force by involving students in the creation of intellectual property. Intellectual property development shall be pursued in concert with, but subject to, the University's principal responsibilities of education and knowledge creation.

Therefore, it is in the best interest of the University to adopt a policy that encourages disclosure of discoveries and inventions and rewards such creative activity. To do so, the University's policy must insure that creators of copyrightable works or trademarks and inventors share in any financial success enjoyed by the University through the creation and commercialization of intellectual property. The basic objectives of the University's policy concerning creative works, trademarks, discoveries, and inventions (i.e., intellectual property) include the following:

1. To maintain the University's academic policy of encouraging research, publication, and scholarship independent of potential gain from royalties or other income.
2. To make patented materials created pursuant to University objectives available in the public interest under conditions that will promote their effective utilization and commercialization.
3. To provide adequate incentive and recognition to faculty and staff through proceeds derived from their creative works, trademarks, discoveries, and inventions.

SECTION 11–STATE COMPLIANCE POLICIES

11.1 CONFIDENTIALITY OF LIBRARY RECORDS

The University adheres to Oklahoma and federal law with respect to confidentiality of library records. The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group whose records are sought; or
3. As otherwise required by law.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.5.)

11.2 CONFLICTS OF INTEREST

11.2.1 PURPOSE OF POLICY–This policy addresses situations where there might be a potential financial conflict between a particular outside interest of a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well-being of the University.

The purpose of this policy is to aid in identifying apparent, actual, and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate, and focused on substantial conflicts of interest that compromise an employee's professional judgment.

11.2.2 STATEMENT OF GENERAL POLICY–The University is a public institution committed to the mission of teaching, research and creative/scholarly activity, and professional and University service and public outreach. To these ends, the University balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic University duties of teaching, research and creative/scholarly activity, professional and University service, and public outreach. These basic duties often limit outside activities. As a result, professional and personal activities may present financial conflict of interest situations, which should be evaluated under the auspices of this and other applicable policies.

Employee participation in outside professional, commercial, and *pro bono publico* activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, employees may add to knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for an individual employee, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial, or *pro bono publico* activities is often appropriate.

Sound professional discretion is an integral part of the University's financial conflict of interest system. Any review of a potential financial conflict of interest will be undertaken in light of four general propositions.

First, conflicts of interest per se are inevitable and do not necessarily represent any impropriety by employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any employee and may be a breach of this policy. Third, there is a presumption in favor of allowing employees to act in dual roles once the conflict of interest has been disclosed (prior written approval is required in cases of potential conflicts involving federal grants or contracts). Fourth, conflicts of interest may be so profound or substantial that it would be best for all concerned if the employee did not participate in a particular transaction.

It is not possible to completely eliminate the potential for financial conflicts of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a University enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; in setting University policies; in managing contracts; in selecting equipment and supplies; in involving students in sponsored projects; or in performing other roles in University governance in which objectivity and integrity are paramount. Furthermore, since allegations of conflicts of interest based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.

Other sections of this policy notwithstanding, it is the ongoing responsibility of the employee to abide by the provisions of all other applicable federal and state laws, and the University's policies relating to financial conflicts of interest; to identify potential conflicts of interest; and to disclose and seek guidance on such matters from the appropriate vice president (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.8).

11.3 ETHICS POLICY

University employees are expected to comply with all state ethics rules. Laws, rules, and interpretations can be found at the following website: https://oklahoma.gov/ethics.html

11.4 FIREARMS POLICY

Firearms and munitions of all types are prohibited on all property owned, leased, or occupied by the University at all times except as specifically authorized by Board policy.

11.5 HEALTH AND SAFETY

The University is committed to providing a safe and healthy environment for the entire University community and to complying with all applicable Federal and State laws and regulations pertaining to occupational and environmental safety. Academic and administrative personnel with supervisory and teaching roles must ensure that procedures are developed and followed which are designed to prevent injury, protect the assets of the University, and protect their environment. It is the responsibility of all University faculty, staff, and students to follow safe working practices, obey health and safety rules and regulations, and work in a manner that protects their health and that of others and does no harm to the environment.

In the event of an employee injury, the following practices will help guide the employee relative to his/her rights. Employees should follow the *Procedures For Reporting An On-The-Job Injury*. For vehicular incidents, the employee should refer to the guide *In Case of Vehicular Accident* available in the Business Office. This guide is also in the glove compartment of each University owned vehicle.

The Human Resources Department will assist the injured employee in filing an injury report with Workers' Compensation authorities. The Business Office will assist an injured non-employee in filing an injury report with Risk Management.

11.5.1 RISK MANAGEMENT–If an individual incurs an injury on University property and is not involved in compensatory work for the University, a Standard Liability Incident Report should be filed with the Business Office. The Oklahoma Governmental Tort Claim Act addresses liability of the University to those individuals who are on state property but not performing compensatory work and are injured while on state property. Claims to the State Risk Management Office will be evaluated to determine if the University is liable for damages. Additional information is available in the Business Office.

11.5.2 WORKERS' COMPENSATION–If an employee sustains an injury during the course of the performance of compensatory work for the University, appropriate Workers' Compensation claim forms must be filed through the Human Resources Department.

11.6 OPEN RECORDS REQUEST

It is the policy of the University to abide by the Oklahoma Open Records Act and the Family Educational Rights and Privacy Act (FERPA) as they relate to records requests. Requests made under the Oklahoma Open Records Act or directory requests under FERPA should be sent to the Office of Public Affairs. Other requests for FERPA-protected information should be sent to the Office of Enrollment Management. Requests made to this office will be sent to the University's Legal Counsel. The University's Legal Counsel will facilitate and coordinate responses to the requests.

11.7 POLITICAL ACTIVITIES OF EMPLOYEES

An employee of the University who participates in political activities must do so in a manner that:

1. Does not imply, directly or indirectly, that the University endorses such activities;
2. In no way interferes with the rights and privileges of other employees of the University;
3. In no way interferes with the rights and privileges of students attending the University;
4. In no way interrupts the normal routine operation of the University;
5. In no way interferes with the assigned duties of the employee;
6. Does not utilize University funds, equipment, supplies, paid staff time, or other University resources in support of partisan political activities, or a ballot measure.

Violation of this policy may be cause for dismissal.

11.8 CANDIDATES FOR POLITICAL OFFICE

Any employee of the University who becomes a candidate in any primary or general election for any county, state, or federal office shall, prior to announcing his/her candidacy for any said office, first offer his/her resignation to the Board of Regents, without reservation.

The Board of Regents does not intend to discourage employees from becoming candidates for public office. Employees may regard it as their duty to become candidates.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.14.)

11.9 TRAVEL POLICIES AND REIMBURSEMENT GUIDELINES

Employees traveling on University business with students must be aware of and adhere to the University's Student Travel Policy.

The use (including rental) of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited.

Employees are not permitted to use hand held University cellular or mobile devices, or any other hand-held device, pagers, digital assistants, laptops, or any other electronic communication devices while operating a motor vehicle on University business.

For University business, employees may only fly on commercial aircraft. Employees are not authorized to fly or travel in personally-owned, corporate noncommercial, chartered or leased aircraft on University business. An exception is allowed for an employee who is a licensed pilot electing to fly him/her self, but no other University employee.

The following travel reimbursement guidelines are based upon the Oklahoma State Travel Reimbursement Act, Title 74 O.S., Section 500.1 et seq., and procedures established by the Office of State Finance, unless otherwise noted.

Employees may be reimbursed for travel expenses incurred while conducting official University business or attending professional development events. Requests to attend professional meetings must be accompanied by a program or letter of invitation.

All out-of-state travel, except for routine business during the day, requires prior approval of the President. A Travel Request for Leave and Reimbursement (T3) form should be submitted at least thirty (30) days prior to the date of travel. Presidential approval must be obtained before any funds are encumbered or travel begins.

If available and requested, a University owned vehicle may be reserved. If it becomes necessary to cancel a vehicle reservation, notification of the cancellation should be made to Physical Facilities so that the vehicle can be reassigned for another purpose.

Reimbursement for authorized expenses may be requested by providing appropriate documents to the Travel Clerk in the Business Office as soon as travel is completed. The amount claimed for reimbursement should not exceed the amount approved on the Travel Request for Leave and Reimbursement form, if applicable.

Additional guidance on travel procedures is available from the Business Office.

11.9.1 IN-STATE REIMBURSEMENT/GENERAL PROVISIONS–Official travel status for the purpose of meals and lodging shall be defined as absence from the employee's home area or official station area while performing assigned official duties, such trips must be of sufficient duration and distance to qualify as overnight absence from the person's home or official duty station area.

11.9.2 OUT-OF-STATE REIMBURSEMENT/GENERAL PROVISIONS–Reimbursement for meals and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the trip objective, such as a meeting, workshop, or conference.

11.9.3 LODGING–Reimbursement for overnight lodging for official travel may be made at a rate not to exceed the specified limit per night for in-state or out-of-state travel, except for designated meeting sites. Receipts issued by the hotel, motel, or other public lodging place must accompany the claim for reimbursement. If the place of lodging is the designated meeting site, a brochure from the event sponsor reflecting such designation must be submitted with the claim.

11.9.4 PER DIEM–Reimbursement for meals, during official travel, is authorized at rates set by Oklahoma Statute, provided the trip meets the overnight criteria. In computing the reimbursement for per diem, a day shall be a period of twenty-four (24) hours. Reimbursement is not allowed for meals that have been provided as part of the registration fee or by any party other than the employee.

11.9.5 IN-STATE TRANSPORTATION–Travel by privately owned vehicle may be reimbursed based on the distance set forth by the official state map produced by the Oklahoma Department of Transportation. Any vicinity travel must be entered on travel claims as a separate item.

11.9.6 OUT-OF-STATE TRANSPORTATION–Regardless of the mode of travel (including privately owned vehicle) reimbursement for out-of-state transportation costs shall not exceed that of coach airfare. However, travel by commercial airline on a business or first-class basis may be reimbursed if coach class space is not available within a

reasonable time and is justified by attachment to the claim for reimbursements. Airline tickets for employee travel must be purchased from travel agents listed on the State contract. However, if a lower cost arrangement can be found with a non-listed travel agent, internet travel provider, or direct from the airlines, this lower cost arrangement will be allowed as a reimbursable cost, provided a written contemporaneous cost comparison is provided reflecting a lower cost.

Mileage for out-of-state travel by privately owned vehicle will be based upon the appropriate state map or a mapping internet site, such as MapQuest. Documentation provided with the claim must include the method of calculation.

11.9.7 LOCAL TRANSPORTATION–Taxi fares will be reimbursed only upon justification as to the necessity of their use.

Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased or rented automobiles will be made in the same manner.

11.9.8 TRANSPORTATION OF PASSENGERS–It is the policy of the University that non-employee passengers shall not be transported in state vehicles or private vehicles used for state business purposes where the employee expects to be reimbursed.

11.9.9 MISCELLANEOUS EXPENSES–Reimbursement claims 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 necessary and justified.

11.9.10 RECEIPTS REQUIRED–Lodging receipts from a motel, hotel, or other public lodging place must accompany the claim for reimbursement. The lodging receipt must show a zero balance; otherwise, proof of payment is required.

Reimbursement requests for leased or rented vehicles used in official University business must be supported by a receipt indicating the miles traveled.

The original receipt for registration fees must accompany the claim for reimbursement. Copies of the registration fee receipt are not acceptable for reimbursement purposes.

11.10 UNIVERSITY-OWNED EQUIPMENT/FACILITIES

11.10.1 EQUIPMENT–In accordance with state statutes, the use of any University asset by individuals or organizations for activities not directly related to the execution of University business is strictly prohibited. University-owned or controlled assets shall not be removed from the University premises except in cases where such equipment is to be used for University business.

11.10.2 FACILITIES–For information about scheduling University facilities for use during hours which do not conflict with regularly scheduled classes and events, contact the Director of Events Management.

11.10.3 PETS–Pets (dogs, cats, birds, other pets, etc.), except for service animals while performing duties for the individual they accompany, are not permitted inside any University-controlled building. Domesticated pets are permitted outside on campus grounds when leashed and properly attended at all times. Pet owners must clean up after their animals. Animals that are officially part of the University's teaching, research, or clinical programs are exempt from this policy. Students residing in a Student Housing Facility on campus should refer to the Student Housing Policies and Procedures handbook under the section titled "PETS" concerning pets in residence halls.

11.11 UNIVERSITY RECORDS

In accordance with state statutes and the Oklahoma Archives and Records Commission, the University has designated the Vice President for Business and Finance as the liaison to the Oklahoma Archives and Records Commission. The University follows the Commission's rules and procedures for retention and destruction of University records. All executive staff, deans, department heads, and departmental supervisors are provided General Records and Retention Schedules and updates to the schedules. A designated University accountant assists in coordinating this effort and administers the University's record storage facilities. The accountant coordinates the retention and destruction of all University electronic and computer-related records and files.

11.12 USE OF STATE OR UNIVERSITY-OWNED VEHICLES

Oklahoma statutes prohibit the use of State-owned vehicles for private purposes. In compliance, the University prohibits the use of University-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in State or University vehicles unless they are on State or University business.

A State-owned or University-owned vehicle should not be driven to the residence of an employee unless it is required in performing his/her official duties.

11.12.1 DRIVER'S LICENSE–Employees who are required to operate a University motor vehicle on any public roadway while in the performance of their regular duties must have a valid driver's license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy:

a. The University will conduct a driver's license verification and status review on new employees selected for positions that involve operation of a University motor vehicle. In addition, the University may conduct periodic driver's license verification and status reviews on all employees in positions involving operation of a University motor vehicle.

b. Any new employee who has applied and been accepted for University employment in a position where possession of a valid driver's license is a requirement and who is subsequently determined not to have (or have had at time of application) a valid Oklahoma driver's license will be considered to have submitted false information and will be subject to termination.

c. An individual who is employed by the University and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver's license within thirty calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination. Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver's license issued by their state/country of residence/origin. The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued in the United States and those issued by the country of origin of international students.

d. Current employees who must possess a valid driver's license to perform their job duties are required as a condition of employment to notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification may result in termination.

e. Oklahoma law requires that holders of a driver's license who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within 10 days. University employees are expected to be in compliance with this provision of the law.

f. If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction, the employee will not be permitted to operate a University motor vehicle until the license is fully reinstated, renewed, or additionally modified. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a University motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a University motor vehicle, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.

g. Employees are required to read the University's Vehicle Regulations Policy and sign an agreement to follow the University's policies and regulations.

11.13 WHISTLE BLOWER

Employees shall not be disciplined or dismissed for reporting actions taken by the employer that might violate the law as cited under the Whistle Blower Statute, 74 O.S. §840-2.5. Further information is available from the Human Resources Department.

11.14 LIABILITY COVERAGE

The State of Oklahoma provides professional and automobile liability insurance under the State Tort Claims Act for all employees who are acting within the scope of their duties. The liability coverage also extends to authorized volunteers for their operation of University-owned vehicles while acting within the scope of their authority if the authorized volunteer has completed and filed the Volunteer Acknowledgment and Release Form with the authorizing department. Copies of the State of Oklahoma Certificate of Self-Insurance are located in the glove compartment of all University vehicles. Further information is available from the Business Office. Employees are prohibited by state law from texting or utilizing electronic devices while driving University vehicles or while driving private vehicles on University business. Failure to abide by this policy results in the loss of insurance coverage for any accident, and the employee will be held personally liable for any and all damages and injuries caused as a result of such accidents, regardless of actual fault. Further, smoking in University-owned, rented, or leased vehicles is prohibited by state law.

SECTION 12–GENERAL INFORMATION

12.1 DRESS/GROOMING

The University community is proud of its appearance and its tradition of excellence in education. That pride is reflected in attention to the physical facilities, the landscape, and the professionalism of University personnel. Each member of the University community shares a responsibility in maintaining a professional image by dressing and grooming appropriately for his/her respective position. Questions regarding dress code should be directed to the employee's immediate supervisor.

Uniforms may be required for specific positions, as deemed necessary by the University.

12.2 EMERGENCY PROCEDURES

In the event of an emergency, all staff in a supervisory role have the responsibility to give instructions to students, faculty, and staff and provide safety measures until otherwise directed by the Office of Public Safety or other properly identified emergency personnel.

12.2.1 FIRE ALARM AND PROCEDURES–When a fire alarm is sounded, everyone should clear the building by the nearest exit and proceed to an open area on campus. Everyone must stay clear of the danger area unless called upon to help; employees should keep all roadways and walkways clear for emergency vehicles. NO PERSON SHALL RE-ENTER the building until instructed to do so by the Office of Public Safety or other properly identified emergency personnel.

12.2.2 TORNADO WARNING–A civil defense siren is sounded when a tornado has been spotted or when a very strong storm cell is over the area. When the warning is sounded, everyone will immediately proceed to the nearest protective area. Protective areas are basement areas or ground floor interior spaces or hallways away from exterior walls and windows. Additional emergency information is contained in the *Emergency Operations Plan* in the Office of Public Safety.

12.3 EMPLOYEE FINANCIAL OBLIGATIONS

Faculty, staff, and student employees of the University are required to pay all outstanding financial obligations due to the University in accordance with the due dates established for such obligations. For faculty, staff, and student employees who do not pay such financial obligations, the University will seek such remedies as are allowed by law.

12.4 IDENTIFICATION CARDS

A University identification card will be issued to regular, full-time and part-time employees at no cost to the employee. The employee should obtain an identification card on the first day of employment or at the time the employee completes the required paperwork for employment. An identification card may be obtained at the One Stop located on the first floor in the McMahon Centennial Complex, Monday through Friday, from 8:00 a.m. to 5:00 p.m. If this time is not convenient, the employee should contact the Business Office to arrange for a convenient time.

The employee's identification card is required for access to certain events and/or facilities. The identification card will admit the employee to designated official University-sponsored events. In addition, the identification card may be used for library privileges and use of the Aggie Rec Center.

The identification card does not authorize the holder to obligate the University in any manner. The identification card is the property of the University and must be returned to the Business Office at the time employment is terminated. Students may retain their student identification cards.

An employee is responsible for reporting any lost or stolen identification card immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. Employees shall be charged for replacement cards.

12.5 INCIDENT POLICY

The University is committed to maintaining a workplace environment that is safe and secure for all employees of the University. Threats, threatening behavior, acts of violence, and unwanted attention directed against other employees, visitors, or guests by an employee of the University will not be tolerated.

All employees are responsible for notifying their supervisor and/or the Office of Public Safety of any threats that they have witnessed, received, or heard. Even without an actual threat, employees should also alert their supervisor to any behavior which can be regarded as threatening or violent when that behavior is job-related or might be carried out in the workplace. Employees are responsible for making this report regardless of the nature of the relationship between them and the person initiating the threat or threatening behavior.

The provision of a safe workplace and the protection of employees from threats to their safety cannot be effectively accomplished unless supervisors and officers from the Office of Public Safety are informed of these circumstances.

12.6 INFECTIOUS DISEASE POLICY STATEMENT

The purpose of this policy is to establish procedures to be followed when a University student and/or employee is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The University is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence shows, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, or through airborne transmittal, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The University will comply with all federal and state laws applicable to students and employees with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected as may be provided by law. As long as a student and/or employee with a communicable disease is able to pursue his/her education within the established academic standards and/or continue performance of job duties and medical evidence indicates that his/her condition is not a threat to him/herself or others, the student or employee is to be treated consistently with other students and/or employees.

Discrimination against or harassment of the student or employee infected with a communicable disease is prohibited. The University will make educational materials on communicable diseases available for students and employees through the Office of Student Services, Office of Public Safety, and Physical Facilities.

12.7 KEYS AND ELECTRONIC ACCESS

Keys and electronic access shall be authorized for issue only to persons with a substantial need for access to specific facilities, and they shall be issued only after verification of administrative approval on a properly executed Key Request Form (K1). Keys must be picked up in person at the Physical Facilities Office.

Keys remain University property, entrusted to the individual key holder for his/her exclusive use and should never be exchanged or loaned. No one has authority to produce, duplicate, or alter a University key, except the Physical Facilities Office. Unauthorized use or duplication of a key is cause for disciplinary action, up to and including dismissal.

An employee is responsible for reporting any lost or stolen keys immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. When a key is lost or stolen, the employee must pay a replacement fee. If the key is found after the replacement fee has been paid, the money will be refunded if the building was not re-keyed as a result of the key loss.

All keys must be returned to the Physical Facilities Office during the termination clearance process or at the time of a job change, office relocation, or lock change.

12.8 LOST/MISPLACED/STOLEN OR DISCARDED ITEMS

Lost, misplaced, or stolen personal items such as jewelry, keys, or clothing, regardless of where found, should be turned in immediately to the Office of Public Safety. Lost items should not be turned in to individual departments on campus.

If an employee finds discarded equipment and/or equipment no longer in use, he/she should call the Business Office. The Business Office will make arrangements for the reallocation and/or disposal of such property. Additional instructions on inventory procedures are issued by the Business Office.

12.9 OFFICE OF PUBLIC AFFAIRS/OFFICIAL COMMUNICATIONS

Any statement made on behalf of the University to the public through the press or through any other agency shall be made by the Board of Regents and/or the President of the University or his/her designee. Further, this policy is not intended to and should not be construed to abridge the rights and privileges of any employee of the University to publicly express his/her personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

12.10 PARKING PERMITS AND TRAFFIC REGULATIONS

The Board of Regents has determined that it is in the best interests of the University that rules and regulations be promulgated and adopted governing the keeping and use of automobiles by University employees, visitors, and students, providing parking areas for the employees, visitors, and students of the University, and providing a method of carrying such rules and regulations into effect and the enforcement thereof. The applicable portion of these regulations shall apply to every employee of the University, and the portions applicable to students shall be deemed a part of the established regulations of the University that govern every student.

The President may revise, alter, or amend these regulations when conditions warrant. Such amendments, revisions, or alterations shall, unless otherwise ruled by the Board of Regents, be effective and of the same dignity as if enacted or ordered by said Board of Regents (University of Oklahoma Board of Regents Policy Manual CU/RSU 4.8).

12.10.1 PARKING PERMITS–All vehicles parked on University property must display the appropriate parking permit, which is available free of charge at the Office of Public Safety, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the employee should contact the Office of Public Safety to schedule an appointment. Vehicles parked on University property without a parking permit will be ticketed.

The permit holder is responsible for all charges resulting from citations issued against his/her permit number, regardless of the identity of the driver; therefore, employees are encouraged to remove parking permits from vehicles that will no longer be operated by the employee. All employees are required to return parking permits as part of the clearance process when terminating employment from the University.

12.10.2 TRAFFIC REGULATIONS–The Office of Public Safety enforces the traffic regulations of the University and Oklahoma vehicle laws applicable to street traffic, make arrests, issue citations for traffic violations, and investigate accidents. No person, owner or operator shall park/drive or permit to be parked/driven any vehicle which has four (4) or more citations against it per academic semester. Copies of the University Traffic Code can be reviewed/obtained in the Office of Public Safety.

Payment for a citation is made in the One Stop. The citation must be presented with the payment.

12.11 USE OF UNIVERSITY FACILITIES BY UNAFFILIATED ENTITIES OR INDIVIDUALS

The University has adopted policies and requirements for the use of its facilities (including advertising, marketing, private sales solicitations, etc.) by unaffiliated entities. This policy is posted at https://www.cameron.edu/policies.

12.12 PUBLICATIONS/ADVERTISING

The Office of Public Affairs must approve all layouts or copy for all publications.

The University does not endorse any commercial product, program, enterprise, and idea. Under certain circumstances, the University's name or symbols may be used in connection with advertising or promotional material. Permission and approval of all copy must be obtained from the Senior Director of Public Affairs. The University from time to time may wish to reach a certain segment of the public by purchasing advertising in the media. The material contained in this advertising may include matters related to increasing enrollments, promotional advertising, or informational material related to specific policies, projects, departments, and curricula. With the exception of staff employment advertising, which is coordinated through the Human Resources Department, no contracts for advertising should be entered into and no oral or written commitments should be made by any University employee without the approval of the Senior Director of Public Affairs.

12.13 SERVICES

12.13.1 RECREATIONAL FACILITIES–The use of the Aggie Rec Center is available to University employees at no charge during normal operating hours.

12.13.2 FOOD SERVICES–Catering services for functions held on or off campus are available through the University's food service provider.

12.13.3 TELEPHONE–The campus telephone system is designated for business use. Employees are to limit personal calls and use third party billing or personal credit cards for personal long-distance calls that must be made from work. The University's incoming 800 line must not be used for personal calls, violations will result in disciplinary action, up to and including dismissal.

12.13.4 EMERGENCIES–In the event of an emergency, dial 2911 when using a campus phone and 581- 2911 when calling from off-campus.

12.14 TECHNOLOGY

Information Technology Services (ITS) offers technology assistance to all employees and students. All purchase recommendations relating to computers, telecommunications equipment, software, and peripherals are made by ITS. ITS Helpdesk repairs, maintains, transfers, relocates, and disposes of all computer and technology equipment. Requests to reassign computer equipment from its present use should be directed to the Helpdesk coordinator by deans, chairs, and directors. Deans/chairs/directors are responsible for an annual physical inventory of all computer equipment for which they are accountable. Theft of computer equipment must be reported to ITS Helpdesk and the Office of Public Safety.

12.15 COMPUTER USE POLICY

The University has adopted policies and requirements for the use of its electronic devices including computers, phones, tablets, etc. by students, employees, and visitors. This policy is posted at https://www.cameron.edu/policies.

12.16 CELL PHONE AND MOBILE SERVICES

The use of cellular or mobile services is limited to employees whose job duties and responsibilities make such services a necessity. Necessity includes, but is not limited to, situations in which time is of the essence in accomplishing University purposes. Issuance of cellular or mobile devices requires the President's approval. Personal use of cellular or mobile devices provided by the University is not permitted. Personal use by an employee of cellular or mobile devices provided by the University may result in disciplinary action, up to and including dismissal. This policy applies to cellular or mobile telephones, pagers, and cellular or mobile telephone and pager services, the cost or compensation for which is provided wholly or partially by the University. Additional information may be found in the Business Office.

12.17 SOCIAL MEDIA POLICY

The University has adopted policies and requirements for the use of social media by employees, students and others. This policy is posted at https://www.cameron.edu/policies.

12.18 UNIVERSITY SEAL

The University Seal is reserved for official uses, as in publications of the University, its certificates, diplomas, legal documents, and printed materials used in conjunction with official functions of the University.

12.19 TOBACCO USE

To address the public health concern of tobacco usage and in compliance with the Governor's Executive Order 2012-01 issued on February 6, 2012, Cameron University prohibits all forms of tobacco on campus. The use, sale, or distribution of tobacco, including smoking and the use of smokeless tobacco, electronic cigarettes or vaping devices is prohibited on the University campus, including all indoor and outdoor spaces. Campus also includes University vehicles.

The University shall communicate information regarding tobacco use prevention efforts on campus related to policy, prevention, and cessation. In addition, the University shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.

Compliance with the Tobacco Free Campus Policy by all students, faculty and staff is expected based on our commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff and students**.** Individuals who are in violation of this policy are subject to citations and/or disciplinary actions, up to and including dismissal. This policy applies equally to employees, students, and visitors**.**

12.20 STATEMENT OF CONFIDENTIALITY

As a Cameron University employee, you may have access to, or come into contact with, confidential and private records of other staff, faculty and students. Under federal law and University policy, student and employee records are protected from disclosure to a third party. Employees should not access staff, faculty, or student information unless there is a legitimate work-related reason to do so. The unauthorized release, access, or use of such privileged information violates Cameron University Policy.

An employee will treat confidential information with the highest level of privacy, care, and professionalism. Confidential information should only be discussed with authorized personnel, and only for legitimate work-related purposes. Any breach of confidentiality of this information, whether intentional or due to neglect, or any abuse of an employee's position, including but not limited to unauthorized access to records, disclosure of information from student or employee records, alteration of records, and/or destruction of records or other similar acts, is considered a serious offense and may result in disciplinary actions up to and including immediate termination of employment.

12.21 EMAIL AND NOTICE

All employees are provided with University email accounts and are expected to use these accounts for the conduct of University business. Email sent to an employee's University provided email address shall constitute satisfactory notice under this policy or other applicable policies requiring notice be given.