

# STAFF HANDBOOK

LANGSTON UNIVERSITY | LANGSTON, OK

APPROVED MARCH 6, 2009  
EFFECTIVE JULY 1, 2009  
REVISED FEBRUARY 13, 2017



## PREFACE

It is fundamental that institutions under the governance of the Board of Regents, such as Langston University, use various professional and administrative standards. Accordingly, it is the policy of this Board that the activities at these public institutions should be conducted in a manner that will attempt to balance the rights of the individual employees with the University's and the public's legitimate needs and interests. Policy statements of the Board are to be applied and interpreted in that spirit.

The policies contained herein are intended to be stable and a source of reliable information and guidance to employees, administrators, and external groups. However, in approving this policy statement for Langston University, the Board is not waiving or restricting its lawful power, duty, and responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. As permanent changes to this policy statement are considered, it is recognized that there is substantial public benefit in consulting with Board staff, institutional administrators, employees, and others before enacting revisions. The Board expects administrators recommending changes to discuss those proposed revisions to this policy statement with affected employees as may be appropriate, before the Board acts on the proposed revisions.

While the Board of Regents recognizes the value of appropriate participation of administrators and others in the formulation of procedures, it also recognizes that extraordinary circumstances may arise where the collective judgment of the Board requires the Board to act independently in discharging its responsibility. In such instances, the Board will make every reasonable effort through the official public record and the institutional administration to inform affected personnel of the Board's actions and invite their input for subsequent consideration by the Board.

It is intended that employees and administrators shall adhere to the standards set forth in this policy statement. It is not intended that minor variances which are not substantially prejudicial to rights of individual employees or contrary to the intent of the policy should serve as the sole basis for complaints or claims of erroneous treatment or action. Additionally, it is not intended that these minor variances in circumstances and conditions or events be interpreted as establishing authority to disregard the standards set forth in this policy statement.

References to the entity of the governing Board of Regents in any policy statement may include participation or representation by the Board's staff so designated or authorized by the Board. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

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## **100.0 THE UNIVERSITY**

### **101.0 The University History**

#### **HISTORY**

Langston University was established on March 12, 1897, in Langston, Oklahoma, by the Territorial Legislature as the Colored Agricultural and Normal University for expressed objective of the following:

. . . the instruction of both male and female colored persons in the art of teaching various branches which pertain to a common school education and in such higher education as may be deemed advisable, and in the fundamental laws of the United States in the rights and duties of citizens in the agricultural, mechanical and industrial arts.

In 1954, a unified system of higher education, “The Oklahoma State System of Higher Education,” was created by a constitutional amendment. At the time the popularly known name “Langston University” became the official name of this institution.

Admission to Langston University is based on stated academic requirements, regardless of race, creed, color, national origin, sex, disability, or age. Langston University is an equal opportunity employer.

### **102.0 STATEMENT OF PURPOSE**

- Langston University enhances the lives of diverse learners at all levels of society in a nurturing environment with dynamic teaching, relevant research, community service and opportunities which produce leaders and professionally competent graduates.
- The university provides access to a population of culturally diverse learners from all levels of society who demonstrate a desire to pursue higher education in an environment where knowledge is extended to the global marketplace.
- The University serves the State of Oklahoma, nation and the world through its programs of distinction, scholarly activities, student-centered campuses, community involvement and international scientific research. We emphasize the use of education to develop innovative solutions to improve the quality of life of underserved populations in urban and rural communities globally. As a state institution with a global impact, we strive not only to increase the supply of well-educated and skilled labor and to foster economic development in Oklahoma, but also throughout the world.

## 103.0 VISION STATEMENT

### The Vision

Langston University fosters an environment that cultivates leaders, innovators, and engaged citizens who meet the challenges of local, national, and global communities.

### Core Values

- *Strong work ethic and dedication-* We are united in our dedication to working as hard and as long as necessary in order to realize our vision of developing creative solutions to the problems facing underserved populations in Oklahoma, the nation, and the world.
- *Passion for learning-* Our zeal for knowledge, our quest to understand “why,” and our desire to develop innovative answers, create a vibrant academic community.
- *Courage to have exemplary character-* We are building a community in which high ethical and moral standards are maintained and valued by our faculty, staff, and students.
- *Excellence-* We value, treasure, and reward excellence in scholarship, teaching and community service.
- *Scholarly innovation and a commitment to scholarship-* We are a community of pragmatic intellectuals, using our knowledge to better our state, nation, and the world.
- *Appreciation of difference-* We believe firmly that everyone must be respected; and that there is always more than one way to consider any issue. We value diversity of opinions, ideas, cultures, and perspectives.▪ *Fiscal accountability-* We believe that solid fiscal management is the foundation upon which a great university is built.
- *Social responsibility-* We believe that knowledge is a gift that must be used to create a better world.
- *Commitment to fundamental human rights-* Above all, we value the right of every human being to enjoy freedom, respect and the opportunity to realize his or her potential.

#### **104.0 MISSION STATEMENT**

Grounded in its rich traditions as a historically Black college and university, and a land-grant institution, Langston University offers quality post-secondary education to diverse populations through academic, research, community engagement, extension, and co-curricular experiences that lead to professional competence and degree completion.

#### **105.0 ORGANIZATION AND ADMINISTRATION**

The administration of the University views its purpose as one of support for and assistance to the faculty and staff in the accomplishment of institutional objectives. Through cooperation and democratic practices, the administration, faculty and staff assume responsibility for the success and general welfare of the institution.

Langston University is under the control and jurisdiction of the Board of Regents for the A&M Colleges, and the Oklahoma State Regents for Higher Education. Descriptions of the Boards will follow.

## **THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE A&M COLLEGES**

The Board of Regents for Oklahoma State University and the A&M Colleges is the governing Board for five (5) colleges and universities in Oklahoma. Succeeding its earlier form, the Board of Regents was recreated by Article VI, Section 31 (a) of the Constitution of Oklahoma. The provisions of the Constitutional Amendment have been further implemented by the provisions of Title 70, Oklahoma Statutes, Section 3401, et seq.

The Board possesses wide powers to govern these institutions. It may adopt such rules and regulations as are deemed necessary by the Board. It may employ and fix the compensation of such persons as is deemed advisable. The Board may enter into contracts, purchase supplies and equipment, and incur such other expenses as may be necessary in making contracts and in exercising powers conferred on the Board.

In addition to the above information, the Board is authorized to receive and make dispositions of monies, grants, and property received from federal agencies and to administer the same in accordance with federal requirements. It may accept gifts of real and personal property, money, and other things of value and dispose of these in accordance with the wishes of the donors. It may acquire and take title to real and personal property on behalf of any of the institutions under its jurisdiction. It may convey, exchange, dispose of, or otherwise manage or control such property in the institutions-- including the granting of leases, permits, easements or licenses over and upon any such real property. It has the right to institute appropriate legal action to defend its property.

The Board of Regents supervises and is in charge of the construction of all buildings under its jurisdiction. It reviews the need for, and causes to be constructed, dormitories and other buildings on a self-amortizing basis at any institution under its jurisdiction. It is authorized to establish plans for tenure and retirement of personnel serving the institution and to provide various types of insurance for them and their dependents.



## ***THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION***

The Oklahoma state System of Higher Education was created with the peoples' adoption of an amendment to the State Constitution, Article XIII-A, on March 11, 1941. The amendment provided 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." The State Regents for Higher Education consists of nine (9) individuals who are appointed to nine (9) year staggered terms by the Governor, with the State Senate confirming the appointments. Responsibilities of the State Regents include the following listing:

1. Determining the functions and courses of study for each institution, including the approval of new programs.
2. Establishing standards of education applicable to each institution.
3. Recommending budget allocations for the State System to the Legislature.
4. Allocating state-appropriated and revolving funds to each institution.
5. Recommending student fees and tuition to the Legislature.

The chief administrative officer of the State Regents is the Chancellor. This person has the responsibility of seeing that policies and programs of the State Regents are executed; gathering information about the State System and making recommendations to the State Regents; providing state-level leadership for coordination of activities affecting all institutions in the Oklahoma State System of Higher Education; and assuming overall responsibility for a staff of professional individuals who assist the Chancellor in carrying out the administrative activities of the State Regents.

## ***THE STATE DEPARTMENT OF EDUCATION***

The mission at the Oklahoma State Department of Education is to improve student success through service to schools, parents and students; leadership for education reform; and regulation/deregulation of state and federal laws to provide accountability while removing any barriers to student success.

### **GENERAL DUTIES OF THE OFFICERS OF THE UNIVERSITY**

#### 1. The President

The President is expected to

- provide effective visionary leadership needed to ensure that Langston University is ready for the changing needs of society and respond to those needs;
- promote development of systems that reward excellence in teaching, research, and extension, and public service for the entire Langston University community;
- demonstrate human relations skills as they apply to the functions of Langston University;
- demonstrate a commitment to the strategic planning process that embraces futuristic thinking as well as maintenance of existing resources/facilities;
- be an ambassador of Langston University to all levels of society;
- be politically astute and an effective communicator with state and federal legislative bodies;
- demonstrate effective leadership in generating resources from corporate and private donor
- Provide careful and sound fiscal management;
- Work with constituencies of both internal and external sources and develop and address priorities and strategic objectives that build on University's strengths and opportunities that are consistent with the mission, role, and scope of Langston University;
- express commitment to participatory management by supporting meaningful faculty/staff/student involvement in governance;
- play an active role in the affairs of Langston University to stimulate and increase participation of faculty, staff, students, and alumni in events and critical issues facing Langston University;
- actively cultivate corporate partnerships in order to enhance the ability of Langston University division heads to establish contracts with corporate leaders for the purpose of soliciting financial support for its programs; and
- encourage independent thinking and scholarly achievement for the faculty and students.

## 2. The Vice President for Academic Affairs

The Vice President is expected to

- articulate the University's vision and help move Langston University to the next level of academic distinction.
- Provide leadership in developing high quality academic programs, general education core, and an excellent overall educational experience.
- Advise the President on all academic affairs, work collegially with faculty, staff and others in a spirit of shared governance.
- Assign and supervise work-load and schedules of academic personnel.
- Prepare annual reports, schedules of classes, academic calendars and reports for various accrediting agencies.
- Coordinate all academic conferences, in-service programs, the implementation of the Urban Mission, and the academic calendar of events and communicate these activities to all faculty and professional staff.
- Work with Associate Vice Presidents for Academic Affairs, Deans, and Directors on the following:
  - evaluation and continual improvement of curricular offerings.
  - Evaluation of academic personnel for recommendation for appointment, tenure or termination.
  - Allocation and supervision of resources in all academic units.
  - Short and long range planning. Perform other related duties as requested by the President.

## 3. The Vice President for Student Affairs and Enrollment Management

The Vice President is responsible for

- developing a plan for a student centered campus with projected enrollment of 5,000 students providing leadership and facilitating the development of policies, procedures, and programs.
- Coordination of enrollment processes including main campus, Oklahoma City campus, Tinker, and Tulsa sites.
- direct the compilation of information such as class schedules and graduation requirements;
- ensure compliance with financial regulations
- implement strategic enrollment goals
- design and implement an orientation program for new students
- implement and direct on-line award acceptance

- supervise recruitment and admissions
- implement on-line registration, pre-registration and degree audit
- work closely with other campus officers to achieve the urban and rural mission of the Institution.

#### 4. The Vice President for Fiscal and Administrative Affairs

The Vice President is University's chief financial officer. And as such, has the responsibility for the following:

- direct all University finances and activities which relate to the most advantageous allocation of resources
- provide support for the educational, research, extension and auxiliary services for the University
- develops University financial objectives, including short and long range programs, formulates plans to meet these objectives.
- as a member of the President's senior administrative staff, actively participates in reviewing and approving University objectives and evaluating performances against these objectives.

#### 5. The Vice President for Institutional Advancement and Development

The Vice President is responsible for

- establishing and implementing strategic and operational goals for all philanthropic programs that support academics at the University, including annual giving, major capital gift and endowment funding, alumni giving, and planned giving
- help establish and oversee programs and services that engage alumni in the life of the University
- establish and implement communications, integrated marketing and public relations activities for the University that support its vision and mission
- coordinate the University's governmental relations strategies and activities with local, state, and federal agencies.
- Supervise and coordinate corporate and foundation programs
- Work in partnership with other campus offices and officers to implement campus wide fundraising strategies.

## 6. The Director of Human Resources

The Director is responsible for

- developing and implementing strategic Human Resources plans and goals, as well as policies and procedures that address the Human Resources requirements of a complex university (faculty, staff and students) while enhancing diversity in the workforce
- provide leadership for the planning and implementation of a fully integrated human resources program that ensures organizational goals (e.g. continuous improvement, innovative solutions, employee development) and fair and equal employment opportunities.
- Leading the Human Resources function in ensuring quality employee relations; fair and equitable compensation decisions and opportunities for all personnel; fair and equitable training and employee development opportunities; a reliable and accountable position appointment, payroll, and benefits system
- Systematic recruitment and selection procedures
- Retirement counseling and other related programs.
- Management of the Human Resources Office personnel, budget
- Coordinate the planning of Human Resources services for the University
- Collaborate with other statewide and national entities involved in planning and development of Human Resources programs.

## 7. The Registrar

The Registrar is responsible for

- administering certification of approved study plans and other graduation requirements
- designates residential classification as prescribed by the Oklahoma State Regents
- coordinates the processing of mid-term and final grades
- approves grade changes
- evaluates all transfer credits
- coordinates class enrollment transactions (adding and dropping)
- applies academic policies uniformly
- collaborates with the Admissions Director to enforce the University's admission policies
- acts as custodian of the Corporate Seal, permanent records, and other support or historical documents
- acts as International Admissions Advisor and handles all correspondence concerning International Admission of OKC, Tulsa, and the main campus
- certifies NAIA-OIC eligibility for all athletes.

## 8. The Director of Financial Aid

The Director is responsible for all aspects of processing financial aid for current and prospective students

- analyzing and packaging awards
- coordinating financial aid outreach and counseling
- completion and submission of applications and reports to ensure compliance with state and federal guidelines
- works closely with various departments to ensure quality service for students while providing leadership and guidance to office staff
- managing aid awards.

## 9. The Business Manager

The Business Manager has responsibility for

- insure that all office functions are accomplished accurately, efficiently and in a timely manner
- coordinate and prepare third party billing for outside scholarships
- review and approve all incoming (US Post) payments, assign payment sub-codes and term for payment application
- manage credit card settlement reports, revenue application, and reconciliation of Main Campus credit card clearing account
- maintain SCT tuition and fee rate tables for all campuses
- maintain data for Touchnet cashiering system
- set up and maintain all charge and payment sub-codes in SCT and Touchnet Cashiering systems
- maintain schedule for SCT system holds, SCT system calculations and schedule for daily, weekly, and monthly, reports
- monitor daily refund submittals and refund reports
- review and approve daily bank deposit and monitor FBD017 report for accuracy
- approve incoming charges and/or adjustment requests to bursar accounts prior to processing.
- Review account balances and assist parents/students/employees with account inquiry
- Void and/or reissue all student refunds as needed or required
- Maintain student/employee billing schedules and schedule internal collection letters
- Monitor collection letters for returned checks when applicable.

## **200.0 EMPLOYMENT POLICIES**

It is the policy of Langston University:

- A. to be a complete equal opportunity University in all phases of operations, toward the end of attaining the University's basic mission and goals.
- B. to provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status, or qualified disability.
- C. to subscribe to the fullest extent to the principle of the dignity of all persons and their labors. In support of this principle, sexual harassment is condemned in the recruitment, appointment, and advancement of employees and in the evaluation of students' academic performances.
- D. to apply equal opportunity in the recruitment, hiring, placement, training, promotion, and termination of all employees and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs. The University shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status, or qualified disability.
- E. to ensure that each applicant who is offered employment at the University shall have been selected on the basis of qualification, merit, and professional ability.
- F. to provide and to promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program. The University shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide factors other than age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status, or qualified disability.

## **201.0 POSITION APPLICATION AND JOB POSTING**

To be considered for employment at Langston University, all applicants must complete and submit the official University application form, resume, official transcript(s)/certificate(s) of training (if applicable), three letters of recommendation, and proof of successful TOEFL scores (if applicable). Verification of Identity and Eligibility for Employment will be validated and authorized by the Human Resources Director; if employed.

Current position vacancies are posted on HigherEdJobs.com, at the University's campuses in Oklahoma City and Tulsa, Oklahoma Employment Security Commission, local, state and national media and/or publications, and notices are posted on bulletin boards throughout the campus.

Applications for all positions shall be accepted for a reasonable length of time. The President reserves the right to call for a recycling of the process.

## **202.0 ORIENTATION PROGRAM**

During the first few days of employment, you will participate in an orientation program conducted by Human Resources and various members of your department, and your supervisor. During this program, you will receive important information regarding the performance requirements of your position, basic University policies, affirmative action plans, your compensation, and benefit programs, plus other information necessary to acquaint you with your job and the University. You will also be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms.

Please use this orientation program to familiarize yourself with the University and our policies and benefits. We encourage you to ask questions during this program so that you will understand all the guidelines that affect and govern your employment relationship with us.

## **203.0 CLASSIFICATIONS OF EMPLOYMENT**

For purposes of salary administration and eligibility for overtime payments and employee benefits, Langston University classifies its employees as follows:

### **Classifications of Employment**

Executive Employees (Exempt)—are those with the title of: President, Vice President, Associate Vice President and Assistant Vice President. They have supervision over the Divisions and/or a major component of the University structure. These employees are not eligible for overtime payment.



Administrative Employees (Exempt)—are those employees who perform professional, managerial and/or supervisory duties for which academic preparation, or the equivalent to the university degree-level, is generally required. These employees are not eligible for overtime payment.

Professional (Exempt) Employees—are those employees who perform duties requiring at least a Bachelor’s degree, are paid at least \$23,660.00 annually, and who are exempt from the provisions of the Federal Wage and Hour Law. These employees are not eligible for overtime payment.

Non-Exempt Staff Employees—are those employees who perform duties that support the administrative, academic and physical operations of the University and the position does not require a degree. This classification includes all hourly paid personnel who are not exempt from the provisions of the Federal Wage and Hour Law. These employees are eligible for overtime payment or compensatory time off.

Faculty Employees—are employees who engage in teaching, scholarly research, and other academic activities and have academic rank. They are appointed by the President. These employees are not eligible for overtime payment.

## **204.0 EMPLOYMENT OF RELATIVES**

Langston University permits the employment of relatives of employees as long as such employment does not, in the opinion of the University, create actual or perceived conflicts of interest. For purposes of this policy, “relative” is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation. The University will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same University area, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other positions in which the University believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the University, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

This policy applies to all categories of employment at Langston University.

## 205.0 WORK HOURS

### Work Hours

1. Regular work week—For payroll record-keeping purposes, the workweek at Langston University begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday. The workweek is defined as being 40 hours.
2. Absenteeism—An employee who is absent from work should notify his or her immediate supervisor and indicate when he or she will return to work. In the case of shift employees, such notification should occur no later than one hour prior to the beginning of the next shift. Employees should note that excessive absenteeism will reflect adversely on one's performance evaluation and may lead to termination.
3. Tardiness—Work is normally scheduled to start at 8:00 a.m. in the morning and end at 5:00 p.m. for employees. However, certain employees may operate outside these hours. In any case, employees should be at their workstation at the expected time. Tardiness may lead to disciplinary action.
4. Abandonment of position or voluntary resignation—An employee who fails to report to work for three consecutive days without notifying his or her supervisor may be deemed to have abandoned or voluntarily resigned from his or her position and may be summarily terminated from the employment of the University. Such a termination shall take effect from the last day the employee physically worked.
5. Lunch period—A lunch period consists of one hour daily work cessation that may be scheduled at different times to meet the needs of the department. However, employees may not forgo the lunch period to shorten the workday or workweek.
6. Work break—Brief period of no more than 15 minutes each may be extended to employees as a privilege and not a right. There shall be no more than two of such breaks in a workday. Work break time cannot be accumulated, added to the lunch break, or used to shorten the workday or work week.

## **206.0 ABSENTEEISM AND TARDINESS**

Langston University expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Langston University has established extended sick leave and long-term disability benefit plans to compensate employees for certain time lost for legitimate medical reasons. (Please consult the appropriate sections of this Handbook for information regarding these benefits.)

Should you be unable to work because of illness, you must notify your supervisor or your department head by 8:00 a.m. on each day of your absence unless you are granted an authorized sick leave, in which case different notification procedures apply. (See the sick leave of absence policy in this Policy Manual.) Failure to properly notify the University results in an unexcused absence and leave without pay. Absenteeism or tardiness that is unexcused or excessive in the judgment of Langston University is grounds for disciplinary action, up to and including dismissal.

## **207.0 I.D. CARDS**

All full-time employees are given a University Identification Card at the time of their employment. This card should be carried at all times and may be used for library privileges and for any other reason when an employee is called upon for identification while on campus.

## **208.0 PROMOTION**

A promotion is defined as a change from one job classification to another which requires higher qualifications, involves a higher level of responsibility, and possesses a higher pay potential. Any employee who wants to be considered for a promotion should contact his/her immediate supervisor. When an employee is promoted from one department to another, it must be with the full knowledge of both departments involved.

## **209.0 TRANSFERS**

It is important, both to the individual and to the University, that each person be employed in the job for which he/she is best suited. Occasionally, an employee may be placed in a position that does not match the individual and the job. An employee who wants to be considered for a transfer should contact the Director of Human Resources of his/her immediate supervisor. When an employee is transferred from one department to another, it must be with the full knowledge of both departments concerned. Approval for a transfer cannot be withheld without a justifiable reason; submitted in writing, to the requesting department, Vice President, the Office of Human Resources, and the Office of the President. Recommended salary adjustments must be made in line with the approved University Salary Scale.

## **210.0 EMPLOYEE ENROLLMENT IN CLASSES**

Full-time, permanent employees who have been employed at the university at least 12 months, desiring to enroll in courses for credit will be charged tuition at the rate of one-half (50%) the amount charged regular students. The appropriate Business Office form must be completed and approved prior to the “Drop/Add” period. Employees may take six (6) credit hours of college level work in a regular semester, subject to the recommendation by the immediate supervisor, and recommendation and approval by the appropriate executive head. A “Plan of Study” form must be processed by the person desiring to take a class. Time lost in taking courses shall be made up at some mutually agreeable time between the employee and the supervisor.

## **211.0 Training and Development**

Training and development activities are open to all Langston University employees. Workshops, seminars and other developmental activities designed to improve the administration of university functions are offered through Human Resources. The university is committed to staff development and training for its employees. Departments are encouraged to promote the development and training of their staff. Time off during working hours may be given. Permission to enroll in and attend staff development training opportunities during normal working hours must be obtained through regular supervisory channels. While the university reserves the right of scheduling staff development training time to meet university service requirements, it also expects each supervisor to make sure that each person under his/her supervision is allowed to participate in university-sponsored staff development opportunities. No employee should have to make up time spent attending these programs.

The official University Professional Development Program is the “PASSPORT” Program. “PASSPORT” is designed to afford each employee the opportunity to attend seminars and workshops that will assist them in developing and/or improving their job performance skills. This program will provide performance skills training and career development to employees, utilizing both internal and external resources, including providing expertise in assessing education, training, and development needs and identification of high-potential employees.

“PASSPORT” will help employees gain basic and advanced information related to their jobs and become more productive. Participants will gain knowledge that will assist in reducing uncertainties and help develop a positive attitude by boosting job satisfaction. Employees’ skills will be increased thereby enabling them to better meet the University’s goals.

Employees are required to obtain at least 250 workshop/seminar points per calendar year. Employee “PASSPORT” documents must be submitted to the employee’s immediate supervisor no later than the last working day of the calendar year. The employee’s “PASSPORT” must be attached to the “Employee Performance Appraisal” documents in order for said documents to be completed. Incomplete documents will be returned to the Vice President.

Employee “PASSPORT” documents will only be authorized by a representative from the Office of Human Resources at the end of the workshops/seminars.

## **212.0 PERFORMANCE REVIEWS**

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis. You will also receive periodic written evaluations of your performance. If you are a nonexempt employee (as defined under classifications of employment earlier in this section of the handbook), such evaluations will normally occur after you have been employed for six months, on your first anniversary date, and annually thereafter. In addition, if you are promoted or transferred to a new position, your performance will normally be evaluated in writing after you have been in your new job for six months. Langston University endeavors to conduct written performance reviews of each exempt employee’s performance annually.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness. In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

All performance evaluations should carry the signature of the employee.

## **213.0 PERSONNEL FILES**

### Access to Personnel File

For the purpose of making faculty and staff employment decisions, the university maintains individually identifiable personnel files on persons who have been or who are its employees. This policy is intended to provide guidelines 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 institution in fulfilling its constitutional functions. Access to appropriate records shall be in accordance with the provisions of this policy. Permission to review a personnel file must be submitted in writing. Confidentiality: The following personnel records shall be deemed confidential and may be withheld from public access:

1. Those that relate to internal personnel investigations including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
2. Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, but not limited to, employee evaluations, medical

- documentation, payroll deductions and employment applications submitted by persons not hired by the university.
3. Those that are specifically required by law or university policy to be kept confidential.

Access to Personnel Files—Personnel files shall be made available to individuals to review in accordance with the following guidelines provided that the files may be inspected by persons so entitled only under the supervision of the custodian or his/her designee in the Office of Human Resources.

1. With the exception of information/records excepted or excluded elsewhere in this policy, personnel files shall be made available for inspection, copying and/or mechanical reproduction in accordance with procedures established under this policy or otherwise provided by law such as by court order or subpoena. Examples of available information include, without limitation: (a) an employment application of a person who becomes a public official; (b) the gross receipts of public funds; (c) the dates of employment, title or position; (d) any final disciplinary action resulting in loss of pay, suspension, demotion of position or termination.
2. 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 institutional officers or employees showing a legitimate need for the information shall be permitted such access.
3. Except as may otherwise be made confidential by statute or university policy, 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.

## **214.0 CONFIDENTIALITY OF INFORMATION**

It is the policy of Langston University to handle confidential information with the utmost security. Confidential information includes, but is not limited to employee home address, telephone number, birth date, net salary, marital status, etc. The only information released to the public without the employee's written authorization is employment date, job title, and gross salary. If the employee wants any and all information disseminated to the questioning agency, said employee must do so in writing.

If written "Employment Verification" forms are received, bearing the signature of the employee in question, the answering office will release any and all information requested.

The security of confidential information as they relate to employment applicants

is also important. Confidential information of employment applicants (including but limited to, transcripts, race, sex, I-9 form, etc.) will not be disseminated. In order to review the personnel files of employees or application files of applicants the proper “File Review” form must be completed.

## **215.0 TERMINATION OF EMPLOYMENT**

Employees desiring to terminate their employment relationship with Langston University are urged to notify the University at least two weeks in advance of their intended termination. Such notice should preferably be given in writing to your supervisor and department head. Proper notice generally allows Langston University sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however you may have to wait until after the end of the next normal pay period to receive such payments.

Faculty members must give notice of termination of employment 45 days prior to the end of the semester.

Employees who plan to retire are urged to provide Langston University with a minimum of two months’ notice. This will allow ample time for the processing of appropriate retirement forms to ensure that retirement benefits to which an employee may be entitled to commence in a timely manner.

As mentioned elsewhere this Policy manual, all employment relationships with Langston University are on an at-will basis. Thus, although Langston University hopes that our relationships with employees are long-term and mutually rewarding, the University reserves the right to terminate the employment relationship at any time.

Upon leaving employment with the University, each person must process a “clearance form.” This form, upon completion, should be given to the Director of Human Resources for final certification of clearance.

## **216.0 EMPLOYMENT OF ATHLETIC DEPARTMENT ADMINISTRATORS AND INTERCOLLEGIATE COACHES**

### **INTRODUCTION**

#### **PURPOSE AND INTENT**

Langston University is committed to fairness and equity in its employment relationships with administrative and professional employees within the Langston University Athletic Department. It is recognized, however, that the Athletic Department is a unique enterprise of the University, Distinct in many ways from any other administrative unit of the University, and that such distinctness in some areas requires individualized treatment. Accordingly, this Policy is adopted to formalize employment standards applicable to administrative and professional employees of the Athletic Department.

The terms and conditions of employment of all administrative and professional employees of the Langston University Athletic Department are controlled by this Policy. The provisions of this Policy are intended to supersede and control over any contradictory statements that might be contained in any other University employment policies, handbooks, procedures letters, or other documents generally applicable to personnel.

The term “administrative and professional employees of the Langston University Athletic Department,” as used throughout this Policy, include the Langston University Director of Intercollegiate Athletics and all coaches and assistant coaches of any Langston University intercollegiate athletic team.

#### **TERMS OF EMPLOYMENT**

- 2.01 Effective January 1, 2003, all administrative and professional employees of the Langston University Athletic Department are employed on an annual, year-to-year basis, as further conditioned in this Policy and Procedures Letter.
- a. All administrative and professional employees of the Athletic Department are employed on one-year terms, such terms to run from July 1 through June 30 of the following year, with the exception of intercollegiate football and basketball coaches.
  - b. On July 1, 2003, all intercollegiate football coaches (head coach and all assistant coaches) who are offered future employment with the University will be offered an initial appointment for the time period of July 1, 2003 through December 31, 2004. All football coaches offered employment after December 31, 2004 shall receive one-year appointments to extend from January 1 through December 31 of each year in which an offer of continued employment is made by the University and accepted by the coaches.
  - c. On July 1, 2003, all intercollegiate basketball coaches (head coach and assistant coaches) who are offered future employment with the University will be offered an initial appointment for the time period of



July 1, 2003 through April 30, 2004. All basketball coaches offered employment after April 30, 2004 shall receive one-year appointments to extend from May 1 through April 30 of each year in which an offer of continued employment is made by the University and accepted by the coaches.

- d. All administrative and professional employees hired after January 1, 2003, shall be considered contract employees with an initial term starting on the date of initial employment and ending at the end of the usual annual term set forth in this Policy. Thereafter, such employee, if renewed, shall be employed on an annual basis as set forth in this Policy.

(Ex: An Assistant Football Coach initially hired on March 1, 2003, would have an initial contractual term with the University extending from March 1, 2003, through December 31, 2003. Thereafter, the employee, if renewed, would work on a full twelve-month contract.)

- e. This Policy does not apply to Graduate Assistant Coaches. Such employees are retained on such terms and conditions as authorized by the Director of Intercollegiate Athletics.

2.02 Administrative and professional employees of the Langston University Athletic Department are not guaranteed any employment after the end of any applicable annual term. Such employees have no contractual right to reappointment for any period of time beyond the expiration date of the employment term, nor of continued employment, and no expectations of reappointment are conferred by this Policy or should be expected by such employees. No property or contractual interests in future employment are intended to be extended to employees whose employment relationships with the University are governed by this Policy and no oral statements by any University official which are contradictory to the provisions of this Policy are enforceable. Neither this Policy nor any person's employment hereunder shall in any way grant such employee a claim to tenure in employment, or to any years of employment attributable to tenure within the University.

2.03 Notwithstanding the statements contained within Subsection 2.01, above, administrative and professional employees of the Athletic Department, with formal approval by the President, may be extended contractual relationships with the University which extend for more than one annual term, subject to applicable budget balancing restraints imposed by the Oklahoma Constitution. It is intended that such agreements normally will be limited to Head Coaches of intercollegiate athletic teams and to the Director of Intercollegiate Athletics. Any such agreements must be reduced to writing, all terms and conditions of the agreement must be contained in such writing, and all such agreements must be formally executed by the President in order to be enforceable. Oral representations not reflected in a written employment contract shall not be effective or enforceable against the University. Any administrative or professional employee who is

extended a multi-year contract has property and contractual rights only through the stated expiration date of the contract and shall have no property interests or expectations to future reappointment. Specific written contractual agreements as authorized here may contain clauses and conditions which differ from the general policies of this Policy or other University policies.

- 2.04 Employment relations of administrative and professional employees of the Athletic Department may be separated at the end of their employment term without any reason or cause and the University is not obligated to express any reason or cause if a decision is made not to reappoint any such employee. Such employees have no right of grievance or appeal from such decisions.
- 2.05 The Director of Intercollegiate Athletics, at least thirty (30) days prior to the end of any applicable employment contract period (whether same is a one-year term or a multi-year term), may end the employment relationship of any administrative or professional employee without particular cause or reason by giving written notice to the employee of the employee's non-reappointment. In instances where the University sponsors an intercollegiate athletic sport and employs both a Head Coach and one or more Assistant Coaches in that sport, the respective Head Coach may also end the employment relationship of any Assistant Coach working under the supervision of that Head Coach by giving such written notice. In such event, the affected employee's employment shall end on the last day of the then current employment term. Such employees shall receive all payments that they are entitled to on separation (such as for accrued, unused annual leave as otherwise authorized under general University employment policies). Such payment shall be made in a single payment, less usual payroll deductions.

#### EVALUATIONS, SALARY DETERMINATIONS, AND BENEFITS

- 1.01 Administrative and professional employees of the Athletic Department shall be evaluated annually for the purpose of assisting the Director of Intercollegiate Athletics in making salary recommendations in the event of reappointment of such employees. Such evaluations shall be implemented in a manner determined by the Director of Intercollegiate Athletics and approved by the President and are not controlled by any other University policy statement. Such evaluations do not extend to any affected employee any expectation of continued employment or increase in compensation.
- 1.02 Salaries of administrative and professional employees of the Athletic Department are not subject to any other University salary plan. Salary levels are to be determined through resource availability, market value, merit, and the Department's Mission Statement. The Athletic Department is expected to operate in a financial environment which balances its revenues and expenses.
- 1.03 Compensation paid to administrative and professional employees shall be subject to the same payroll deductions (for example, state and federal taxes, F.I.C.A. withholding, and retirement plans) that apply generally to University

administrative and professional employees. Such employees shall be eligible to participate in group insurance and retirement programs and voluntary payroll deduction programs on the same basis, and with the same employer contributions, that apply generally to University administrative and professional employees.

- 1.04 Administrative and professional employees of the Athletic Department shall be entitled to reimbursement for transportation and per diem expenses at the maximum rate authorized by law and University regulations, provided that such transportation and related expenses are approved in advance by the Director of Intercollegiate Athletics. In any case where such advance approval for travel and related reimbursement has not been granted by the Director of Intercollegiate Athletics, the University may deny reimbursement to such employees.
- 1.05 Administrative and professional employees shall be entitled to annual vacation or leave time and sick leave in accordance with University policies governing administrative and professional employees.

#### POLICY COMPLIANCE AND DISCIPLINARY ACTIONS

- 4.01 Administrative and professional employees of the Athletic Department shall recognize and comply with the policies, rules, and regulations of and governing Langston University and its employees, the rules of any intercollegiate athletic conference which Langston University is affiliated with, and the rules of the National Collegiate Athletic Association, as now constituted or as any of the same may be amended in the future. Head coaches shall also endeavor to ensure that all assistant coaches or any other employees for which they are administratively responsible, comply with such policies, rules, and regulations.
- 4.02 Administrative and professional employees of the Athletic Department shall conduct themselves with due regard to public convention and morals, shall not do any act that will tend to degrade them in society or bring them into public hatred, contempt, scorn, or ridicule, or that will tend to shock, or insult the community or offend public morals or decency, and shall not do any act that tends to impair their capacity to fully comply with their obligations as employees of the Athletic Department and the University. Failure to do so constitutes a basis for termination for cause or other disciplinary action by the Director of Intercollegiate Athletics.
- 4.03 Administrative and professional employees may not personally or through any agent actively seek, negotiate for, or accept other full-time or part-time employment of any nature during the term of their employment without first having obtained the permission of the Director of Intercollegiate Athletics. Such employees may not accept employment, under any circumstances, at any institution of higher education which is a member of the National Collegiate Athletic Association, or for any team participating in any professional league or conference in the United States or elsewhere, requiring performance of duties prior to the expiration date of the term of their contract or any extension thereof, without first obtaining a release of the contract, or a negotiated settlement thereof accepted by the employee and the Director of Intercollegiate Athletics.

#### 4.04

The Director of Intercollegiate Athletics shall have the administrative authority to order the termination or suspension (with pay or without pay) of any administrative or professional employee of the Athletic Department. Notice of any termination or suspension without pay shall be provided in writing, detailing the reasons for such termination or suspension, and setting forth a reasonable time within which the employee may respond to such notice before the action is placed in effect. Any such employee shall have the right, upon written request, for a review and hearing regarding the termination or suspension without pay. Any such hearing shall be governed by the normal University grievance procedures provided for administrative and professional employees, as now or hereafter amended, unless other procedures are agreed upon by the parties in lieu thereof.

### **300.0 COMPENSATION**

#### **301.0 PAY PROCEDURES**

All Langston University employees are normally paid by check on the last working day of the month (wage employees are paid no later than the 20<sup>th</sup> of the month). All required deductions, such as for deferral, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.

Please review your paycheck for errors. If you find a mistake, report it to the Compensation Manager immediately.

In the event that your paycheck is lost or stolen, please notify the Compensation Manager immediately. The Compensation Manager will attempt to put a stop-payment notice on your check. If we are able to do so, you will be issued another check. Unfortunately, however, Langston University is unable to take responsibility for lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.

#### **302.0 OVERTIME PAY PROCEDURES**

The Fair Labor Standards Act (FLSA) requires the University to pay overtime compensation to non-exempt employees at the rate of time and one-half of the employee's regular hourly rate for each hour of overtime worked. Staff employees who are covered by the Minimum Wage Law are paid at the rate of time and one-half for all hours worked in excess of forty hours per week. Non-exempt employees are instructed not to work overtime (over 40 hours weekly), unless authorized in advance by their supervisors. Those whose conditions of employment and compensation are not subject to the provisions of the Fair Labor Standards Act (FLSA); exempt employees are not eligible for overtime pay. According to the Act, an exempt employee is "...any employee employed in a bona fide executive, administrative or professional capacity."

Employees who are properly classified as exempt are paid a base salary and are not eligible for overtime or compensatory time off. While all employees, exempt and non-exempt alike, are expected to maintain regular work hours, the hours of exempt employees are not predetermined. Sometimes, for instance, an exempt employee may need to work extra hours, or days, to complete a project or task or otherwise to perform his or her work in a professional and acceptable manner. No additional compensation is paid to an exempt employee when such an employee works extra or additional hours or days.

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance. Non-exempt employees must be compensated for their overtime work with pay or with time off in lieu thereof.

Overtime pay will be calculated on the basis of actual hours worked over forty (40) hours in a work week; therefore, paid time off such as paid leave, extended sick leave and holidays do not count as hours worked for the purpose of determining overtime pay. Overtime pay is calculated at a rate of one and one-half times an employee's regular hourly pay for each hour worked in excess of forty in a work week. Paid holidays, paid leave, extended sick leave or other leave shall not be counted as hours worked. Equivalent time-off should be granted employees working on a holiday or other regularly scheduled day off. An employee's entitlement to earn overtime pay depends upon whether he or she is classified as an exempt or a nonexempt employee, and the type of work performed by the employee exceeding the forty hour work week.

If a non-exempt employee works two separate jobs for the same employer, overtime is owed if the employee works a combined total of more than 40 hours in a workweek.

Exempt, salaried employees will not be permitted to work additional assignments on an hourly basis.

Overtime should be requested only in cases of extreme emergencies and then only with the permission of the immediate supervisor with approval of the chief administrator (Vice President, Academic Affairs; Vice President, Administrative & Fiscal Affairs; Vice President, Student Affairs; Vice President, Institutional Advancement; Chief Information Officer; Dean, School of Agriculture & Applied Sciences [Research & Extension]) of the major areas.

In case of necessity for work beyond the regular work week, compensatory time off should be given first consideration.

An employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave

records are serious offenses. An employee who engages in such conduct will be disciplined up to and including termination of employment.

### **303.0 COMPENSATORY TIME OFF**

The University will give compensatory time off in lieu of payment of overtime worked.

Compensatory time off for overtime work is to be given at the rate of time and one-half for all hours worked in excess of forty (40) hours per week during the week in which it occurs. If the overtime occurs, department heads must secure permission from the division's chief administrator to compensate the employee for overtime hours or to allow compensatory time off later. SEE OVERTIME POLICY.

Should a non-exempt employee work more than 40 hours during the established work week, he/she will be given compensatory time at the rate of one and one-half hours for each hour worked. For the purpose of computing compensatory time, holidays, paid leave, extended sick leave, and compensatory time off will not be treated as hours worked. Payment of overtime is at one and one-half times the hourly rate. For salaried, non-exempt employees, hourly rate = monthly salary divided by 173.33.

The determination as to whether an employee will receive pay or paid time off shall be made by the supervisor; with the appropriate administrator's approval. Compensatory time off will be earned and should be recorded on the basis of one and one-half hour off for each overtime hour worked. Overtime hours worked and compensated with compensatory time off at a time mutually agreeable between the employee and his/her supervisor must be approved in advance.

Employees who are properly classified as exempt are paid a base salary and are not eligible for overtime or compensatory time off. While all employees, exempt and non-exempt alike, are expected to maintain regular work hours, the hours of exempt employees are not predetermined. Sometimes, for instance, an exempt employee may need to work extra hours, or days, to complete a project or task or otherwise to perform his or her work in a professional and acceptable manner. No additional compensation is paid to an exempt employee when such an employee works extra or additional hours or days.

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance. Compensatory time off is to be taken before the end of the fiscal year during which it was accrued. The maximum compensatory time which may be accrued by an employee shall be 240 hours. Campus Police Officers may accrue a maximum of 480 hours. Banked compensatory time must be used before paid leave and/or extended sick leave is used.

Monetary payment to an employee (at the time of resignation, retirement, termination, death of the employee, or any other method of separation from the university) for accrued/“banked” compensatory time will be permitted. Separating employees are to use their compensatory time hours prior to the effective date of their separation.

An employee transferring from one department to another is required to use accumulated compensatory time prior to transferring unless circumstances prevent using the overtime and provided the Vice President of the employees respective division approves.

It is the responsibility of the supervisor to maintain records on compensatory time. Each department will assume the responsibility for maintaining adequate compensatory time records for its employees. A record must be maintained of each employee’s compensatory time balance and documented on the monthly time sheet and Request for Leave Forms and submitted to the Office of Human Resources.

An employee’s failure to record his or her time in a prompt, accurate and regular manner and/or an employee’s negligent or intentional falsification of time or leave records are serious offenses. An employee who engages in such conduct will be disciplined up to and including termination of employment.

### **304.0 OVERLOADS**

#### PURPOSE AND GOAL

It is Langston University’s goal to provide an overload policy that covers full-time exempt staff employees. Non-faculty exempt staff may only receive adjunct faculty pay and/or pay through grants and contracts (federal/state), in an overload capacity (for payments in addition to appointed pay) subject to a Time Sheet/Time Record that reflects workweek adjustment(s) and actual hours worked. Non-exempt (FLSA) staff employees of the University shall receive pay, in an overload capacity, subject to an approved time sheet that reflects actual hours worked based on procedures outlined in this policy and provisions of the Federal Fair Labor Standards Act (FLSA)

#### SCOPE

This policy applies to full-time exempt and non-exempt (FLSA) staff employees on the Langston (main), Oklahoma City, and Tulsa campuses.

#### RESPONSIBILITY

The interpretation and administration of this policy is the responsibility of Langston University’s Office of Human Resources.

## POLICY

The following will be followed in administration of overloads.

- A. Full-time exempt staff must reflect all overload assignments on the employee time sheet(s). While Staff employees may be employed for an overload, they cannot work the overload during regular work hours; 8:00 a.m. to 5:00 p.m. Overloads can be worked before or after regular work hours.
- B. A full-time exempt staff employee can only teach, in an adjunct capacity, a maximum of six (6) credit hours (Cap) per semester term (fall, spring, and/or summer terms).
- C. Full-time exempt employees would be paid according to the current or approved adjunct salary schedule.
- D. Full-time exempt employees may only teach, in an adjunct capacity, by having an earned master's degree or higher from an accredited college or university. They can only teach in the discipline where the Master's Degree is earned.
- E. Full-time exempt staff employees may teach (adjunct capacity) and conduct teaching-related activities (labs, etc) outside normal working hours (normal working hours are 8:00 a.m. to 5:00 p.m.). The actual teaching overload hours must be reflected on the employee time sheet(s).
- F. An overload request (adjunct or non-adjunct capacity) is completed on the Employee Status Requisition, and should be signed and approved by all areas impacted by the overload, including management of employee's primary position. The employee's primary manager/executive officer has the ultimate approval/authority, in order to determine the employees primary function at the University will not be adversely impacted by the additional appointment.
- G. No overload request (non-adjunct capacity) will be approved if the job grade (pay grade) of the overload position unrealistically exceeds the employees' existing job grade.

Example: An Administrative Assistant will not be granted an overload request as a Program Director.

- H. Deans and department chairs are exempt from overload consideration, unless they currently teach a minimum of six (6) credit hours along with their administrative responsibilities.
- I. No lump sums and/or retroactive remuneration will be authorized or approved under this policy.
- J. Overload payments (non-teaching capacity) will be made based upon the hourly wage approved in the Employee Status Requisition and the time reported upon the employee time sheet for the overload.
- K. Twelve (12) month positions identified in grant & contracts/overload program budgets must be posted through the Office of Human Resources.
- L. The Employee Status Requisition should indicate the job title related to the overload position, and should reflect the appropriate hourly wage associated with the job title, as well as, a maximum amount of funds available to be paid relative to the overload.



The hourly wage must be within the approved job grade range for the overload position. When grants and/or contract funds run out, the salary or wage reverts back to the original amount of remuneration.

- M. An Employee time sheet, specifically for the overload, will be required to be submitted for approval before forwarding to the Office of Human Resources along with regular time sheets. Attached to the time sheet will be a summary of all duties performed supporting that time sheet.

The Langston University Overload Policy and related procedures are designed to operate in consonance with provisions of the Federal Fair Labor Standards Act (FLSA) and its regulations in accordance with the policy of the State of Oklahoma.

### **305.0 TIME SHEETS**

It is the policy of Langston University to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours, overload hours, and summer employment, where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on Langston University's official time sheet(s)/time record. This form should be completed daily by the employee (non-exempt employees) or the designated departmental record keeper (for exempt employees) and forwarded to the department head on a monthly basis. After reviewing the form and resolving any discrepancies, your supervisor will sign the form and forward it to the Office of Human Resources by the 10<sup>th</sup> of the following month (ex: January time sheets must be received in the Office of Human Resources no later than February 10<sup>th</sup>.) If paid hourly, your time sheet must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of each month. (Ex: January time sheets must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of February.)

Non-exempt employees (wage and salaried) must maintain accurate time sheets. The form will capture all officially approved overtime hours for monetary payment and/or compensatory time. Non-exempt employees' work must be documented and maintained in accordance with federal regulations and they must maintain detailed records reflecting the actual time worked. Working overtime must be approved in advance by the non-exempt employee's immediate supervisor, department head, Dean (if applicable) and Vice President.

### **400.0 BENEFITS**

#### **401.0 EMPLOYEE BENEFIT PROGRAMS**

Langston University has established an employee benefits program designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job-related skills.

This section of the Policy Manual is meant to highlight some features of our benefits program. Our group health and life insurance and retirement-related benefits are described more fully in summary plan description booklets (SPD's), with which you are provided once you are eligible to participate. Complete descriptions of our group health insurance programs are also contained in Langston University's master insurance contracts with insurance carriers. In the event of any contradiction between the information appearing in this Policy Manual and our SPD's and the information that appears in these master contracts or master plan documents, the master contracts/documents shall govern in all cases.

Langston University reserves the right to amend, terminate or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

For more complete information regarding any of our benefits program, please contact our Benefits Manager in the Office of Human Resources.

#### GROUP HEALTH-Blue Cross Blue Shield

**Benefits Starting Dates** –Benefits start the first day of the month following employment start-date. All benefit enrollment forms have to be returned to the Benefits Department by the fifth of the month following employment hire date. Failure to return all applications by the date previously stated will forfeit enrollment until the next scheduled option period.

**Option Period** – Option Period is usually in October of each year. This is the time when employees can make changes to their health benefits.

**Medical** – The University's medical insurance rates will be based on current premiums available in the Human Resources Benefits Office.  
Employment under 75% is not eligible for Health and Life benefits.

**Dental** – Employee pays dental for themselves and their dependents. Employee must be enrolled in dental to be able to enroll their dependents.

**Vision** – Employee pays vision for themselves and their dependents. Employee must be enrolled in vision to be able to enroll their dependents.

**Dependent Coverage** – Dependents can be enrolled in any health, dental or vision benefit that the employee is enrolled in. It must be the same plan as the employee.

**Eligibility** – Employees should check with the Office of Human Resources for "Eligibility" requirements for dependents as they relate to medical, dental, and/or vision coverage.

**Waivers** – A waiver must be signed and on file, in the Benefits Office, if the employee declines any health coverage from the University.

**Qualifying Events** – Change in marital status due to divorce, legal separation, or death. Change in family status due to marriage, birth, adoption, or guardianship.

Change in residence, termination of employment or loss of other group coverage.

HIPPA – The Privacy Rule took effect April 14, 2003, with a one-year extension for certain “small plans”. It establishes regulations for the use and disclosure of Protected Health Information (PHI). PHI is any information about health status, provision of health care, or payment for health care that can be linked to an individual. This is interpreted rather broadly and includes any part of a patient’s medical record or payment history.

#### LIFE INSURANCE

Amount of Coverage – The University pays annual salary x 2=Face Value. Face value gradually decreases at age 65.

#### SHORT-TERM DISABILITY INSURANCE

Employee-paid benefit, through American Fidelity. Additional information may be obtained in the Office of Human Resources.

#### LONG-TERM DISABILITY INSURANCE

American Fidelity Long-Term Disability forms must be completed when applying for Short-Term Disability. These forms must be returned to the Office of Human Resources for processing.

#### WORKERS COMPENSATION

All Langston University employees are covered by workers’ compensation insurance. This insurance covers employees who are injured in the course of the performance of compensated work for the University. This is a University-paid coverage. Workers Compensation packets can be obtain in the Office of Human Resources.

If an employee should happen to be injured on the job, the following steps should be followed immediately:

- Within 24 hours after the injury the employee should make contact with the Department Head/Immediate Supervisor.
- Within 24 hours of the injury, the Department Head/Immediate Supervisor should contact the Safety Officer, Risk Management Officer and the Benefits Office.
- Written documentation from the employee through his/her immediate supervisor should be sent within two (2) days of the injury with the proper signatures.
- Should the employee expect to be off the job for three (3) days or more, a FMLA request for Family Leave form, doctor’s statement, and a Request for Leave form should be attached.
- The employee should choose which compensation method they want to use and report it in writing to the Office of Human Resources
- An employee cannot return to work until a release from the physician is in the Office of Human Resources.
- Failure to follow these established University procedures may impede the process of the claim and/or forfeit the claim.

#### RESIGNATION/RETIREMENT BENEFITS

When an employee resigns/retirees from employment with Langston University, as much

advance notice as possible should be given to the supervisor, so that satisfactory arrangements can be made for a replacement. When resigning, a two (2) week notice is considered customary for employees who are non-exempt and at least 30 days notice for employees in exempt positions. At least 90 day notice is considered customary for retirement notices.

Resignations/Retirements should be presented to the supervisor in writing, with a statement of the reasons for the action. Resignations/Retirements, once given, whether verbally or in writing, are not rescindable by the employee except where expressly approved in writing by the President. An exit interview may be conducted by Human Resources upon being notified of a resignation/retirement.

Upon resigning or retiring from the University, employees should complete clearance forms and meet with the Benefits Manager, to obtain all documents for resignation/retirement benefits.

COBRA is an option that all employees have upon resigning or retiring from the University. Federal law requires that most group health plans give employees and their families the opportunity to continue their health care coverage when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan.

#### **OKLAHOMA TEACHERS RETIREMENT (OTR)**

If an employee works 75% FTE or greater, the University pays the member contribution or contributory salary (pay + benefits). Langston University also pays employer fee, which is not credited to the member’s (employee’s) account.

#### **402.0 TIME-OFF BENEFITS**

If you are a full-time University employee on a twelve (12) month appointment, you may be entitled to leave-with-pay benefits, including Annual Leave, Sick Leave, Maternity Leave, Funeral Leave, Military Leave, Jury Duty Leave, and Holiday Leave. To be eligible for full benefits, you must be employed one hundred percent (100%) of the time. Employees working fifty percent (50%) to one hundred percent (100%) of the time will earn benefits on a prorated basis.

#### **402.1 ANNUAL LEAVE AND SICK LEAVE POLICY**

##### **Annual Leave**

Annual leave is scheduled by the unit administrator, considering the needs of the unit and, when possible, the wishes of the staff member. Each unit administrator should make every effort to ensure that earned annual leave is used on a current yearly basis, in order to provide staff with vacation and proper rest and relaxation.

Annual leave may not be anticipated. Annual leave shall not be authorized prior to the time it is accrued and credited to staff and will only be used with the approval of the proper authority within the department or division. Upon reasonable notice, a unit administrator may request staff to use a portion of their accrued annual leave for vacation purposes at any time this is deemed advisable. Annual leave may not be taken for vacation during the first three months of continuous service with the University.

***Payment***

Staff who resign or who are otherwise terminated or separated from University employment for any reason, except as noted below, shall be paid for accrued unused annual leave, except in no case shall payment be made for more than the maximum accrual.

Staff who are separated from employment for reason of death shall be paid for accrued unused annual leave, except in no case shall payment be made for more than the maximum accrual. Withholdings on unused annual leave will be at the supplemental tax rate.

Staff who are laid off from employment shall be paid for accrued unused annual leave for the purpose of removing excess annual leave from the record or for the purpose of avoidance of forfeiture of excess leave accumulation.

Staff who resign or who are terminated from employment prior to the completion of three months of continuous service shall not be paid accrued unused annual leave.

Annual leave requested during a period in which a holiday falls, will be treated as a holiday. Annual leave will not be reduced.

It is the policy of Langston University to prohibit the “lump sum payment” method for accrued leave balance for the purpose of removing excess annual leave from the record or for the purpose of avoidance of forfeiture of excess leave accumulation, except upon resignation or termination as contained herein.

Any exception to the payment of leave policy shall have the prior approval of the President of the University or his delegated representative. All such exceptions shall be in writing, and are to be made an official part of the annual leave record of the affected staff member.

***Accrual***

All full-time (100% FTE) non-exempt and exempt staff shall accrue annual leave. Part-time staff who are employed at least 50% but not more than 99% FTE shall be entitled to earn annual leave proportionately according to the appropriate accrual rate.

Annual Leave shall be accrued on a monthly basis according to the schedule listed below. For purposes of this policy, Executive Officers include (Presidents, Vice Presidents, Associate Vice Presidents, and Assistant Vice Presidents. Administrative Officers includes Directors.

<b>Employment Category</b>	<b>Years of Service</b>	<b>Monthly Hours</b>	<b>Annual Accrual</b>	<b>Maximum Accrual</b>
Executive and Administrative Officers	Each Year	22	33 days (264 hours)	30 days 240 (hours)
10-month Staff	Each Year	10.67	12 days	30 days

			(96 hours)	(240 hours)
Other Staff	1 <sup>st</sup> -5 <sup>th</sup>	18	27 days (216 hours)	30 days 240 (hours)
Other Staff	6 <sup>th</sup> – 10 <sup>th</sup>	20	30 days (240 hours)	30 days (240 hours)
Other Staff	11 <sup>th</sup> year & over	22	33 days (264 hours)	30 days 240 (hours)

Annual leave accumulations are credited at the end of the pay period. The entire accrual is credited for employees in active pay status on the 16th day of the month. There is no proration of leave accrual.

At any time, the maximum accumulation balance of earned but unused annual leave shall not be in excess of the maximum accrual. If the current annual leave balance is in excess of the maximum accumulation allowable, the accumulation balance will be reduced to the leave of the maximum balance allowable. Excess annual leave lost through such reduction shall be forfeited.

Annual leave shall continue to accumulate at the normal rate during periods of leave of absence with pay except during terminal annual leave and when receiving disability supplement pay. Annual leave shall not accrue during periods of leave without pay.

When converting to the new policy, employees will maintain the accrued leave balance on record at the time of implementation of this policy. No additional accrual of leave will be made until the balance of earned unused annual leave shall not be in excess of the maximum accrual.

### **Sick Leave**

Sick Leave is defined for the purpose of this policy as absence from assigned duty with pay where such absence results from an illness or disabling injury which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.

For purposes of this policy, the immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, or corresponding in-law relationships.

Sick leave may be used for personal illness or incapacity, or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated. Sick leave is not intended for or to be used as “vacation time” or other absence from work.

A doctor’s verification will not be required each time an employee is ill. However, the University has the option to require a doctor’s release when such absences exceed three working days or at any other time if the University believes that such is necessary.

Sick leave may be used for staff or eligible dependent’s personal appointments with a doctor, dentist, or other recognized licensed medical practitioner. Whenever possible, such appointments

should be scheduled in coordination with the unit's work schedule. In no case shall the length of time exceed the extent of time required to complete such appointments.

No payment shall be made at any time for unused sick leave. Staff who terminate employment with Langston University shall forfeit all unused sick leave.

Benefits and provisions under the Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act, and Long-term Disability. It is the policy of Langston University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.

### ***Accrual***

Staff employed in a full-time position (100% FTE) shall be eligible to accrue sick leave with full pay at the rate of 12 working days (8.0 hours per month) during each year of service.

Staff employed in a part-time position (at least 50% FTE but less 100%) shall accrue sick leave proportionate to FTE. Part-time staff employed less than 50% FTE shall not accrue, nor be paid for sick leave.

Sick leave accrues and is credited at the end of each pay period for employees in active pay status on the 16<sup>th</sup> day of the month. Accrued sick leave is available to be used by an employee during the time period in which it is credited. Sick Leave does not accrue during periods of leave without pay. Sick leave accrues during periods of leave with pay proportional to FTE, except during terminal annual leave.

The maximum accrual of sick leave for staff is 120 working days (960 hours). There is no accumulation of regular sick leave where 960 hours are already credited. Amounts in excess of the 960 hours that would otherwise accrue will be transferred to the Extended Sick Leave Accounts.

When converting to the new policy, employees will maintain the extended sick leave balance on record at the time of implementation of this policy. No additional accrual of leave will be made until the balance of earned unused sick leave shall not be in excess of the maximum accrual.

Employees are not entitled to any payment for accrued, unused sick leave.

### ***Extended Sick Leave Accounts***

Amounts of sick leave that accrue each pay period that are in excess of the 960 hour maximum for regular leave will be transferred to an Extended Sick Leave Account. Extended sick leave can be used for extended personal illness requiring more than seven days. There is a maximum of 120 days (960 hours) for the extended sick leave account.

## **402.2 BEREAVEMENT (FUNERAL LEAVE)**

### **Bereavement Leave**

In the case of a death in the immediate family, Langston University employees may be granted funeral leave with pay for a period not to exceed three (3) working days. In some cases three (3) days may not be sufficient. Additional time may be recommended to the Office of the President by the appropriate Vice President via a University "Request for Leave" form. For the purpose of this policy, the immediate family is defined as a father, mother, sister, brother, son, daughter, husband, wife, grandfather, grandmother, grandchild, aunt, uncle or corresponding in-law relations.

## **402.3 JURY DUTY**

### **Court Leave-**

Employees who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.

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

A leave of absence with pay shall be granted the employee when a court appearance is the result of an act performed by the employee as a part of his/her official duties as an employee of the University. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her University

## **402.4 Voting**

Up to two (2) hours off with pay will be given for the purpose of voting in national, state and local elections. A copy of the employee's voter's registration card must be attached to the request. This leave must be requested at least one day prior to the day of the election.

## **402.5 Medical Leave**

Medical leaves of absence are available to eligible employees in the event of serious personal illness or injury. After the third consecutive work day of personal illness, the employee may be asked to provide satisfactory proof of illness, e.g., doctor's statement, etc., to permit further approved leave with pay. Accrued leave, as provided for in the Annual Leave and Sick Leave Policy, shall be used by the employee.

## **402.6 MILITARY LEAVE**

All regular employees are entitled to leaves of absence from their employment at Langston University in order to engage in voluntary or involuntary military services without loss of status



or seniority. Employees leaving for military services, when possible, should notify their immediate supervisor and the Director of Human Resources in writing stating estimated leave time, if known. Employees will also be required to submit official written orders issued by the military branch they serve. No advance notice is required if the giving of such advance notice is impossible or unreasonable due to military necessity.

Employees engaging in military service shall be entitled to leave with pay during such period of service for the first thirty (30) regularly scheduled workdays of such service during each federal fiscal year. A leave of absence without pay shall be granted for the remainder of military service in excess of the first thirty (30) scheduled workdays each federal fiscal year. Employees on military leave, on request, can choose to use any accrued unused annual leave, but are not required to do so.

#### **402.7 MATERNITY LEAVE**

Leaves with pay for pregnancy are available to eligible employees through utilization of their accrued sick leave as provided in the Annual Leave and Sick leave Policy. Pregnancy is to be treated as any other extended sick leave, with the duration of the personal illness to be determined by a bona fide medical practitioner.

#### **402.8 PROFESSIONAL LEAVE**

Leave with pay may be granted to employees for the purpose of attending direct job/university related conferences, workshops, and/or seminars for personal and professional development where said development will benefit the university. Sorority and Fraternity (or any social organization) conference attendance is not included. The University may or may not contribute to the expense incurred for attendance to these functions. A request for leave form must be completed. All employees utilizing Professional Leave are expected to return to work if the meeting concludes before the end of the workday. The Leave form should reflect the beginning and ending of the meeting. In addition, a paid leave form must be submitted and approved if the employee does not plan to return to work.

#### **403.0 LEAVES OF ABSENCE WITHOUT PAY**

Leaves of absence without pay may be granted to employees on request at the discretion of the University.

#### **404.0 ADMINISTRATIVE LEAVE**

An Administrative Leave with or without pay is 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. Time charged as administrative leave will not be charged to paid leave.

## 405.0 LEAVE SHARING PROGRAM

### Leave Sharing

Langston University (LU) provides a leave sharing program as one of the employment-related benefits afforded to its employees. The purpose of the leave sharing program is to permit Langston University employees to voluntarily donate extended sick leave to a fellow LU employee, within the terms and conditions set forth in this policy.

#### *Definitions*

**Close relative** – The spouse, child, stepchild, grandchild, grandparent, stepparent, mother-in-law, father-in-law, or parent of the employee.

**Extraordinary or severe medical condition** –A severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause an employee to take leave without pay or be separated from employment, **and** would qualify the employee to receive leave under the Family Medical Leave Act, even if the employee does not qualify for FMLA for non-medical reasons (i.e. not employed long enough). The condition must be confirmed by a physician.

**Household member** –A person who resides in the same home as the LU employee and who the employee has a reciprocal duty to and does provide financial support for such individual. It does not include persons sharing the same general house, when the living style is that of a dormitory or commune.

**Langston University Employee** – An exempt staff, non-exempt staff, or faculty employee with over six (6) months of continuous employment at LU. Employees on temporary or other limited term appointments are not included.

**Vice President** –The Vice President of the University having direct or indirect supervision of the employee receiving or donating shared leave.

**New Hire** –A regular full-time LU employee with less than 6 months of continuous service at LU.

#### *Eligibility to Receive Shared Leave*

LU employees are eligible to received shared leave under the following conditions:

- The employee has abided by all LU policies regarding the use of leave.
- The employee has exhausted or will exhaust all accrued leave, including extended sick leave prior to the start of the requested leave.
- The employee's eligibility shall cease upon the employee receiving any compensated benefit provided by the employee benefit program such as short-term

disability payments, worker's compensation payments, or long-term disability payments.

- The Vice President overseeing the employee determines that the employee, a close relative of the employee, or a household member of the employee has an extraordinary or severe medical condition. In the event that a Vice President or other individual reporting directly to the President is the intended recipient of shared leave, the President shall make such determination.
- The employee receiving such donated leave meets all eligibility requirements set forth in this policy.
- A new hire is eligible for one-half of the benefits that an employee is eligible for under this policy.
- The employee meets all other criteria set forth in this policy.

#### *Eligibility to Donate Leave*

LU employees are eligible to donate leave under the following conditions:

- All donated leave must be given voluntarily in writing. No employee shall be coerced, threatened, intimidated or financially induced into donating.
- Only an active employee may donate. An employee who has issued a letter of resignation or retirement may not donate. Furthermore, an employee may not donate accrued paid leave within six months of his or her date of resignation or retirement.
- The donation does not cause the annual or sick leave balance of the donating employee to fall below 160 hours and
- The appropriate forms must be completed including approval signatures as may be required. Donations must be submitted within ten (10) working days from the determination of the need for donated leave.
- An employee may not donate leave that the donor would not be able to take otherwise under the College's leave policies.

- The Vice President having direct or indirect supervision of the donating employee determines that the employee has sufficient accrued leave or extended sick leave to donate to another employee.
- The employee receiving such donated leave meets all eligibility requirements set forth in this policy.

#### *Recipients of Donated Leave*

Employees receiving donated leave must:

- The employee (or his/her representative in the event the employee is incapacitated) must complete the Leave Sharing Request Form and submit a current medical statement from a licensed physician verifying the need for the leave and the expected duration of the condition.
- Upon completing the form, the employee will forward the form to his/her immediate supervisor.
- Once the form has been completed and signed by the employee's supervisor, it should be forwarded to the Director of Human Resources.
- Recipients do not accrue leave while on shared leave.

#### *Limitation on Leave Sharing*

The following limitations apply to the leave sharing policy:

- A Langston University employee may only receive and use a maximum of 28 days of donated leave each year of Langston University employment.
- Donated leave may only be used by the recipient for the purposes specified in this policy.
- All forms of paid leave available must be exhausted prior to using any donated leave.
- Shared leave ends in the event of termination of the condition causing the need for leave.
- The Leave Sharing Request Form must be completed and submitted with a current medical statement for a licensed physician verifying the need for the leave and the expected duration of the condition.
- The Leave Sharing Request Form must be approved by the Vice President having direct or indirect supervision of the employee receiving donated leave.

### *Administration of the Policy*

- Receipt of leave is conditioned upon the availability of donated paid leave.
- No leave share request will be processed retroactively.
- Donated paid leave and extended sick leave may be transferred between employees indifferent areas/departments only with the agreement of the Vice President having direct or indirect supervision over the areas or, if the areas/departments are under the supervision of more than one Vice President, only with the agreement of both Vice Presidents.
- The leave received will be designated as donated leave and will be maintained separately in the Human Resources Office from all other leave balances.
- Donated leave not actually used by the recipient during each occurrence of an extraordinary or severe medical condition, as determined by the Vice President of such employee, shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be divided amount the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.
- The employee receiving donated leave shall be paid his or her regular rate of pay. Therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then be paid to the recipient.

(Example: If Employee A, being paid \$10.00 per hour, donates 2 hours of leave to Employee B, who is paid \$20,00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.

### **406.0 HOLIDAYS**

The following are holidays observed by all departments, schools and divisions of the University by closing all offices in which functions can be discontinued without adversely affecting their services to the public: New Year's Day; Martin Luther King's Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving (to be announced by the Office of the President); Christmas (to be announced by the Office of the President.)

When continuous operations of the university require some departments to be scheduled to work on days otherwise recognized as holidays, these employees will be

granted an equal amount of time off with pay on a date (within 90 days following the holiday) mutually agreed to by the employee and all approving supervisors.

Employees on an unpaid leave of absence are not entitled to holiday pay.

If exempt employees do work on these holidays, however, they will receive no additional compensation.

In order for non-exempt employees to be paid for a holiday, they must be in pay status for both the work day preceding and the work day following the holiday. When a holiday falls on a day that a non-exempt employee is normally scheduled to work, he/she will not be required to work that day and will be paid the regular number of hours he/she would otherwise have been scheduled to work on that day. When a holiday falls on a non-exempt employee's day off, the employee will be excused from a regularly scheduled work day within the next three consecutive pay periods and will receive his or her regular rate of pay for hours regularly worked on that day. Normally, a holiday occurring at the beginning, at the end, or within an employee's paid leave period shall not be charged as a day of leave.

A schedule of holiday closings of University Offices and facilities will be developed by the Office of the President for each year and will depend upon the day on which the actual holiday occurs. Days prior to and after the holiday will also be considered by the Office of the President, consistent with the school year calendar approved by the Governing Board of Regents.

A non-exempt employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave records are serious offenses. A non-exempt employee who engages in such conduct will be disciplined up to and including termination of employment.

## **407.0 FAMILY AND MEDICAL LEAVE**

### **PURPOSE**

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

This policy sets for the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under the Sick Leave policy (Staff Handbook or Faculty Handbook).

## **SCOPE**

To be eligible for FMLA leave, an employee must have been employed by the University or other Oklahoma state agency for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date leave commences.

## **POLICY AND PROCEDURES**

### ***Qualifying Event***

Under FMLA, an eligible employee may request up to 12 week of unpaid leave for a qualified event:

- a. For the birth and care of a child or replacement or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months after placement. Leave may begin prior to birth or placement;
- b. For care of a family with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or
- c. Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

### ***Definition of Serious Health Condition***

- a. Under FMLA, a serious health conditions is an illness, injury, impairment, or physical or mental condition that requires either in-patient care or continuing treatment by a health care provider.
- b. Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not all inclusive.

### ***FMLA Definitions of Family***

- a. Spouse means a husband or wife as defined or recognized under State law for purpose of marriage;
- b. Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in law."

- c. Son or daughter means a biological adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable of self-care because of a mental or physical disability.

### ***Qualifying Exigency Leave Entitlements***

Eligible employees with a spouse, child, or parent on federal active duty or called to federal active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies include activities related to short-notice deployment, attending military events, arranging for alternative childcare or attending school activities, addressing financial and legal arrangements, attending counseling sessions, attending post-deployment reintegration briefings, and spending time with a covered military member who is on rest and recuperation leave.

### ***Military Caregiver Leave Entitlements***

Employees may also be eligible to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

“Covered servicemember” refers to an employee’s spouse, child, parent or next of kin, who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who incurred a serious injury or illness in the line of active duty that renders the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or in the temporary retired list.

“Next of kin” has the same definition as set forth in 29 CFR 825.127(b)(3).

The 26 weeks of leave is to be applied on a per-covered-servicemember, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered servicemember or to care for the same servicemember with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any “single 12-month period.”

The “single 12-month period” begins on the first day the employee takes leave to care for the covered servicemember and ends 12 months after that date. An employee who is entitled to take leave due to a different FMLA-qualifying reason may take leave during the same single 12-month period in which leave is taken to care for a covered service member, but the total leave taken for any purpose during the single 12-month period may not exceed 6 workweeks overall.

### ***12-Month Period under FMLA***

Under FMLA, employers may select one of four options defined in the regulation to establish the 12-month period to be uniformly applied to all employees taking FMLA leave as long as the method is applied consistently and uniformly to all employees. Langston University uses the 12-month period measured forward. As defined in the regulation, this method uses the 12-month period measured forward from the first date an employee takes



FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.

### ***Employee Notice and Certifications***

- a. The employee must provide 30 days advance notice when the leave is “foreseeable.” On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- b. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- c. Continued doctor certification will be required if the situation warrants, but not more frequently than every 30 days unless the University has reason to believe the employee is able to return to work.
- d. Forms for medical certification are available from the Office of Human Resources. This form is also acceptable for documentation of sick leave under the Sick Leave policy.
- e. Leave will be denied if the employee fails to provide the required medical certification.

### ***Maximum Leave Entitlement***

- a. Up to 12 weeks of absence from assigned duty may be requested within a 12-month period.
- b. In the event both spouses are employed by Langston University, maximum leave for each eligible spouse is 12 weeks.

### ***Intermittent and Reduced Leave Schedule***

- a. In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through intermittent or reduced leave schedule must attempt to schedule their leave so as not to disrupt Langston University operations.
- b. Langston University may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available.
- c. Leave taken on an intermittent or reduced schedule will be calculated on a pro rata or proportional basis comparing the employee’s new schedule to his or her prior schedule.

### ***Interaction With Other Leave Programs***

University employees shall exhaust all accrued sick, annual, personal leave, and compensatory time balances, as appropriate, prior to going on unpaid leave. The paid leave used will count concurrently as FMLA leave.

When FMLA leave is used concurrently with disability leave or workers' compensation leave, the leave policies of those programs shall override the requirement of this policy for employees to exhaust all of their accrued leave.

Employees requesting workers' compensation or disability leave who are also eligible for FMLA leave shall have up to twelve weeks of the non-working portion of the approved benefit period, including any required waiting period, count concurrently as FMLA leave. The University may also grant FMLA leave to employees while their request is being reviewed. The granting of FMLA leave shall have no bearing on the approval or disapproval of employee's request.

### ***Continuation of Benefits during Leave***

- a. An employee's coverage in a group health plan will continue under the same conditions that existed prior to family/medical leave. Employee medical will be paid by Langston University if the employee is enrolled in medical coverage at the time the leave is requested.
- b. Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- c. Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances.
- d. Employee contributions will be made by the employee through the Bursar's Office on a timely basis.
- e. In the event an employee elects to cancel insurance coverages, such cancellation will be effective the end of the month after written notice to Langston University Office of Human Resources. No partial premiums will be calculated.
- f. If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Langston University for premiums paid on behalf of the employee during the family/medical leave. The employee will be billed through the Bursar's Office.

### ***Restoration of Employment***

- a. Upon return from FMLA leave, an employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms.
- b. An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
- c. Key employees ranking in the top 10% of the highest paid employees at Langston University may be excluded from the job guarantee provision if there are reasons justifying such an action.
- d. If the reason for leave is personal illness or injury or the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.
- e. Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teacher's Retirement System (OTRS) will prevail.

### ***Restoration of Benefits***

- a. Langston University paid benefits such as the paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, s/he should cancel the insurance and upon return to work should notify Langston University of his/her desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required and no pre-existing condition clauses will apply.
- b. Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
- c. Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

### ***Notice to Employees***

- a. Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
- b. Copies of this policy and procedures would be made available to employees upon their request.
- c. Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

### ***Recordkeeping***

- a. The Office of Human Resources will maintain adequate up-to-date records for each staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balances.
- b. The Office of Human Resources will generate appropriate forms on any leave taken under FMLA.
- c. Supervisors will report leave used on payroll time-sheet reports. The Office of Human Resource will maintain a record of these time reports.
- d. Documentation for use of leave will be maintained by the Office of Human Resources for three years.

### ***Exhaustion of Family and Medical Leave***

- a. Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately or pursue a personal leave of absence.
- b. If no other leave is approved, the employee will be terminated.

### ***COBRA***

- a. If an employee does not return to work after FMLA leave, Langston University will offer COBRA as required by the Consolidated Omnibus Benefits Reconciliation Act.
- b. The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
- c. Length of COBRA coverage is measured from the day of the qualifying event.

### **EXCEPTIONS TO POLICIES AND PROCEDURES**

The authority to grant exceptions to one or more of these policies and procedures is vested in the Office of the President of Langston University.

## **500.0 EMPLOYEE CONDUCT**

### **501.0 PERSONAL APPEARANCE AND DEMEANOR**

Discretion in style of dress and behavior is essential to the efficient operation of Langston University. Employees are, therefore, required to dress in appropriate attire and to behave in a professional manner. Please use good judgment in your choice of work clothes and remember to conduct yourself, at all times, in a way that best represents you and the University.

Employees are also required to keep their work environments clean and orderly. Before departing in the evening, employees should lock all files and cabinets and clear all work materials from desk surfaces, especially material of a sensitive or confidential nature.

Employees failing to adhere to proper University standards with respect to appearance and demeanor are subject to disciplinary action.

### **502.0 GUIDELINES FOR APPROPRIATE CONDUCT**

As an integral member of the Langston University team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Langston University, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large.

Whether you are on duty or off, your conduct reflects on Langston University. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Langston University considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other University records
2. Violating Langston University's nondiscrimination and/or sexual harassment policy
3. Excessive absenteeism or tardiness
4. Excessive, unnecessary, and/or unauthorized use of University supplies, particularly for personal purposes
5. Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs
6. Bringing or using alcoholic beverages on Langston University property or using alcoholic beverages while engaged in University business on University

- premises, except where authorized.
7. Fighting or using obscene, abusive, or threatening language or gestures
  8. Theft of property from co-workers, students, or the University
  9. Unauthorized possession of firearms on Langston University's premises or while on University business
  10. Disregarding safety or security regulations
  11. Insubordination
  12. Failing to maintain the confidentiality of the University, students or student/employee information

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Langston University, based on violations either of the above or of any other University policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal. Employees who are dismissed for cause shall be ineligible for re-employment with any unit of the University for one (1) year from the effective date of the dismissal.

## **600.0 GENERAL UNIVERSITY POLICIES**

### **601.0 COMPLAINT RESOLUTION PROCEDURE**

The University has established a formal procedure through which employees (faculty and staff) have the right to express grievances and seek solutions concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy.

The only items not covered by the grievance procedure are wages and salaries, and University statements concerning policies and rules. The grievance procedure guarantees a prompt and impartial review of all factors involved in the grievance, without fear of coercion, discrimination, or reprisal.

The complete grievance procedure is contained in the University's Affirmative Action Compliance Plan booklet.

### **602.0 AMERICANS DISABILITIES ACT POLICY**

Langston University adheres to the provisions of the ADA and any employee desiring reasonable accommodations in the workplace should contact the LU ADA Coordinator for assistance.

## **603.0 TOBACCO USE IN UNIVERSITY BUILDINGS AND GROUNDS**

It is the intent of Langston University to promote the health, well-being and safety of students, faculty, staff and visitors. In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, Langston University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited. This includes the use of e-cigarettes and other vapor products.

The Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations as set forth in subsection N of 21 O.S.§1247 effective November 1, 2010. As well as ensure compliance Executive Order 2013-43, effective January 1, 2014.

This policy applies to all non-leased buildings and grounds owned or under the control of Langston University, including any housing or residence facility owned, operated, or managed by the University. Tobacco use is also prohibited in all vehicles owned, leased or under the control of Langston University.

All faculty, staff, students, and visitors are requested to honor the tobacco free policy. Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. Appropriate corrective action will be taken for any individual failing to comply with this policy. In addition to appropriate corrective action by the University, any commissioned law enforcement officer may issue a citation in accordance with the Langston University's Tobacco Use in University Buildings and Grounds policy.

For employees who wish to quit tobacco or e-cigarettes, a variety of cessation resources are available, many at no cost or covered by state-provided insurance programs. Free quit coaching and other resources are available through the Oklahoma Tobacco Helpline by calling 1-800-QUIT-NOW (784-7669) or visiting [www.okhelpline.com](http://www.okhelpline.com). Langston University will be supportive of those wanting to quit and will assist in connecting employees with the available resources.

## **604.0 DRUG FREE WORKPLACE**

Langston University  
DRUG-FREE SCHOOLS POLICY STATEMENT

### INTRODUCTION

Langston University recognizes its responsibilities as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services which facilitate that effort. Langston 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 program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University sponsored activities.

#### 1.01 PURPOSE

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U. S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Langston University to comply with this statutory directive.

#### 2.02 POLICY

As set forth in local, state, and federal laws, and the rules and regulations of Langston University, prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by Langston University or as part of Langston University activities.

As set forth in local, state, and federal laws, the possession, use, and distribution of illicit drugs and alcohol by students and/or employees in buildings, facilities, grounds, or other property owned and/or controlled by Langston University or as part of the University's activities, are prohibited.

#### 3.01 INTERNAL SANCTIONS

Any student or employee of Langston University alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Disciplinary action shall be taken in accordance with applicable policies of Langston University.

#### 4.01 EXTERNAL SANCTIONS

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



Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than a \$1000,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcohol/intoxicating beverages by someone under 21 in a public place is a misdemeanor or punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also local (municipal/city) laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Further information regarding these local, state, and federal laws may be found in the Offices of Student Affairs and Personnel and is available to students and employees.

Students and employees are encouraged to review this information. The above referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of the change. Such laws are, of course, subject to revision or amendment by way of the legislative process.

**Dangerous Drug** – The University observes all state and federal laws relating to the possession, use, sale, transfer, or production of dangerous drugs and associated illicit paraphernalia.

No student or employee shall possess, manufacture, sell, or distribute or use narcotics, barbiturates, amphetamines, LSD, or other hallucinogens and any other drugs classified illegal or dangerous by the Federal and/or state statutes and regulations unless prescribed by a medical doctor.

A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining that badly wanted job.

#### 5.01 HEALTH RISKS

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

**Alcohol** – short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

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

**Anabolic Steroids** – seriously affect the liver, cardiovascular, and reproductive systems. Can cause sterility in males and females, as well as impotency in males. **Barbiturates/Depressants** (downers, Quaaludes, Valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

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

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

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

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

Tobacco/Nicotine – some 170,000 people in the United States die each year from smoking – related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strikes smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risks may be found in the Student Health Center. You should also consult your personal physician about health risk associated with alcohol and drug use.

### 6.01 DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS

The University Professional Counseling Center has programs of this nature for students and employees, respectively. Should these programs not meet your needs, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone number is maintained in the above referenced office, and attached to this policy statement. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, headline numbers may be of use to someone needing help or advice:

National Institution of Drug Abuse	1-800-662-HELP
Information and Referral Line	M-F, 8:30 – 4:30
The National Federal of Parents for	1-800-554-KIDS
Drug-Free Youth	M-F, 8:00 – 5:00
Just Say No Foundation	1-800-258-2766
National Council on Alcoholism	1-800-622-2255

7 days a week, 24 hours a day

National Drug Abuse Headline  
Cocaine Helpline  
Reach-Out Headline  
(alcohol, drug crisis intervention,  
mental health and referral)

1-800-241-9746  
1-800-COCAINE  
1-800-522-9054

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“Illicit drug use” is defined as the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids.

A drug and/or alcohol abuse assistance/rehabilitation previously approved and/or certified by such purpose(s) by a federal, state, or local health, law enforcement, or other appropriate agency.

Cocaine, marijuana, opiates, amphetamines, and other designated substances as set forth in Section 202 of the Controlled Substances Act (21 U.S.C., Sec 812).

Cocaine, marijuana, opiates, amphetamines, and any other drug or substance as set forth in Schedules I through V of the Uniform Controlled Dangerous Substances Act, 63.O.S. 1981, Sec. 2-101, et seq., as amended.

Note: Under Langston University Student Code of conduct – p. 25, no. 13 and 14; Alcoholic Beverages – The consumption or possession of beer or other alcoholic beverages on the campus, in the University housing, or at any affairs sponsored by or for a student organization, whether on/or off campus, will result in immediate disciplinary action for the student(s) involved.

No student or employee shall possess or consume any alcoholic beverages while on campus; or entertain any guest who has any alcoholic beverages in his possession on campus; nor shall a student who finds himself “Under The Influence” of alcoholic beverage return to the campus in that condition.

### **605.0 Drug-Free Schools**

Langston University, in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law No. 101-226, 20 U.S. C. 31145g), recognizes its responsibilities as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services which facilitate that effort. Langston 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 includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or a part of any University sponsored activities.

As a condition of employment and continued enrollment at Langston University, all employees/students will:

1. Comply with the term of this statement: and
2. Notify the University (through either their immediate supervisor/advisor, or other

supervisory administrator or project coordinator) of any criminal drug statute conviction for violation occurring in the workplace no later than five (5) days after such conviction.

Such conviction may, of course, result in the employee/student being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee/student to report his/her conviction, as required, herein, constitutes grounds for dismissal.

As a further requirement of the Drug-Free Schools and Communities Act, the University has established a Chemical Dependency Program for the purpose of informing employees/students about the danger of drug abuse, the University's prohibition of controlled substances in and on Langston University property, any available drug counseling, rehabilitation, and the penalties that may be imposed for Drug Abuse violations. A Chemical Dependency Program has been created in furtherance of the Drug-Free Schools and Communities Act. Information about the Drug-Free Schools and Communities Act Amendments of 1989 and/or the Chemical Dependency Program may be obtained from the University Counseling Center. Reference is made to the Drug-Free Schools and Communities Act of 1989 as sources of information and clarification.

#### **606.0 SOLICITATIONS AND DISTRIBUTION OF LITERATURE**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on Langston University premises at any time.

#### **607.0 REPORTING ACCIDENTS/ASSAULTS/THEFT**

If you or other persons are injured while working, you are to report the circumstances to your supervisor. You are also asked to report incidents of accidental damage to buildings or property.

#### **VEHICLE ACCIDENTS**

On campus you are expected to operate your private passenger vehicles in a manner which does not expose you or others to hazards. In case of an accident, you should contact the campus police immediately. Campus police has the right to tow away cars which are parked illegally and to ticket drivers operating cars in a dangerous fashion.

## REPORTING AN ASSAULTOR THEFT

If you should observe, or become involved in, an incident of assault or other matter of potential bodily harm, you are to call immediately the Campus Police for assistance. If you believe something has been stolen, either personal or University property, you should also report this immediately to the Campus Police.

## 608.0 NON-FACULTY EMPLOYEE GRIEVANCES

During the first ninety (90) days of employment, non-faculty employees have no right to a post-action grievance review, except where allegations of unlawful discrimination are raised.

## 609.0 UNIVERSITY VEHICLE USE

All vehicles shall be used solely for the purpose designated, and for no other, except in extreme emergencies. Each vehicle will remain the responsibility of the assigned individual.

The following policy will be followed on use of “State Owned Automobiles,” Chapter 55, Section 156.1 of the State Statutes:

“Use of State Owned Motor Vehicle for Private Purposes—Punishment for Violations:

It shall be unlawful for any State official, officer, or employee to ride to or from the place where he lives in a State owned automobile, truck or pickup, except in the performance of his official duty, or to use any such automobile, truck, ambulance, or pickup for other personal or private purposes.

Any person violating the provisions of this Section shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than One Hundred Dollars (\$100.00), or by imprisonment in a County Jail for a period not to exceed thirty (30) days, or by both such fine and imprisonment, and in addition thereto, shall be discharged from State employment.”

Students may be allowed to drive University vehicles for University purposes when approved to do so, in writing, by an Executive Officer, and the President of the University.

## **610.0 WORKPLACE VIOLENCE**

### PURPOSE AND GOAL

It is Langston University's policy to promote a safe environment for its students and employees. The University is committed to working with its employees and students to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the University, no institution is immune. Disruptive behavior at one time or another will affect every institution.

Violence, threats, harassment, intimidation, and other disruptive behavior at the University will not be tolerated. All reports of incidents will be taken seriously and dealt with accordingly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of Physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

### SCOPE

This policy applies to all situations involving violence, threats, harassment, intimidation and other disruptive behavior that maybe engaged in by faculty, staff, or students (full-time or part-time, permanent or temporary) on the Langston, Oklahoma City, Tinker Air Force Base and Tulsa campuses.

### RESPONSIBILITY

The interpretation and administration of this policy is the responsibility of Langston University's Professional Counseling Center. The Professional Counseling Center is assisted in the Policy on Workplace Violence interpretation and administration by the Security Office, Human Resources Department, and an appointed body called the Crisis Management Team.

### EMPLOYEE ASSISTANCE PROGRAM

Langston University, in support of its Policy on Workplace Violence, has initiated an Employee Assistance Program (EAP). An employee who displays a tendency or propensity to engage in violent, abusive, or threatening behavior or who

otherwise engages in behavior that the University, in its sole discretion, deems offensive or inappropriate will be referred to the EAP for counseling or other appropriate treatment. Said employees may also be subject to disciplinary action, up to and including discharge. (Copies of the University's EAP Policy are on file in the Human Resources Department).

## DUTY TO WARN

In furtherance of its Policy on Workplace Violence, Langston University employees have a "duty to warn". A "duty to warn" refers to each employee's responsibility to notify their supervisor, the Professional Counseling Center, the Security Office, or a Human Resources representative of any workplace activity; situation; or incident that they observe or know of that involves (or appears to involve) problematic behavior. On LU campuses in Langston, Oklahoma City, Tinker AFB, and Tulsa—"problematic behavior" may involve fellow employees, students, parents and/or other visitors to the campus. Examples of "problematic behavior" may include but are not limited to: verbally and physically aggressive behavior; threats or acts of violence; offensive acts; threatening or offensive comments or remarks; etc. Employee reports made pursuant to this policy will be held in confidence, to the maximum extent possible. Langston University will not condone or support any form of retaliation against an employee for making a report in good faith under this policy.

## IN-PERSON THREATS AGAINST INDIVIDUAL(S) AND/OR LANGSTON UNIVERSITY

The following guidelines are to be adhered to relative to Langston University's Policy on Workplace Violence:

1. Confrontational threats while at work shall be dealt with by the supervisor and a member of the Human Resources Department through an immediate meeting with the individual(s) involved.
2. Depending on the seriousness of the threats, actions may include suspension (for gathering additional facts), written warning, or termination.
3. For employees suspended or terminated, the campus Security Office must be notified whereby an officer will retrieve the employee's ID card and building keys. The Security Office will also escort said person(s) off campus.
4. Use of the Security Office should be engaged at any time, as it appears appropriate and necessary.
5. Further follow-up through a crisis assessment may be invoked if warranted.

## OTHER THREATS AGAINST INDIVIDUAL(S) AND/OR LANGSTON UNIVERSITY



Threats against (an) individual(s) and/or Langston University—regardless of how transmitted (written, verbally, electronically)—should be immediately reported to the LU Professional Counseling Center.

The Professional Counseling Center will immediately initiate a crisis assessment conducted by members of the Crisis Management Team along with the supervisor of the individual making threat. The Crisis Management Team—as warranted—may approach other individuals—e.g., the party against whom the threat was made and/or their supervisor. The Professional Counseling Center will also collect information from the employee or student to whom the threat was made.

Factors that will be included in a crisis assessment will center on:

1. The nature of the threat;
2. The need for immediate action;
3. The circumstances preceding the threat;
4. The assurance that the individual(s) will not be able to enter the campus (or building);
5. The nature of ongoing communication with the involved individual(s);
6. Notification of law enforcement authorities;
7. Possible legal action.

## OKLAHOMA CITY, TINKER AFB, AND TULSA CAMPUSES

Hostile actions and in-person, written, or electronic threats occurring at locations other than the main campus should follow the procedures outlined below.

1. Hostile actions and threats require the senior person on site to determine the appropriateness of contacting local law enforcement agencies. The Human Resources department on the main campus should be notified immediately to help determine appropriate follow-up actions.
2. Written or electronically transmitted threats must be made known to the senior on-site manager immediately. He/she should contact the main campus Human Resources department to determine the next steps to be taken in conjunction with the crisis management team's assessment.
3. The senior manager (on site and others as deemed necessary) should record details of the incident for analysis and review by the Professional Counseling Center, LU Security Office, Human Resources Department, and local law enforcement officials, if necessary.

## DOCUMENTATION

Whether on the main campus, Oklahoma City, Tinker, or Tulsa—it is critical that any material relevant to an incident be maintained until the Professional Counseling Center and/or Human Resources decides upon proper disposition. Additionally, in all circumstances, a complete and detailed log of events will be maintained by the Human Resources Department and reviewed on an on-going and/or as-needed basis.

## COMMUNICATION WITH THE NEWS MEDIA

The University President (or the president's designee) will handle all communications with the press and other news media about a violent workplace incident. The University's legal counsel will be consulted by the President as required. All other employees who receive inquiries from the press should direct them to the Vice President for Student Affairs.

## POLICY STATEMENT

Serious threats or acts of intimidation (i.e., statements or physical acts which put a reasonable person in fear of harm to him/herself or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at LU. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

All employees, regardless of position with the University, shall immediately report acts of violence and/or serious threats (which a reasonable person would consider potentially dangerous) made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor. When/if the immediate supervisor receives a report regarding threats or violent episodes he/she shall advise the Professional Counseling Center, Human Resources Department and/or the Security Office.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat or an immediately dangerous situation when the employee, in good faith, is fearful for their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus.

Reports made as authorized in this policy may be in oral or written form. If in oral form, said reports shall be followed by a written report as soon as it is reasonably possible.

The University will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. The University will also not tolerate intentionally false reports made with the intent of wrongfully discrediting another.

Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take all appropriate steps to eliminate potentially dangerous occurrences—including but not limited to contacting the Security Office. He/she shall also forward a written report describing the threatening situation to the Human Resources Department. The Human Resources Department will in turn share copies of the report with the Crisis Management Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened and time is critical. Such action may include notification of the Security Office, suspension, or the temporary physical separation of employees in the work place. Similarly, this policy does not replace routine

management actions such as counseling, reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective and the possibility of violence is such that police and others need to be involved.

Following a serious threat or an act of violence in the work place, employees, witnesses, and families often suffer from stress-related ailments such as depression, anger, headaches, and continued fear. Langston University, through a group identified as the Crisis Management Team, will provide debriefing teams, counseling, and support as needed to those affected. These actions, provided within a 24 to 72 hour period following a traumatic event, will help minimize the impact of an incident and prevent further violence. The University's Professional Counseling Center and EAP Coordinator shall have oversight responsibility for the Crisis Management Team's activities where counseling is involved.

## PROCEDURES

The following procedures will be followed in the event of workplace serious threats or violence:

- a. The Crisis Management Team, consisting of the Director of Human Resources (with Director of Human Resources serving in an advisory capacity), the Director of the Professional Counseling Center, the Director of the Security Office, University Physician, and other administrators selected by the University President, will review all reports generated relative to this policy.
- b. When reports are received, Crisis management Team members will review them, gather additional information as needed, and develop a plan of action which may include specific suggestions to the immediate supervisor, recommendation for counseling, EAP intervention, and/or legal action. Crisis Management Team members in coordination with an affected area's chief operating supervisor/manager will follow-up to assure implementation of the team's recommendations. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies of the University. The Crisis Management Team will also monitor to ensure initiation of protective measures to guard against reoccurrence in the same unit.
- c. LU understands the sensitivity of the information provided and/or alleged in such reports as it pertains to employees' reputations, rights to privacy, and confidentiality. Therefore, appropriate procedures will be followed to corroborate or dispel the accusations and limit the dissemination of reports to an "as need-to-know basis."

Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused

employee is essential. The Crisis Management Team will balance the safety and security of students and employees against the need for confidentiality of information. Legal guidance will be obtained when necessary.

- d. All levels of management at LU will be familiar with this policy. All reports of possible violent behavior, intimidation, or serious threats should be forwarded to the chairperson of the Crisis Management Team (who is also the Director of the Professional Counseling Center).
- e. The University, through LU Human Resources Department and the LU Security Office, will make available training directed at violence in the work place for all levels of employees at LU. This training shall be provided annually.
- f. The Crisis Management team will also provide timely reports of threats and violent episodes to the University's Vice President for Student Affairs. Annual Reports of the team's activities will also be provided to the President.

#### **611.0 HEALTH SERVICES**

Health services are available to students, faculty, and staff at the Logan Hospital and Medical Center at Langston University. Services available include: diagnostic X-Ray and laboratory facilities provided by physicians, licensed nurses, and ancillary support personnel.

Normal hours of clinic operation are from 8:30 a.m. until 5:00 p.m., Monday through Friday. Early mornings are reserved for students. Scheduled appointments later in the day may lengthen waiting. The Medical Center will always make every effort to treat all patients in a timely manner.

Payment of fees is expected at the time service is rendered or applied to the employees' Business Office account.

Additional information may be received by contacting the Medical Center which is located in the University Women Building, first floor.

#### **612.0 MEDICAL EXAMINATIONS**

Langston University reserves the right to require employees to receive medical examinations.

## **613.0 CONTAGIOUS OR INFECTIOUS DISEASES ON CAMPUS**

### **GENERAL STATEMENT OF POLICY**

It is general policy of the Board of Regents that applicable state and federal laws pertaining to public health, contagious or infectious diseases, and unreasonable discrimination, shall be appropriately observed and followed in the operation of all institutions under its governance.

It is the stated policy of Langston University to implement a comprehensive plan for an avoidance and control of contagious and infectious diseases on campus. The Vice-President for Student Affairs shall consult with appropriate public or private health science professionals when necessary and inform the institution's President of known or emerging problems and propose actions which should reduce probable risks of the problem worsening. Should a faculty member, employee, or student develop a communicable disease, they will be permitted to continue their University activities without change to the extent permitted by their health status. Persons with a diagnosed communicable disease that would endanger the health of others will be considered incapable of continuing their University activities. However, there is no objective reason to exclude individuals from campus academic, social, or cultural activities whose conditions does not endanger the health of others.

### **CONFIDENTIALITY OF INFORMATION**

Confidentiality will be observed by the University as to information about any individual who knows or suspects that they have a communicable or infectious disease unless an exception is granted by the affected person. However, such information will be shared among University officials to the extent necessary to maintain University operations.

Counseling services will include education and/or referral. The University Counseling Service and Student Health Clinic will provide confidential counseling services to all persons and education to the University community.

Information concerning the existence of a communicable or infectious disease in a student, faculty, or staff member is highly sensitive, frequently misunderstood, and has a potential for misuse. Langston University will make all reasonable efforts to insure that such information is kept confidential. Professional standards concerning confidentiality in the delivery of medical and counseling services protect such information. In addition, other University personnel will be made aware of the necessity for confidentiality (and appropriate procedures will be developed where necessary). The University will be prepared to deal swiftly, effectively, and efficiently with any purposeful or accidental disclosure of confidential information.

Information relating to communicable or infectious diseases will be cleared via the Vice-President for Student Affairs before released to the general public. Educational materials about communicable or infectious diseases will be maintained and disseminated by the University Health Center. The student health center will educate patients

regarding risk, safe practices, support resources, and care. Educational programs for the entire University community are extremely important and the health center and medical services staff members will be prepared to share in the process.

#### RELEVANT STUDENT/EMPLOYEE SAFETY ISSUES

When there is a health risk from classroom, laboratory, living quarters, or contact with persons with a communicable disease, requests for arrangements to minimize or eliminate such contact will be reviewed. Such requests will not be considered if based only upon rumors. All health personnel will be reminded of procedures for dealing with individuals with communicable or infectious diseases. Laboratory personnel or students who handle human blood or other tissues will be instructed as to safe methods. All personnel, faculty, staff, and student body will be kept updated on information related to communicable and infectious diseases through on-going orientation, workshop, in-service programs, and seminars. The student health center will give information about communicable and infectious diseases and information about specific tests.

When students have need for learning about communicable or infectious diseases, they may address the issue directly through educational resources offered throughout the University. In the case of laboratory accidents that break the skin, precautions to prevent transmission of body fluids will be executed. Laboratory instruction will familiarize students with such procedures. Laboratory procedures that involve blood samples, recommended protocols.

Those administrative units meriting the establishment of additional guidelines, educational programs, and resources are encouraged to develop procedures as soon as possible.

Injuries during athletic and sport activities can result in bleeding and open wounds to participants. Persons (i.e. coaches, trainers, staff, or others) assisting in the treatment of injuries occurring during or as a result of athletic or sporting activities, should use prudent and cautious procedures. Education resources and medical consultation are available from the student health center and counseling services.

#### POLICIES PERTAINING TO CONTINUATION OR EMPLOYMENT

Any employee, who works with or provides services for an individual who is known to have a communicable or infectious disease, will be advised regarding necessary precautions when carrying out his or her normal work duties. An employee requesting transfer due to concerns about a communicable or infectious disease will be considered for such vacancies as are available on the same basis as other candidates for the position.

Employees who believe themselves to be among those who have a high risk of contracting or carrying certain communicable or infectious diseases, are urged to seek medical consultation. Any employee who discovers they have a communicable or infectious disease is advised to seek accommodations to protect themselves from

infecting others.

## ADVISORY GROUP TO SUPPORT IMPLEMENTATION OF POLICY

A communicable or infectious disease advisory committee made up of knowledgeable persons from all areas of the University will serve as resource persons for educational efforts. This committee will help to identify education providers. Networking with other State agencies and resources is a high priority. Persons concerned about the possibility of having a communicable or infectious disease will be referred to appropriate physicians for definitive care or referral.

In view of the necessity to keep administrative guidelines and educational programs current and effective, the committee will monitor policies and programs to insure their effective implementation. In addition, this group will maintain effective relationships with health care sources and seek cooperation in the use of available educational resources from appropriate local, regional, state, and national agencies.

## DISSEMINATION OF EDUCATIONAL INFORMATION

It is recognized that the primary response to communicable or infectious diseases must be education. Communicable or infectious diseases are transmitted primarily by certain behaviors. The most important goal must be that of increasing awareness, promoting understanding, and providing education to prevent further spreads of communicable or infectious diseases.

Educational information will include information about all communicable or infectious diseases. In addition, information as to testing sites, implications of the disease, transmission, risk factors, behavioral education, treatment, and support resources will also be disseminated to students and employees in considering the characteristics of various target populations and the breadth and depth of the information to be provided, several educational strategies will be employed. Suggested methods listed below are open to continual development:

1. Group workshops.
2. Seminars including current audio-visual resources.
3. Pamphlets and brochures.
4. Educational news articles in cooperation with the Communicable/Infectious Disease Advisory Committee).
5. Information resource center – one centralized location, perhaps the Student Health Center, that will be a viable source for collection and dissemination of current and accurate information.
6. Identification of national and other “hotline” information numbers.
7. flyers, brochures, and/or posters advertising information resources and telephone “hotline” numbers.
8. Health information section in the Student Handbook.

9. General education sessions.
10. Incorporate basic educational information about communicable and infectious diseases into appropriate academic courses.
11. Health forums including consultants, speakers, and resources (specific to communicable or infectious diseases and also broader health related issues).

General education about communicable or infectious diseases, risk factors, transmission, facts about testing, and support services will be provided to the populations listed below. Special emphasis will be placed on high-risk groups:

1. General student-population
2. Faculty, Administration, and Staff
3. Student Affairs Personnel
4. Academic Support Personnel
5. Athletic Staff
6. Student Organizations
7. Food Service Staff
8. Custodial Staff
9. Laboratory Personnel
10. Physical Plant Staff

#### CAMPUS LIVING

Residence halls and other housing will be made available to persons with a communicable or infectious disease by individual case review. In addition, requests for unique accommodations will be given every reasonable consideration to meet the special housing needs of those afflicted.

Langston University believes that individuals who know they are infected with a communicable or infectious disease, have a special responsibility to others. This responsibility includes avoiding contact and situations where the infection will likely be transmitted.

#### SPECIAL NEEDS

The future may require difficult decisions concerning the rights of the individual, the need for medical or counseling assistance, and the protection of the welfare of the larger community. To facilitate such decision making and provide for such needs, the University's physician or other University staff members may find it necessary to seek the assistance of a limited number of key university personnel. Such consultation will take place only with the consent of the student or employee involved, unless consent is refused and inaction is judged to endanger the welfare of others. In all cases, steps will be taken to protect the identity of those involved and utilize only data pertinent to the decision making process.

#### SPECIAL NOTE

Any person(s) designated or desiring to be a communicable or infectious disease



education provider, will receive in-depth information about communicable and infectious disease and its personal, social, and public implications. Specific attention will be given to consent and method guidelines provided by the American College Health Association.

## **614.0 SEXUAL HARASSMENT**

**Sexual Harassment** - It is the responsibility of Langston University to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal statutes.

**Policy** (This policy is designed to apply only to employment and/or relationships among faculty, staff, and students.)

It is the policy of Langston University that sexual harassment of faculty and staff is prohibited in the workplace and in the recruitment, appointment, and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student's academic performance. It is also the policy of the University that accusations of sexual harassment, which are made without good cause, shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers of individuals. This policy is equally applicable to faculty, staff, and students. This policy is in keeping with the spirit and intent of various federal guidelines that address the issue of fair employment practices, ethical standards, and enforcement procedures.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty and staff; the latter includes both Administrative and Professional employees and Classified staff. Grievance procedures are available for students in the Office of the Vice President for Student Services. The grievance procedures for faculty and staff are included in the Employee Policy Manual.

### **Policy Guidelines**

Definition – The Equal Employment Opportunity Commission's Guidelines on Discrimination Because of Sex define sexual harassment as follows (for the purpose of this policy definition, academic situations are incorporated):

- Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievances procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate grievance procedures for the person

accused.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment under the following conditions:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

#### Regulations

a. It shall be a violation of University policy, faculty, staff, and/or students to engage in sexual harassment.

b. It is a violation of University policy for anyone to seek, gain advancement, or improve academic standing or consideration in return for sexual favors.

c. Any allegation of sexual harassment that is made without good cause is a violation of University policy.

d. It is a violation of University policy for faculty, staff, and/or students to initiate any action as reprisal against a faculty or staff member or student for reporting sexual harassment.

e. Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate action is against University policy.

#### Procedures

a. Persons who have a complaint alleging sexual harassment should state their complaint through normal administrative channels. Individual administrators empowered to receive complaints shall include department heads, school deans/department chairs, or Vice Presidents of an operational unit.

b. This policy will be published in the Student Handbook, Faculty and Staff Handbook, and the Affirmative Action Compliance Plan.

c. This policy will be administered through Faculty/Staff Policy Manual, Affirmative Action Compliance Plan, and the grievance procedures for staff and students respectively.

## **615.0 EMERITUS STATUS**

The Emeritus title is granted to retirees upon recommendation of the School Dean, Department Director, and Vice President. The President has final approval. Such individuals should have served the University with distinction. The title carries with it full ceremonial and academic rights, as well as those professional privileges the administration deems fitting.

## **616.0 INTERNATIONAL TRAVEL POLICY**

### **1.01 Purpose**

This policy outlines Langston University's administrative requirements for all Langston students, faculty and staff traveling on official university business or with university-sponsored programs outside the U.S.

### **2.01 Definitions**

For the purpose of this policy:

- A. "International Travel" is defined as travel to any destination outside the 48 contiguous states.
- B. "University-Sponsored Programs" is defined as those educational programs abroad that are developed, negotiated, or managed by Langston University and involve International Travel as defined above. "University-Sponsored Programs" include student travel organized and/or accompanied by a faculty member, including travel to conferences, for field trips, or for research for one or more students.

### **3.01 Travel Authorization**

- A. The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges must be informed in advance of all official International Travel (Board of Regents Policy 2.15).
- B. For compliance and record keeping purposes, University-Sponsored Programs must be submitted through the Langston University Office of Risk Management to the Vice President for Academic Affairs for approval.

### **4.01 Program Planning**

Langston University travel and purchasing policies apply to University-Sponsored Programs and transportation arrangements for International Travel. Some University-Sponsored Programs require specific travel agents; however, no commitments on behalf of the University can be made without prior approval of the Langston University Purchasing Department.

### **5.01 Contractual Agreements**

Any contracts, agreements, block hotel reservations, group transportation arrangements, or group travel through a travel agent involving University-Sponsored Programs must be routed through Langston Purchasing. The President of Langston University is the only University official authorized to sign contractual agreements.

### **6.01 Restricted Travel**

Any International Travel or University-Sponsored Program to a country for which the US State Department has issued a Travel Warning must be approved by the Office of Risk Management. A list of such countries can be found on the State Department website, <http://travel.state.gov>.

Contact the Office of Risk Management if the proposed International Travel involves a country included on the State Department Travel Warning list.

### **7.01 Compliance with University Policies**

University policies remain applicable to faculty, staff, and students participating in International Travel or University-Sponsored Programs.

### **8.01 Orientation**

University faculty and staff responsible for planning and/or directing University-Sponsored Programs should provide at least one orientation for all program participants, including accompanying faculty. Program policies and procedures should be provided in writing and, if possible, in a face-to-face meeting, to all participants and to the parents or guardians of student participants who are under 18 years old. Information on recommended travel practices and sources for additional travel guidelines should be provided to each participant and should include reference to the current travel and health warnings for the countries to be visited.

After attending the orientation session, all participants, and when appropriate, their parent or legal guardian, should provide written acknowledgement that they attended the orientation session and/or received the written documentation. This documentation should be kept by the responsible department for two years after completion of travel.

A program itinerary, along with a list of the participants and the group leader(s), their contact and emergency addresses, passport number, and record of their insurance policy should be filed with the Office of Risk Management. A copy of the participant information should accompany the group on their trip.

### **9.01 Insurance**

#### **A. Health and Accident Insurance**

Any participant in International Travel is personally responsible for health and accident insurance coverage valid for each country to be visited. Langston faculty and staff who receive health insurance coverage through Langston University should verify the impact of International Travel on their insurance coverage and benefits.

- B. **Emergency Medical Evacuation and Repatriation of Remains**  
International Travel participants are required to obtain insurance that includes coverage for Emergency Medical Evacuation and Repatriation of Remains. Langston faculty and staff on official university International Travel may confirm coverage at no charge through a state policy by registering with the Langston University Office of Risk Management.
- C. **Employee Injury/Workers' Compensation**  
Faculty or staff employees who are injured in the course of their employment are covered under workers' compensation. Contact the Langston University Office of Human Resources for information and assistance.

### **10.01 Reporting Accidents**

Any situation that could lead to a liability claim against the University should be well documented, including a description of the incident, dates, location, persons involved, and the names and contact information of any witnesses. This information should be sent to the Langston University Office of Risk Management in a timely and appropriate manner.

## **APPENDIX**

### **Required Forms**

The following forms are required for participation in or management of International Travel or University-Sponsored Programs:

1. **Travel Request** – This form should be completed at least two weeks before departure and signed by the department head and others as required by your particular administrative division.
2. **Liability Waivers/Permission Forms** – All participants in study-abroad programs sponsored by Langston University are required to sign a liability waiver. Minors need parental permission to participate. If the standard approved Langston waiver and release from liability is not used, any other variation must be approved by the Office of Legal Counsel for the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.
3. **Medical Insurance** – Evidence of adequate medical coverage abroad, including Emergency Medical Evacuation and Repatriation of Remains is required for all international travel.
4. **Hazardous Travel Form** – This form should be completed and signed if travelers intend to travel to a destination that is under a US State Department Travel Warning.
5. **Student Sign-up List** – Faculty/staff leading a University-Sponsored Program should have an official list of participants, their contact and emergency addresses, passport numbers, and record of their insurance policies. This list should be filed with the Langston University Office of Risk Management.

## **617.0 LONG-TERM DISABILITY**

### **PURPOSE**

1.01 Langston University is committed to assisting employees when they suffer from a debilitating illness or injury by providing an opportunity for long-term disability (LTD) insurance coverage and related benefits.

1.02 This policy sets forth provisions for LTD and other benefits in coordination with Langston University Policies and Procedures and insurance contracts. In case of conflict or need for further clarification, the actual contract shall prevail.

### **SCOPE**

2.01 This policy applies to all Langston University campuses and any other locations where business of the University is conducted.

2.02 To be eligible for LTD and related benefits, an employee must be in a continuous regular position of at least 0.75 full time equivalent (FTE) with an assignment of six months or more and must be enrolled in the group LTD insurance program. Provisions of this policy do not cover temporary or student employees.

2.03 This policy applies to non-occupational illness and injuries. Work-related disabilities are handled through Workers' Compensation, and applicable Oklahoma law.

### **POLICY AND PROCEDURES**

3.01 LTD Insurance—Each faculty or staff who is appointed to a continuous regular appointment of at least 0.75 full time equivalent (FTE) for at least a six-month assignment will have the opportunity to enroll in the group LTD insurance program.

3.02 Elimination Period—The LTD insurance program requires six months from the onset of disability before LTD insurance benefits monthly payment commence. This first six months is called the "Elimination Period." No benefits are received from the LTD insurance program during this time. Langston University considers the last day worked as the beginning of the elimination period.

3.03 LTD Status—Once approved by the insurance vendor for LTD insurance benefits, the employee may be placed on LTD Status for a maximum of two years after which time the employee will separate employment or retire, if eligible.

3.04 LTD Insurance Claims—Employees are encouraged to file for LTD insurance benefits as soon as they become aware that absence from work because of a personal disabling condition may exceed six months. Failure to file promptly may cause a delay or loss of benefits.

3.05 Other Benefit Claims—Employees are also required to file for other income-related

benefits to which they may be entitled, such as Social Security, Oklahoma Teachers' Retirement, etc. These benefits, if received, are used as an offset in the determination of LTD benefits to be paid to the employee. Income received from all such sources must be reported to the LTD insurance vendor.

3.06 Failure to File or Respond Promptly—Neither pay nor health insurance and/or life insurance premiums are to be paid retrospectively. No back pay will be afforded an employee who fails to file for LTD insurance benefits prior to the exhaustion of leave. However, upon filing the claim, an employee may receive supplemental pay from the filing date to the end of the six month elimination period.

A. If an employee fails to file for LTD insurance benefits in sufficient time for reasonable approval by the insurance vendor prior to the end of the elimination period and delays result in premiums billed for health insurance and/or life insurance, these charges will be the responsibility of the employee.

B. However, if the claim is subsequently approved and the employee is eligible for health insurance coverage, such payments may be made by the University in the future if the employee maintained coverage eligibility. The employee would not be responsible for any unnecessary delays on the part of the insurance vendor.

3.07 Leave of Absence with Pay—Employees who enroll in the LTD insurance program and file for LTD insurance benefits and meet the continuing disability requirements may be placed on a six month Leave of Absence with Pay to cover the elimination period beginning the day following the last day of work. If, for any reason, the LTD insurance benefits begin prior to the end of the six-month Leave of Absence with Pay, Langston University pay will end with the beginning of LTD insurance benefits.

3.08 Pay During Leave of Absence with Pay— Employees will use accrued sick leave, compensatory leave, and/or annual leave during the elimination period in accordance with applicable leave policies. The regular base pay rate of the employee on the last day of work prior to the leave of absence with pay will determine the pay rate for the entire leave of absence. The regular base rate for faculty with less than a twelve month appointment will continue to be the monthly rate in effect on the last day of work prior to the leave. This amount is considered as the base pay for any pay calculations during the six-month leave regardless of the regular appointment schedule.

3.09 Disability Supplement Pay--After all accrued sick, compensatory and/or annual leave has been exhausted, an employee may be awarded disability supplement pay for the remainder of the elimination period.

A. Physician's Statement—To be eligible to apply for LTD and to qualify for disability supplement pay, the employee must file for LTD insurance benefits, and an appropriate physician's statement must indicate that the employee will be unable to work for more than six consecutive months.

- B. Disability Supplement Pay Amount—The amount of the disability supplement pay is determined by the level of LTD insurance coverage elected by the employee (i.e. 50%, 60%, 70%).
- C. Holidays—If a University holiday falls during a period when the employee is receiving a disability supplement pay, the supplement is paid according to the applicable percent of LTD insurance coverage elected by the employee.
- C. Leave Accrual—During the disability pay supplement, an employee does not accrue Leave. The department will adjust HRS records at the end of the six-month leave period to correct any inappropriate accruals.

3.10 Recovery During Elimination Period—An employee who is in the elimination period and who is released to return to work by the physician of record at any time prior to the completion of the elimination period must immediately notify his/her department of the release. The employee will return to work or make request for a personal leave of absence without pay. Any disability supplement pay received after the physician's release has been issued will be considered an overpayment and must be returned to Langston University. Failure to return to work without an approved leave of absence without pay will be considered abandonment of duties and will result in separation of employment.

3.11 Family Medical Leave—Family Medical Leave, when applicable will run concurrently during the elimination period.

3.12 Cessation of LTD Insurance Benefits—Individuals receiving LTD insurance benefits must inform University Human Resources if LTD insurance benefits cease so that an appropriate action can be taken—separation, termination of benefits, retirement, etc.

3.13 Successive LTD Leave—If a recovered employee suffers a recurrence of absence from assigned duty as a result of the same, or a new, illness or injury within three consecutive months after returning to work from disability leave, it will be considered a continuation of the same disability, and the unused balance, if any, of the original six-month leave of absence shall be granted.

3.14 New LTD Leave—If a recovered employee suffers a recurrence of absence from assigned duty as a result of the same or a new illness or injury three or more consecutive months after returning to work from disability leave, it will be considered a new disability, and an additional six-month leave with pay shall be awarded if needed to fulfill a new elimination period.

3.15 Excess Leave—If an employee has accumulated more than enough leave to cover the elimination period, the excess leave shall be handled as follows:

- A. Excess annual leave shall be paid to the employee in accordance with applicable University policies at the time the employee is placed on LTD Status.



B. Excess sick leave shall be held for the employee and may be used for verification of retirement, if applicable.

3.16 Approval of LTD Insurance Claim—Upon notification from the insurance vendor that the long-term disability insurance claim has been approved; Langston University will place the individual on LTD Status.

3.17 Pending Determination for LTD Insurance Claim at End of Elimination Period—If notification has not been received from the LTD insurance vendor by the end of the elimination period, the employee may request leave without pay until notice is received for a period not to exceed six months. If the employee has sick, compensatory or annual leave remaining, the employee may request use of such leave. However, if subsequently approved by the LTD insurance vendor retroactively, Langston University pay shall be used as an offset by the LTD insurance vendor on the initial benefit payment.

3.18 Termination of Employment—Once an employee applies for LTD insurance benefits, s/he will not be separated from Langston University employment solely because of inability to perform assigned duties. If, however, termination of employment occurs before the employee files for LTD insurance benefits, the termination shall stand, but in accordance with the LTD insurance contract, the termination may not preclude the employee from applying for LTD insurance benefits. Langston University paid health insurance and/or life insurance benefits that end with termination of employment will not be reinstated even if the employee subsequently is approved for LTD insurance benefits.

3.19 Workers' Compensation—Disability arising from work-related injuries and illness will be handled in accordance with Oklahoma laws regarding workers' compensation. Therefore, these disabilities are excluded by the LTD insurance vendor.

3.20 Insurance Benefits—Employees whose health insurance and life insurance premiums are being paid by Langston University at the onset of the elimination period will continue to have them paid by Langston University during the elimination period provided the employee remains eligible for such coverage.

A. If approved for LTD insurance benefits, the health insurance premium will continue to be paid by Langston University at a level not to exceed that paid for active employee-only coverage for a period not to exceed the first two years of total disability and provided the individual remains eligible. If employee portions of health, dental, or vision premiums are not paid by the individual, the individual's health insurance may be cancelled along with other insurance coverages that require individual contributions.

B. Langston University will not continue to pay life insurance premiums after the elimination period because the life insurance contract has a "waiver of premium" clause for which the individual may qualify.

3.21 Health Insurance Premium Limitation—Individuals on LTD status will receive an amount of health insurance premium contribution up to that paid for continuous regular employees with employee-only coverage for the first two years of disability. After the first two years of disability, the employee will be removed from University-paid benefits due to Medicare eligibility unless the employee was eligible for Langston University retirement at the end of the elimination period. If the employee was retirement eligible, the employee may choose to continue benefits as a Langston University retiree through Langston University.

3.22 Return to Work Provisions—An employee who applies for LTD insurance benefits and who is able to return to work at any time prior to the completion of the six months elimination period will be returned to his or her former position or one of equal status, subject to the availability of funds. This Return to Work Provision does not apply if the employee was hired with the understanding that employment would end because of a grant, contract, or if there was some other normal reason for ending employment such as layoff.

3.23 Separation or Retirement Status at End of Two-Year LTD status – Employees placed in LTD status will continue as inactive employees with a provision to continue Langston University health, dental and vision insurance coverage for a period of two years. At the end of this period, the employee will be separated from the University. This action will not impact continuation of benefits through the LTD insurance vendor. If the employee was retirement eligible at the onset of disability, the employee’s status will change from LTD status to Langston University Retiree with applicable benefits.

#### 4.01 Funding of Leave for Employees Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies

- A. Staff whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are eligible under the terms of this policy.
- B. Should staff be required to use any accrued leave and the grant or contract forbid to reimburse the University for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.
- C. Once the department has determined that a grant or contract will not reimburse the University for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.

5.01 Langston University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notice.