

Employee Handbook Updates – June 1, 2015

NON-HARASSMENT POLICY STATEMENT

DESIGNATION OF COORDINATORS: The University's Senior Legal Counsel and Legal Counsel are designated to coordinate compliance with this policy and to insure a timely and complete investigation and resolution of complaints arising hereunder.

- ~~A. The University's Senior Legal Counsel is appointed as the Title IX Coordinator, Title VII Coordinator, and as coordinator of Section 504 of the Rehabilitation Act of 1974 compliance.~~
- ~~B. The University's Legal Counsel is appointed as the Deputy Title IX Coordinator, Deputy Title VII Coordinator, and as Deputy Coordinator of Section 504 of the Rehabilitation Act of 1974 compliance.~~
- ~~C. The office address of the Senior Legal Counsel and Legal Counsel is Room 114 Lillard Administration Building, 100 N. University Drive, Edmond, OK 73034. The telephone number is (405) 974 3377. The fax number is (405) 974 3807. The email address for the Senior Legal Counsel is bmorelli@uco.edu. The email address for the Legal Counsel is ekerr@uco.edu.~~
- ~~D. The regular office hours are 8:00 a.m. — 5:00 p.m., Monday — Friday. Before or after office hours, on weekends, or during university holidays when offices are closed, persons wishing to report discrimination or harassment may contact the university Police Services office at (405) 974 2345.~~

INITIATING COMPLAINTS OF DISCRIMINATION AND/OR HARASSMENT, INCLUDING SEXUAL HARASSMENT: Any employee or applicant for employment may initiate a complaint by contacting either of the following:

Brad Morelli, Senior Legal Counsel
Room 114, Lillard Administration Building
100 N. University Drive
Edmond, OK 73034
Phone: (405) 974 3377
Fax: (405) 974 3807
Email: bmorelli@uco.edu

~~or~~

Elizabeth H. Kerr, Legal Counsel
Room 114, Lillard Administration Building
100 N. University Drive
Edmond, OK 73034
Phone: (405) 974 3377
Fax: (405) 974 3807
Email: ekerr@uco.edu

~~Students wishing to initiate a complaint against an employee should contact the Coordinator and/or Deputy Coordinator using the contact information listed above. Students may initiate a complaint of discrimination or harassment against another student by contacting the Office of Student Conduct.~~

~~Students may initiate a complaint of discrimination or harassment against a University employee, whether faculty or staff member, by contacting the Dean's office of the college where the harassment or discrimination is alleged to have occurred. The contact information for each college is as follows:~~

INITIATING COMPLAINTS OF DISCRIMINATION AND/OR HARASSMENT, INCLUDING SEXUAL HARASSMENT: Any employee (faculty, staff or student employee) or applicant for employment may initiate a complaint during normal office hours of 8:00 a.m.-5:00 p.m., Monday-Friday by contacting Employee Relations, the Head of Human Resources, or the Office of Legal Counsel as indicated below.

Carrie Irwin, Manager Employee Relations
Employee Relations, Offices of Human Resources
Room 317D, Nigh University Center
100 N University Drive
Edmond, OK 73034
Phone: (405) 974-2327 or (405) 974-2366
Fax: (405) 974-3827
cirwin3@uco.edu

Diane Feinberg, Assistant Vice President
Offices of Human Resources
Room 204, Lillard Administration Building
100 N. University Drive
Edmond, OK 73034
Phone: (405) 974-2366
Fax: (405) 974-3827
Email: dfeinberg@uco.edu

OR

Brad Morelli, Senior Legal Counsel
Office of Legal Counsel
Room 114, Lillard Administration Building
100 N. University Drive
Edmond, OK 73034
Phone: (405) 974-3377
Fax: (405) 974-3807
Email: bmorelli@uco.edu

Elizabeth H. Kerr, Legal Counsel
Office of Legal Counsel
Room 114, Lillard Administration Building
100 N. University Drive

Edmond, OK 73034
Phone: (405) 974-3377
Fax: (405) 974-3807
Email: ekerr@uco.edu

Adrienne Martinez, EEO/Title IX Coordinator
Office of Legal Counsel
Room 114, Lillard Administration Building
100 N University Drive
Edmond, OK 73034
Phone: (405) 974-3377
Fax: (405) 974-3807
Email: amartinez9@uco.edu

Students and employees may initiate a complaint of discrimination or harassment against another student by contacting the Office of Student Conduct, as indicated below, or the Office of Legal Counsel as indicated above.

Chris Snoddy, Director Student Conduct
Office of Student Conduct
Room 136, Nigh University Center
100 N University Drive
Edmond, OK 73034
Phone: (405) 974-5380
Fax: (405) 974-3930
Email: studentconduct@uco.edu

Students and employees may also initiate a complaint of discrimination or harassment against a University employee, whether faculty, staff, or student employee by contacting the Dean's office of the college where the harassment or discrimination is alleged to have occurred. The contact information for each college is as follows:

~~Employees, whether faculty or staff, wishing to initiate a complaint should contact the Coordinator and/or Deputy Coordinator. In addition, faculty or staff members may initiate a complaint of discrimination or harassment against a student by contacting the Office of Student Conduct.~~

~~In addition to the Coordinator and deputy Coordinator, employees, whether faculty or staff, may initiate a complaint of discrimination or harassment against an employee by contacting the Director of the Human Resources Department. Employees in academic units, both faculty and staff, may initiate a complaint of discrimination or harassment against an employee by contacting the Dean's office of the college where the discrimination or harassment is alleged to have occurred. The contact information for the Dean's offices can be found above. The contact information for the Director of the Human Resources Department is as follows:~~

~~Director of Human Resources Department
Room 204, Lillard Administration Building
100 N. University Drive
Edmond, OK 73034~~

Phone: (405) 974-2366
Fax: (405) 974-3827
Email: dfeinberg@uco.edu

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

U.S. Department of Justice — Americans with Disabilities Act



The University of Central Oklahoma is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the University's policy not to discriminate against any otherwise qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability. ~~Consistent with this policy of nondiscrimination, the University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the University aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the University.~~

~~Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor and Employee Relations and Development in the Offices of Human Resources. The University of Central Oklahoma encourages individuals with disabilities to request reasonable accommodation.~~

Procedure for Processing an ADA Accommodation Request

~~On receipt of an accommodation request, a representative from the Offices of Human Resources will meet with the employee and supervisor to discuss and identify the precise limitations resulting from the disability and the potential accommodation the University might make to help overcome those limitations.~~

Consistent with this policy of nondiscrimination, the University will engage in an interactive process to provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, upon specific notice of a disability or if the University becomes aware of an individual's disability, provided such accommodation does not constitute an undue hardship on the University. As part of the process, potential accommodations may be attempted on a trial or short-term basis.

An employee with a disability who believes he or she needs a reasonable accommodation or adaptation to perform the essential functions of their job is encouraged to contact their supervisor and Employee Relations in the Offices of Human Resources.

Procedure for Processing an ADA Accommodation Request

Upon notice of an accommodation request or need, a representative from the Offices of Human Resources will expeditiously meet with the employee and supervisor to discuss and identify the

precise limitations resulting from the disability and the potential accommodation the University might make to help overcome those limitations.

DRUG AND ALCOHOL USE AND TESTING POLICY

~~C. Post Accident Testing: If an employee or another person has sustained any injury while at work, or if the University's property has been damaged, including damage to equipment.~~

C. Post-Accident Testing: If an employee is involved in an accident while at work (with or without immediate personal injury) and has sustained an injury (at the time of the accident or if reported subsequently), has injured another person, and/or any property has been damaged, he/she will be required to complete drug and alcohol testing.

CONFLICT OF INTEREST AND BUSINESS ETHICS

Acceptance of Gifts

~~No employee may solicit or accept gifts of significant value (i.e., in excess of \$100.00) or lavish entertainment or other benefits from potential and actual customers, vendors, suppliers, or competitors. Special care must be taken to avoid even the impression of a conflict of interest. An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the University. Any questions regarding this should be addressed to Employee Relations and Development in the Offices of Human Resources.~~

No employee may solicit or accept gifts of significant value (i.e., in excess of \$50.00) or lavish entertainment or other benefits from potential and actual customers, vendors, suppliers, or competitors. Special care must be taken to avoid even the impression of a conflict of interest. The Oklahoma State Ethics Commission regularly monitors the acceptance of gifts from any vendor or individual who does business with a state entity. If any gift is received, it must be something that can be shared with other employees in the group or department. No state employee may accept any gift of an alcoholic beverage from any vendor doing business with UCO. In addition, state employees cannot accept meals from a vendor with a value in excess of \$20.00 per occasion and a maximum amount of \$50.00 per calendar year. Any gifts received that are not consistent with the definitions outlined in this document must be returned. An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the University. Any questions regarding this should be addressed to Employee Relations in the Offices of Human Resources.

ANTI-NEPOTISM IN THE EMPLOYMENT OF RELATIVES

~~Exception requests should be submitted in writing to Employee Relations and Development in the Offices of Human Resources.~~

Exceptions require RUSO Board approval. Exception requests for staff and student employees should be submitted in writing to Employee Relations in the Offices of Human Resources.

WORKPLACE RELATIONSHIPS

~~Consenting romantic or sexual relationships between employees, and especially between a supervisor/manager and an employee, may at some point lead to complications and significant difficulties for all concerned — the employee(s), supervisor/manager, co-workers, and UCO.~~

~~If a romantic or sexual relationship between employees occurs that violates the anti-nepotism policy, the involved employees must disclose the existence of the relationship to Employee Relations and Development in the Offices of Human Resources. If the relationship is between a supervisor/manager and an employee, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.~~

Consenting romantic or sexual relationships between employees, and especially between a supervisor/manager and an employee, may at some point lead to complications and significant difficulties for all concerned — the employee(s), supervisor/manager, co-workers, and UCO. For this reason, consenting romantic or sexual relationships between a supervisor/manager and a subordinate are expressly prohibited.

If a romantic or sexual relationship between employees occurs that violates the anti-nepotism policy, the involved employees must disclose the existence of the relationship to Employee Relations in the Offices of Human Resources.

BENEFIT OPTIONS

Voluntary Coverage

~~Voluntary coverage for cancer insurance, short term disability, long term care, accident insurance and additional voluntary life insurance are available for a cost to the employee.~~

Leave Share

~~The Leave Share Program is an annual program offered to sick leave eligible employees who have exhausted all annual leave and sick leave due to illness, injury, impairment, physical or~~

~~mental condition, which is of an extraordinary or severe nature and involves the employee, or eligible family member as defined under FLMA guidelines. The benefit provides up to two (2) months of full base pay, and up to an additional four (4) months of half pay.~~

~~Employees must be employed a minimum of twelve (12) consecutive months to be eligible for participation. To sign up and participate in the program for the upcoming year, participants must have a minimum sick leave balance of eighty-eight (88) hours and donate a minimum of eight (8) hours of sick leave in March.~~

The University funds and offers a Leave Share Program for employees who have exhausted all annual leave and sick leave due to illness, injury, impairment, physical or mental condition, which is of an extraordinary or severe nature that involves the employee or a related person of the employee.

Full-time active employees with 80 hours of sick leave accrued and at least one year of service will be enrolled in the Leave Share Program each year in the month of January. Those participating in the program must have on-going sick leave balance of at least (80) hours immediately prior to the hardship caused by a severe illness or injury. This will allow participation in the program for the calendar year should the need arise.

Employees must be employed a minimum of twelve (12) consecutive months to be able to participate in the program. Those wishing to participate, but have not been employed 12 months, will be enrolled in the month of their first anniversary if they have 80 hours of sick leave accrued.

INJURED ON THE JOB

~~The UCO Workers' Compensation program is intended to provide medical treatment, disability leave, and supplemental wages, as necessary, to eligible employees in the event that they experience a work-related injury or illness.~~

~~If an employee is injured in the scope of employment, regardless of how minor it may seem, the employee shall report the injury to his or her supervisor and to the Workers' Compensation Coordinator within 24 hours of the accident. The Workers' Compensation Coordinator will arrange any needed medical treatment, and will assist in completing required injury reporting paperwork.~~

The UCO Workers' Compensation program is intended to provide medical treatment, disability leave, and supplemental wages, as necessary, to eligible employees in the event that they experience a work-related injury or illness.

If an employee is injured in the scope of employment, regardless of how minor it may seem, the employee shall report the injury to his or her supervisor and to the Workers' Compensation Coordinator within 24 hours of the accident. The Workers' Compensation Coordinator will arrange for a drug screen in accordance with policy, any needed medical treatment, and will assist in completing required injury-reporting paperwork.

ALTERNATIVE TRANSPORTATION

CONNECT BY HERTZ

~~Connect by Hertz provides short term (hourly or daily) vehicle rentals to any UCO ID card holder that is at least 18 years of age. Vehicles are available on campus for quick and convenient access. Participants apply on line at [ConnectByHertz.com](https://connectbyhertz.com).~~