This is the Wellness Centers adapted Risk management program. This document will cover all of the policies, procedures, and training necessary to meet the high standard of the University of Central Oklahoma.
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Section One

General Information

The University of Central Oklahoma built a 57,342 square foot Wellness Center for its students, faculty, staff, and community. The facility opened in March of 2003. The facility includes office space, classrooms, locker rooms, aerobics room, weight/cardiovascular room, and gymnasium with 2 full-size basketball courts. In addition, the Mercy Clinic at UCO leases 2,000 sq. ft. to operate health services. UCO is located in Edmond, Oklahoma, and was established in 1891. UCO currently has more than 16,000 students from 101 different countries, 84-degree programs, over 400 full-time faculty, and 50 buildings.

Mission Statement

University of Central Oklahoma

The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves. (UCO website)

Wellness Center

The Wellness center exists to provide students, faculty, staff and community members with a premier facility that promotes health and wellness. The Wellness Center strives to link positive healthy lifestyles and intellectual growth, so that participants can reach their full potential.

Beliefs and Values

- UCO’s fundamental responsibility is excellent teaching, which involves instilling and fostering in students the joy of learning, the ability to think critically and a desire to achieve their creative potential.
- Our other major responsibilities include scholarly activities, research and service to students, to other individuals and to the larger community.
- A college degree should represent an education that enables its recipients to become good citizens and responsible, independent adults who embrace learning as a lifelong endeavor.
- Great universities must require and encourage a free flow of information, ideas and opinions in a community that fosters social justice, values diversity and demands the highest standards of ethical conduct, mutual respect and civility.
- UCO as an institution, and all its constituents, must be committed to continue processes of self-examination and self-improvement that encourage innovation, receptiveness and adaptation to change
- UCO must seek and maintain open and mutually beneficial relationships with its surrounding communities, and must also view itself and its graduates as part of an increasingly interdependent global society.
Goals
The purpose of the UCO Wellness Center is to:
- Enhance the overall purpose and mission of the University of Central Oklahoma.
- Enhance the student learning and living experience while here at UCO.
- To provide student, faculty, staff and community members the opportunity to enhance their health and wellness.
- To create an atmosphere of equality where everyone has the opportunity to facilitate their individual health and wellness.

Facility Layout
UCO Wellness Center is a 57,342 square foot state of the art facility. It includes:
- Gymnasium
- Lobby
- Classrooms/Offices
- Group Fitness Room
- Locker Rooms
- Fitness Area with 1/8 track
- Intramural Office
- Mercy Health at UCO

Maps
These are maps adapted from the original floor plans.
SECTION TWO

Risk Management Program

I. OBJECTIVE

The program focuses on minimizing the risk exposures within the wellness center that could:

- Cause injury or harm to patrons, students, visitors, and employees
- Jeopardize the safety and security of the environment
- Result in costly liability to the university through claims, lawsuits, or negative public relations

II. ORGANIZATION

The Risk Management Program is a component of the Wellness Center administration. The Assistant Vice President, Health & Sports, Director, University Health Services, and the Director, Sports & Recreation are responsible for the implementation and operation of the Risk Management Program.

III. PROGRAM COMPONENTS

1. Loss control prevention, which consists of identifying potential adverse events, potential medical claims, risk & safety assessments, occurrence reporting, and management of the Wellness Center administrative policy and procedure manual.
2. Facilitation of a root cause analysis.
3. Through health promotion professionals, the development of appropriate education programs, campus wide or department specific as needed. These programs will be recommended as a result of occurrence reporting, risk assessments, and the observation of adverse trending.
4. Wellness Center event and incident reporting in accordance with and support of campus quality improvement and safety procedures. Wellness Center adverse events and trending reporting will be submitted to the Management Action Committee (MAC).

IV. ADVERSE EVENTS or “Incidents”

An adverse event will be defined as any event or near-miss incident where a suspected deviation from a known standard of care or an internal/external policy may have occurred related to the operation of a wellness center. The following are common, but not limited to, reportable adverse events:

1. Injuries
2. Near-miss high risk occurrences
3. Patron complaint
4. Observation of unusual behavior or potential threat or harm to others
5. Known or suspected infections
Risk Management Process Steps

1. **Risk Identification**
   - Identify uncertainties and risks
   - Define risk parameters

2. **Risk Assessment**
   - Determine risk sources and categories
   - Determine consequences related to incident or likelihood of occurrence (if near miss high risk incident)
   - Determine hazards surrounding incident and likelihood of reoccurrence

3. **Risk Decisions & Controls**
   - Establish a risk or occurrence prevention strategy or plan to reduce consequences and/or likelihood of occurrence
   - Make operational decisions related to prevention of reoccurrence or injury
   - Establish ownership of process change and accountability for implementation and control
   - Implement changes or strategies (i.e. policy changes; education, etc.)

4. **Risk Documentation & Communication**
   - Each reportable incident is documented at time of incident utilizing the wellness center incident/accident report form.
   - The incident form is completed by person witnessing or in knowledge of the incident, the person’s supervisor, and the appropriate departmental assistant director.
   - The completed form is forwarded to appropriate wellness center director with documented follow-up recommended action plan.
   - All completed forms will be forwarded to Director, University Health Services (Wellness Center Risk Manager). All incidents will be reported in MAC.
   - Follow-up actions and implementation strategies are communicated throughout the wellness center departments.

5. **Risk Supervision, Tracking & Evaluation**
   - Each supervisor is responsible for oversight, tracking, and evaluation of implemented strategy or policy to ensure there is a reduction in potential injury or a reoccurrence of an adverse event.
   - Each supervisor will measure and document progress relative to the appropriate risk decisions made
#1 Risk Identification

#2 Risk Assessment

#3 Risk Decisions & Controls

#4 Risk Documentation & Communication

#5 Risk Supervision, Tracking, & Evaluation
MSDS Information

The health and safety of the UCO Wellness Center employees and clientele is the first and foremost priority at UCO. Because of this most of the chemicals and cleaning agents will be stored out of the Center and brought in with the nightly contract cleaning crew. For the few cleaning and general chemicals stored in the Center, all standard OSHA procedures will be followed. Needed MSDS forms will be obtained and maintained by the Safety and Environmental Management Service. If any chemical injury does occur, the employee is to follow standard injury procedure, outlined in the employee handbook. Once employed, employees will be made aware of the policy and procedures, correct handling of the available chemicals and where to locate necessary information.

*Refer to section 7 of the employee handbook (p. 45) Revised 7/1/00. Appendix A

Incident/Accident Policies and Procedures

The Wellness Center at the University of Central Oklahoma will follow all University standard policies and procedures for any incident (an occurrence or event that interrupts normal procedure or precipitates a crisis [American Heritage Dictionary, 1996]) or accidents (unexpected, undesirable event [American Heritage Dictionary, 1996]) in or surrounding the facility when brought to the employee’s attention. The report shall be filled out within 12 hours of the occurrence. The report must be filled out completely with objective unambiguous language and filed with the risk management director. The risk management director will take appropriate action as needed and maintain the file for a minimum of five years in a designated area.

All staff will be required to participate in the University staff orientation program. Part of the orientation will cover the procedure for incident/accident and all training needed to gain compliance with the employees. For a quick review of medical emergencies, refer to the back of the UCO phone book. (Refer to Appendix C)
Safety Plan

Safety & Health Policy:
UCO values a safe and healthy environment for students, staff, faculty and visitors, knowing that such an environment is necessary to carry out its mission of excellence in education. All UCO personnel will conduct themselves in a safe manner and be responsible for safety in their particular job. UCO personnel with supervisory responsibility will train their employees in all aspects of safety related to University duties.

Safety & Health Rules:
1. Employees shall comply with University and governmental standards/regulations.
2. Employees (faculty and staff) shall receive safety training annually as required.
3. Employees shall receive training on use of equipment and hazards on the job prior to unsupervised operation and work.
4. Employees shall practice good housekeeping at all times.
5. Employees shall operate equipment with all guards and safety devices (including personal protective equipment) in place and with the equipment in good operating condition.
6. Employees shall report unsafe conditions, injuries, or illness occurring at UCO immediately to a responsible supervisor.

Employee Participation and Training:
Employees (faculty and staff) are required to work according to the prescribed rules and policies of the University in order to protect themselves and others. All employees are required to have orientation for new employees, on-the-job training, specialized training for their particular job, and supplemental training to address hazards. Supplemental training includes training on the UCO Emergency Plan, Severe Weather Plan, Fire Evacuation, College/Departmental Plan, and other training such as motor vehicle accident prevention. Training is the responsibility of supervisory personnel, and employees are subject to disciplinary action for violation of Safety Rules or UCO Policies/Procedures.

Emergency Procedures:
UCO’s emergency procedures are provided in the UCO Emergency Plan, and other procedures are printed on the back of the UCO Faculty/Staff Phonebook and the Guide to Emergency Procedures red book found in multiple areas of the facility. For detail instructions refer to Section 7 of this document.
⇒ 911 may be dialed directly from any UCO telephone without obtaining an outside line.

Incident Reports, Hazard Observations & Safety Suggestions:
All reportable accidents (those that require first aid) are required to have a UCO Incident Report filed with the UCO Safety and Environmental Management Department (SAFEM) within 48 hours of the incident. An employee involved in an incident must file a Scope of Employment Form with SAFEM. These forms are available from the SAFEM office to refer to the next three pages. Supervisors shall review all incidents in their areas and try to prevent future occurrences. Supervisors are also responsible for inspections of work areas to make hazard observations and to correct known hazards. All UCO employees are required to report unsafe conditions and
failure to receive safety training to SAFEM. Unsafe conditions and safety suggestions can be reported directly to SAFEM by recording this information on the UCO Safety Line 974-3000.

The forms for incident reports and scope of employment are as followed. (Adapted from UCO)

University of Central Oklahoma

WELLNESS CENTER

INCIDENT REPORT FORM
(Includes Accidents and Injuries)

Today’s Date ____________________ Called DPS x2345 Yes _____ No _____
Employee taking report __________________________
Supervisor’s signature __________________________

Who was involved?
Name __________________________ Student ID # ______________
DOB ________________________________
Address __________________________ City/Zip_____________________
Contact Phone Number __________________________

What happened/cause? (Give a brief description of incident, injury or items (if reporting a theft)
If theft was involved, were items secured in a locker with a lock? Yes ___ No ___

When did it happen?
Date of Incident ________________ Time Frame of Incident ________________

Where did it happen? (exact location)

Describe the follow up actions that were taken by you:

If an injury or accident, describe the disposition of the person (leave by ambulance; taken to clinic; walked out the door, etc.)

Witness?
Name __________________________ Student ID # ____________
Address __________________________
City/Zip __________________________
Phone __________________________ Cell ______________________

For Police Related Incidents – Fax Copy of Information as soon as possible to: DPS x3872
For Student Conduct issues – Fax to x3817 For Accidents or Injuries - Fax to x5099
SECTION THREE
Administration: Personal Management

**Supervision Plan**

The purpose of the supervision plan is to ensure quality and reliable service for the UCO Wellness Center and its users. It will help clarify the general roles of the staff and the expectations for coverage. This coverage is for general usage of the facility; any special event or situation will have to be re-evaluated for correct coverage based upon how much of the facility is being used, who is using the facility, how they are using the facility, and the other information.

**Facility Operating Hours and Staffing Areas**

<table>
<thead>
<tr>
<th>Fall/Spring</th>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thurs 5:00 am–12:00 pm</td>
<td>Mon-Thurs 5:00 am–9:00 pm</td>
<td>Mon – Fri 5:00 am–8:00 pm</td>
</tr>
<tr>
<td>Friday 5:00 am–8:00 pm</td>
<td>Friday 5:00 am–8:00 pm</td>
<td>Sat 8:00 am–12:00 pm</td>
</tr>
<tr>
<td>Saturday 8:00 am–6:00 pm</td>
<td>Sat 8:00 am–12:00 pm</td>
<td>Sun CLOSED</td>
</tr>
<tr>
<td>Sunday 1:00 pm–8:00 pm</td>
<td>Sun CLOSED</td>
<td>Sun CLOSED</td>
</tr>
</tbody>
</table>

The gym and classrooms may be closed for different events during our operating hours; however, those times will be posted. The fitness floor is always open to members during our hours of operation.

**Holidays**

The UCO Wellness Center is closed on New Year’s Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. The building may also close for inclement weather. The Wellness Center will be open regular hours the day before a holiday. For winter intersession hours will be in effect December 15, 2014 thru January 12, 2015. UCO will be closed December 20th-2014-January 4th, 2015. Regular hours will resume Sunday, January 12th, 2015.

**Staffing Areas**

- **Gym**
  - The gym will have student court supervisors during fall/spring semesters. Their supervisor is the intramural coordinator.
- **Lobby**
  - Student staff will man the front desk during all hours of operation. They are supervised by the business administrator and the evening and weekend supervisor(s).
- **Intramural**
  - Kiosk is manned by student staff during hours set by intramural coordinator and are supervised by the intramural coordinator.
- **Fitness**
  - The fitness area is staffed by students during all hours of operation. They are supervised by the fitness coordinator and the evening and weekend supervisor(s).

**General areas**

The facility includes office space, classrooms, locker rooms, intramural area, group fitness room, weight/cardiovascular room, a gymnasium with 2 full-size basketball courts and bike rentals.
Programs may include but not limited to:

Group fitness classes, party rentals, intramural programs, open gymnasium, sport tournaments, spin classes, karate, yoga, indoor cycling and educational programs.
**SECTION FOUR**  
Memberships: General Information

**Membership Policies and Procedures**

Membership policies and procedures are established not to limit a member’s enjoyment, but to ensure maximum enjoyment under the safest conditions. Rules are subject to change upon need and will be posted at the front desk then will be placed into the policies and procedures manual.

**Acknowledgement:** Each person will be greeted as they enter the facility and show their ID for scanning at the front desk before proceeding into the facility.

**New Members:** Anyone interested in the facility may be given a guided tour of the facility by front desk student staff, or professional staff. If they want to sign up, the employee will follow the written policy and procedures for new memberships, based upon if they are a student, faculty/staff, or community member. (Refer to Section 5 – forms)

**Community/ Alumni Association Members:** All community members are issued a membership card; these should be scanned into the computer system each time the members uses the facility. Cards may be used to check out equipment such as basketballs. Once the equipment is returned the card will be returned to the member. If the card is lost, a new one can be issued for a fee.

**Classes or Special Events:** All members may take free group fitness classes or sign up for a special event or instructional course for a fee. The General Public may also attend free group fitness classes or sign up for a special event or instructional course for a fee. The first two weeks of the fall and spring semesters group fitness classes are free and the first week of summer session, the classes are free.

**Day Passes:** May be purchased for 10 dollars. A “Waiver of Liability” form must be signed and participant be 18 years or older.

**Special Events:** Are scheduled by professional staff and put on the calendar by professional staff assigned that duty.

**Check in:** Anyone entering the facility is required to check-in at the front desk. Members must present their membership card each time the facility is entered. Lost membership cards will be replaced for a fee. Members permitting non-members to falsely use their membership card will be subject to loss of membership.

**Locker Rooms:** Locks will not be provided and if a member brings one to use it must be removed daily. Locks left on overnight will be subject to removal. Items taken from lockers are not the responsibility of management.

**Guest:** Guests are welcome to the facility for a day pass. To receive a day pass the guest must be at least 18 years of age and have a picture ID and must be accompanied by a member. Day Passes are $10.00.
Children:  At this time no children are allowed within the facility (under the age of 18).

Classes, intramurals, and events:  Individuals who are using the facility for classes, intramural, or special events must have completed a waiver form, have a valid ID, and are limited to use of that area only. All facility rules apply.

Drugs, alcohol, and use of tobacco:  Any use of controlled substance, alcohol, and/or tobacco is prohibited inside the facility and on the grounds of the facility. (Refer to appendix B for University Drug-free policy and smoking policy.)
Policy: Membership Revocation

Purpose:
To establish a procedure of action in the event that a member fails to agree to abide by the conduct rules and regulations set forth in the membership agreement of the UCO Wellness Center.

Policy:
The Wellness Center reserves the right to terminate this membership at any time, and the client (student, UCO employee, or community member) may be required to leave immediately, if the Wellness Center determines that the continued participation of the member would pose a danger to life, health or the general well being of the Wellness Center community. Certain conditions may also be imposed on members who have violated policies of the University in addition to the revocation of membership. Conditions can include but not limited to those sanctions imposed by the UCO Student Conduct Officer or Department of Public Safety.

I. Facility supervisors have the authority to demand unruly members to leave the Wellness Center immediately if conduct warrants such action. Conduct infractions include, but are not limited to the following:

- Profanity
- Smoking or use of any type of tobacco
- Alcohol
- Inappropriate clothing
- Physical or verbal altercations
- Property damage

II. The facility supervisors will complete the risk documentation and communication in accordance with Wellness Center Risk Management Program. In addition, any time the supervisor asks a member to leave, he/she will then notify DPS.

- Each reportable incident is documented at time of the incident utilizing the Wellness Center Incident/Accident Report form.
- The incident form is completed by the person witnessing or in knowledge of the incident, the person’s supervisor, and the appropriate departmental assistant director – then forwarded to the appropriate director.
- The completed form is forwarded to appropriate Wellness Center director with documented follow-up recommended action plan.
- All completed forms will be forwarded to Director, University Health Services (Wellness Center Risk Manager). All incidents will be reported in MAC.
III. Decision to Revoke Membership

A. Student:
   1. The student will be notified by the appropriate Wellness Center supervisor that the membership has been revoked and any conditions related to reinstatement should there be probation.
   2. The UCO Student Conduct Officer will be notified of student’s disposition and follow-up actions recommended from the Wellness Center administration.
   3. The Student Conduct Officer will follow-up with appropriate sanctions to include a letter to the student. The Wellness Center will receive a copy for risk management files.
   4. Wellness Center members who have a guest removed may be reprimanded.

B. Community Member (this includes employee or visitor):
   1. The client will be notified by the Wellness Center administration that the membership has been revoked, prior to a certified letter.
   2. The community member will receive a certified letter from the Wellness Center business office stating membership has been revoked and explanation of any financial adjustments made related to membership fees paid.
   3. Copies of the letter will go to DPS, University Legal Services, and the Wellness Center risk management files.
   4. Wellness Center members who have a guest removed may be reprimanded.

Effective Date: 4/5/10
SECTION FIVE
Health Promotion, Education, & Programs

Health Role

Health Programs will be delivered to the campus based on priority needs established by Healthy Campus principles utilizing data and evidence based practices.

Health Educators will abide by the Code of Ethics set forth by the Society for Public Health Education (SOPHE) in the delivery of all health promotion programs. The ethics document can be referenced at http://www.sophe.org/content/ethics.asp. Health Educators should demonstrate skill in the seven core competencies as outlined by the National Commission for Health Education Credentialing. These competencies are as follows:

1) Assessing Individual and Community Needs for Health Education
2) Planning Effective Health Education Programs
3) Implementing Health Education Programs
4) Evaluating Effectiveness of Health Education Programs
5) Coordinating Provision of Health Education Services
6) Acting as a Resource Person in Health Education
7) Communicating Health and Health Education Needs, Concerns and Resources

Integrated Competencies

Core Competency 1: Assessment

1) Priorities for health education activities shall be guided by ongoing assessment of health needs and concerns of the student population. This assessment will include not only the health related indicators of concern, but also an assessment of social and cultural environments, perceived susceptibility and severity of health conditions, risk and protective factors, and readiness for programming.

2) The procurement of health-related data will be based on valid sources of information about health needs and interests. This includes the American College Health Association annual survey, vital records obtained from the Oklahoma State Department of Health, the Oklahoma Youth Risk Behavior Survey (YRBS), the Behavioral Risk Factor Surveillance System (BRFSS), hospital discharge data published by the Oklahoma State Department of Health.

3) Health educators must identify behavioral and environmental links across health status indicators to maximize efficiency and cost effectiveness of health education programming. While each focus area or indicator will have specific indications for programming, much will be shared across indicators in terms of environmental and behavioral antecedents that will lend themselves to coordinated effort. This will assist in both assessment and assurance of service, in addition to the facilitation of marketing efforts that are not overly compartmentalized at the expense of an easily recognizable, well marketed and readily disseminated program.
Core Competency 2: Planning

1) Actively involve the target population in the program planning phase, obtaining buy-in and commitment from them and seeking their ideas and opinions which will guide planning efforts based on feasibility and integration with theory and evidence based practices. Avoid blind dedication to “favorite” programs which may be popular but have little or no measurable impact.

2) Develop a logical sequence for program theory of action using logic models reinforced by performance measures that are measurable, time framed and backed up by data sources. Assure that measurements match stated program objectives and that program objectives impact the health risk behavior, environmental condition or health status indicator of interest. Program objectives should be sequential, with built-in checkpoints to assure completion of previous objectives before initiation those at a higher level. Use performance measures and logic models for ongoing program refinement which includes elimination of unproductive program components and development of new ones when needed.

3) Assure that programs address cultural competence and are attentive to the needs and learning styles of the UCO population which includes international students, non-traditional students and commuters who may spend limited amounts of time on campus.

4) Investigate the feasibility of incorporating new data collection processes when needed information is currently unavailable. Begin with expanding current data collection instruments or sources into areas of need before creating new instruments or initiating new data abstracting projects.

5) Establish baseline data, both in terms of the health status indicator of interest and the current knowledge, attitudes and behavioral intentions of the target populations.

6) Assure that all educational, infrastructure building, enabling and population-based services are integrated by theory and best practice. Utilize both individual health behavior theory (value / expectancy, reasoned action, health belief model) and transtheoretical (stages of change) or ecological models when identifying critical markers and levels of intervention.

Core Competency 3: Implementation

1) Align educational techniques and resources with stated program objectives and target populations. Address participant characteristics, available time and resources including various media and alternative programming techniques. Align these variables with program budgets, program fidelity constraints, personnel and local buy-in from key stakeholders.

2) When replicating an existing program, assure program fidelity by listing critical points of the program and maintaining an implementation checklist to identify and justify areas of deviation.

3) Closely monitor program implementation not only for fidelity purposes, but also for comparison of resource allocation to actual expenditure, alignment of program activities to stated objectives, relevance of program materials to the population of interest and secular changes that can confound program evaluation results.
Core Competency 4: Evaluation

1) Assure that all levels of evaluation (process, impact and outcome) are implemented. Process evaluation should accompany the beginning of all projects beginning with needs assessment. The logic model serves as the basis for evaluation and reporting should follow the sequence illustrated by the model.

2) Link program outcomes with overall strategic plan for student health using identified performance measures. Utilize trend analysis when assigning numerical values to performance measures when data sources have previously been in place. In the event of a new data source, use best judgment based on other reporting sources or other programs of similar scope.

3) Develop and maintain an inventory of data sources and integrate with other data collection activities when appropriate and feasible. Select the correct evaluation tool and procedure for the measure being sought and avoid using satisfaction measures or anecdotal information beyond process level evaluation. Do not generalize data if sufficient randomization and sample size do not support. Report all limitations with data reports and focus on what the data does not reveal in addition to what it does.

4) Obtain Institutional Review Board (IRB) approval for all human subjects research, which includes evaluation in which data is sought relative to protected health information. Involve Institutional Research (IR) when appropriate for use of demographic information and for reporting back evaluation results.

5) Incorporate Utilization-Focused Evaluation when reporting for non-research purposes. Assure that the intended users of evaluation results are engaged in the process and will receive information in a format and recommendation that will encourage its use in future programming.

6) Outline specific steps to be taken in regard to program content or delivery based on evaluation results. Illustrate specifically which evaluation points justify program alteration, expansion, discontinuation, etc. Keep process evaluation findings limited to program implementation issues, and outcome / impact evaluation limited to educational objectives and observable outcomes.

Core Competency 5: Service Coordination

1) Maintain a current inventory of health promotion programs on campus, including those administered by other Departments on campus. This inventory will serve to identify gaps in services and areas of possible duplication / lack of coordination.

2) Participate with Central Oklahoma Turning Point to represent UCO / Health Services and provide linkages with programs and providers outside the University Setting. Additionally, Health Promotion Office will collaborate with other university health providers across the state to exchange best practice models and expand current knowledge base of evidence based programming.

3) Actively serve as a member of the Area 6 American College Health Association and the Oklahoma Public Health Association to keep staff informed of new and emerging public health issues, best practices in preventive health services and to maintain partnerships with other health-related entities across the state and region.
Core Competency 6: Resource Provision

1) Maintain a database of online educational resources and direct patients and University Departments to the respective programs as needed.

2) Establish a marketing plan for health education activities and the integration of health education programming into current University programs, initiatives and departmental curricula.

3) Provide consultation to other University departments and community partners in interpreting health related data, conducting needs assessments, and in the implementation and evaluation of health education / health promotion initiatives.

Core Competency 7: Communication

1) Maintain a contact list of key individuals and departments necessary for the rapid dissemination of important health information, including information on any infectious disease outbreaks or emergency response.

2) Assure cultural competency in the delivery of health communication messages. Tailor messages to specific audiences when indicated. Utilize a range of strategies when addressing controversial health issues and acknowledge opposing viewpoints.

3) Foster communication between health care providers and consumers. Encourage patients to be active partners in their health care by illustrating how the health messages, clinical services and medications need to all be carried into the home environment yet still be effective in the face of personal habits. Recognize that these home environments and personal habits will play a very significant role in the adoption of health recommendations given in clinic.
SECTION SIX
Facility and Equipment

**Inspection Plans**

The Wellness Center at the University of Central Oklahoma will conduct site inspections and internal maintenance on a regular basis to ensure the safety, cleanliness, and ongoing care of the facility and equipment.

- The regular day to day cleaning will be conducted by the contracted service hired by the University and by student workers.
- The heavy maintenance or any major problems/repairs will be followed up by the Building Operations Manager.
- The facility staff will be responsible for daily routine inspections and cleaning. For any problems found, they will report it to the supervisor on duty and the supervisor will alert the Building Operations Manager.
- Emergency repairs or problems will be handled by contacting the Building Operations Manager who will call Facility Management directly followed by a work order. Contact Work Order at ext.2247 or ext. 5923 M-F 7:00 am – 6:00 pm or DPS at ext 2345 before/after office hours or weekend. Work orders are filled out and submitted on the FAMIS program after being approved by the Building Operations Manager.

**University Resources:**

In any emergency/disaster situation the University shall utilize any and all resources at its command in order to eliminate and alleviate the emergency/disaster condition as quickly as possible. Resources will include, but are not limited to UCO Emergency Equipment and Central Alert.  *(Refer to Appendix A)*.

**Resources from Other Agencies:**

The University, at the discretion of the command and control organization and through responsible managers, may choose to utilize resources (labor, equipment, or materials) from other agencies. Such use could involve renting a piece of heavy equipment from a rental company or borrowing a piece of equipment from another governmental agency. Equipment-use arrangements should be completed in advance when practical. UCO managers are responsible for these agreements in their areas. Agreements shall be coordinated through UCO Safety and Environmental Management.

**Inspections**

- Supervisors will do a visual walk through of the facility at the beginning of each of their shifts.
- The person on the floor in the workout area will visually inspect the equipment daily and clean the equipment at the end of each shift. They will follow proper handling protocol of chemicals.
- Once a week the Building Operations Manager will do a visual and hands on check of the exercise equipment. He/She will follow the facility inspection sheet and report anything needing repair. If a piece of equipment is broken or dangerous, it should be clearly marked and taken off of the floor if possible.
General Information
The Wellness Center will adhere to all University policies and procedures with regard to emergency situations. The following information will provide guidelines for the employees to follow. During the employee’s orientation they must be made aware of the emergency policies and procedures and where to locate the information when needed. (See Appendix D for complete UCO emergency procedures booklet and the red book in various areas of the building.)

All Personnel Awareness Training
All employees who work at the University of Central Oklahoma will receive awareness training relative to the UCO Emergency Plan and other plans applicable in their areas. Training will include:

- Learning how to recognize potentially disastrous situations
- Reporting observed emergency situations
- Attending periodic emergency changing
- Training some personnel as emergency first responders

In Case of an Emergency on Campus
Dial 911 for Fire or Police or Ambulance
Tell the 911 dispatcher the nature of the emergency and your specific location (Building, floor, office number, room number, etc.)
Do not hang up until instructed to do so!

Fire and Evacuation
FIRE ALARM - intermittent sound of buzzer alarm or continuous sonic whistle. This alarm will be used only when a serious fire is burning or possible explosion is imminent in one of the buildings occupied. Note: Fire evacuation charts are posted in all UCO buildings. Learn the nearest exit and exit routes from your location. Each semester the Wellness Center will conduct a fire drill exercise.

WHAT TO DO IN CASE OF A FIRE OR FIRE ALARM
- Stop what you are doing and, in an orderly fashion, immediately exit the building.
- Be adequately attired for outdoor conditions.
- Assemble in an area away from the building (at least 75 ft)
- Remain clear of the building, and do not re-enter until the Fire Department or University officials give the “all clear” signal.
- Do not interfere with fire fighters or University officials.

WHAT TO DO IF YOU DISCOVER A FIRE
- Sound vocal alarm
- Sound mechanical alarm
University of Central Oklahoma
Wellness Center
Risk Management
Program

- Report fire to emergency services. Dial 911 and UCO Department of Public Safety at ext. 2345
- Use fire extinguisher only if you are trained in fire extinguisher use.

Tornado or Weather Emergencies
1. In the event of potentially severe weather capable of generating tornadoes or other damage to the University, UCO Department of Public Safety (DPS), Facilities Management, and Safety & Environmental Management (SAFEM) will maintain weather watch. UCO Department of Public Safety will maintain coordination with the City of Edmond Emergency Management Center and will send out messages via the Central Alert System.

2. If the weather or other conditions require UCO personnel to take cover, designated “safe” areas will be used. These areas are identified on the back of the UCO Faculty/Staff Phonebook, red book at various locations in the building and signage in the building. Refer to the following tornado procedures.

3. Once shelter use is determined necessary, warning will be disseminated by every means possible to all UCO buildings and personnel through the Central Alert System. This warning will be the signal for all UCO faculty, staff, students, and guests to go to the nearest shelter until the all clear is given.

4. Faculty, staff and students will obey all directives and, in an orderly fashion, exit current areas and proceed at a normal pace to a shelter area.
   a. Faculty will inform their class where the shelter is and will lead the class to the shelter. Once in the shelter the faculty member will take roll and note any unaccounted for students. A list of students present and unaccounted for will be turned in to Academic Affairs, if needed.
   b. Supervisors will lead staff and employees to shelter areas. Once in the shelter, the supervisor or a designated employee will take a headcount and list personnel present and any unaccounted for. A list of unaccounted for will be turned in to DPS, if needed.
   c. Visitors, students not classes, and employees to shelter will check into the nearest shelter area and give name, department assigned to the employee, next scheduled class if student, or reason for being on the University campus if a visitor, to the most senior UCO supervisory person in the shelter.
   d. Changes to this basic plan may be directed by UCO from time to time. All employees are required to keep current on this plan and their nearest shelter.
5. The *all-clear* signal will be communicated by the UCO Department of Public Safety, the Central Alert System or by other means as are most effective. When this notification is given, personnel will be released from the shelters.

a. UCO personnel should report to their immediate supervisors to resume work or be assigned clean-up or other duties.

b. Students and visitors not attending classes will be free to conduct their business if the University remains open for business.

c. Faculty shall take their students back to the original classroom to resume class if there is time left for the class. Otherwise, students will be dismissed from the shelter to go to their other classes. In the event the University does not remain open, students will be directed to evacuate or go to their campus residence.

6. When the emergency is over, UCO will either resume business or commence clean up or a combination of both as determined by the situation and as directed by the President and/or Vice President of Administration and Finance.

**TORNADO and STORM PROTECTION**

**TORNADO AND STORM WARNING**- intermittent soundings of the city siren

*This signal is given only when a tornado is likely to strike immediately or within fifteen minutes.*

**WHAT TO DO IN CASE TORNADO/STORM WARNING HAS BEEN SOUNDED**

*Go immediately to the nearest shelter area. Shelter areas are located in:*

<table>
<thead>
<tr>
<th>Shelter Area</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art building (basement)</td>
<td>Howell Hall (first floor)</td>
</tr>
<tr>
<td><em>Chambers library</em></td>
<td>Murdbaugh Hall (basement)</td>
</tr>
<tr>
<td>Evans Hall (basement)</td>
<td>Music Building (first floor)</td>
</tr>
<tr>
<td>Old North Tower (basement)</td>
<td>Thacher Hall (basement)</td>
</tr>
<tr>
<td><em>Chambers library</em></td>
<td>University Center (lowest level)</td>
</tr>
</tbody>
</table>

*The bottom floors of buildings listed below are relatively safe.*

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>East Hall</td>
</tr>
<tr>
<td>Business Building</td>
<td>HPE Building</td>
</tr>
<tr>
<td>Mathematics Building</td>
<td>Communications Building</td>
</tr>
<tr>
<td>Human Environmental Sciences Building</td>
<td>Wellness Center</td>
</tr>
</tbody>
</table>

*Note: Chambers Library is the designated shelter area for personnel, students, and visitors in the Commons, Facilities Management, Print Shop, Industrial Technology Education, Wellness Center, and Hamilton Field House. Personnel should be moved when there is an immediate threat of possible tornado activity, as there may not be time to take cover once an actual tornado warning is given. Stay as far away as possible from outside glass, preferably on the north or east side near a structural support in the building away from glass, preferably on span, such as Hamilton Field House, University Center Ballroom, Central Cafeteria, Wantland Gymnasium, or Broncho Corral in HPERD, occupants should go to one of the shelter areas listed above or to a lower level area on the north or east side of the building away from glass.*
Medical Emergencies
MEDICAL EMERGENCY
- Notify UCO Department of Public Safety at ext. 2345
- Call 911 or have someone call
- If able and trained render immediately aid
- If an emergency or something happens within the Wellness Center, notify Mercy Health @
UCO in room 105, x 3115.
(Refer to incident/accident-section 6)

Crime
UCO POLICE and SECURITY SERVICES
To report a crime (such as a motor vehicle accident, theft, assault, etc.) or for security and
protective services provided by law enforcement personnel (such as “Safe Walk”), call UCO
DPS at ext. 2345

Power Outage
- In an event of a power outage, remain calm, secure all unnecessary areas and call
Facility Management to report the outage.
- Emergency lighting will come on to light all areas.
- Open all fire and exit doors to allow light and visible exits.
- Check on all clientele, especially the ones that were on electrical equipment
(treadmills).
- When electricity has been reconnected the supervisor will:
  * Notify Facility Management
  * Notify security
  * Check out all electrical equipment; prior to letting clientele use it
  * Check fire alarm system

Chemical Spills
The university will keep one employee either on the premises or on call (i.e., available to
respond to an emergency by reaching the facility within a short period of time) with the
responsibility for coordinating all emergency response measures specified in number four below.
This employee is the emergency coordinator for spill control purposes.

EMERGENCY COORDINATORS:
1st Name: Georgia Morgan-Pyron          Phone: 974-2407
    Title: Director Environmental Health/Safety
2nd Name: Norman Nieves                 Phone: 974-2219
    Title: Coordinator Emergency Management
3rd Name: Brent Miller                  Phone 974-2217
    Title: Supervisor Safety Operations
4th Name: Facilities Management         Phone: 974-2247

Other Emergency Contacts:
- UCO Police Services Emergency 974-2345
Any University locations that has chemicals on the premises that must be controlled; will post the following information next to telephones in the area of chemicals:

- Name and telephone number of the emergency coordinators, as listed above;
- Location of the fire extinguishers and spill control material, and, if present, fire alarm; and exits
- The number of the fire department, unless the facility has a direct alarm

The University must ensure that all employees, with a need to know, are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies.

The emergency coordinator or his designee must respond to any emergencies that arise.

The applicable responses are as follows:

- In the event of a fire, activate fire alarm, call Campus Police (Ext. 2345), and if trained and deemed save, attempt to extinguish it using a fire extinguisher;

- In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as practical, clean up the hazardous waste and any contaminated materials or soil;

In the event of a fire, explosion, or other release which could threaten human health outside the University, or when the University has knowledge that a spill has reached surface water, the University must immediately notify the National Response Center (800/424-8802). The report must include the following information:

- Name and address;
- Date, time and type of incident (e.g., spill or fire);
  i. Quantity and type of hazardous waste involved in the incident (gallons, pounds, etc.);
  ii. Extent of injuries, if any; and;
  iii. Estimated quantity and disposition of recovered materials, if any.
- Implement appropriate University In-House Emergency Procedures.

The University will review these procedures on an annual basis. *Revised 4-26-01, from UCO Emergency Procedure Book.*)
Gas Leaks and Pipeline Problems
Refer to Appendix D and E for complete procedures, any employee detecting any problem should contact the immediate supervisor and they shall in turn contact facility management.

Bomb Threats
Refer to Appendix D, evacuation procedures and call security immediately to start University procedures.

Blood borne Pathogens

Introduction
Blood or certain other body fluids may contain pathogenic agents, that is, microorganisms that cause disease. Among those pathogens that may be present are hepatitis B (HBV), hepatitis C (HCV) or human immunodeficiency virus (HIV), which the eyes, nose, mouth, or by needle stick or other sharps, there is the potential of infection with any possible pathogen that might be present. To minimize the risk of infection, information and training must be provided to those who will likely be exposed; hepatitis B vaccination is offered; protective measures in the work environment are instituted; and exposures are reported to ensure that proper medical evaluation and treatment can be provided. It is especially important that employees with exposure potential understand and follow the principle of “University Precautions” as required in the Occupational Safety and Health Administration standard. “Universal Precautions” is the infection control approach in which all blood and body fluids are treated as if they are infected and the necessary precautions are taken.

Scope and Application
Federal OSHA standards require a Blood borne Pathogens Program for employees with job responsibilities which “reasonably expose” them to blood and certain body fluids, unfixed human tissue or cell cultures. This program is intended to prevent infection with blood borne pathogens. Under University Policy, the Blood borne Pathogens Program applies to all individuals who may be exposed through University programs and activities.
At the University of Central Oklahoma, individuals with responsibilities for medical support and emergency response are examples of those who have exposure potential and are included in the program. Also included in the program are personnel involved in research activities involving human blood or tissues; however, “Good Samaritan” actions, such as an employee or student who provides assistance to another individual in the case of a nosebleed or other injury, are not covered in the Blood borne Pathogens Program.

Exposure Control Plan
Each department develops a written Exposure Control Plan indicating those job classifications and the tasks and procedures that involve potential exposure. The plan also includes an indication of the required engineering and work practice controls, personal protective equipment, housekeeping, labeling, and training functions that will be instituted.
Training

Training is provided each semester for professional and student staff. This training is good for one year.

- Information about blood borne diseases and their mode of transmission
- Explanation of the Exposure Control Plan and where it can be found
- Information on the engineering controls, labeling, practices and personal protective equipment to be used to prevent or reduce exposures.
- Information about the Hepatitis B vaccine
- Information about the actions to take during an emergency or exposure incident.

It is the responsibility of the supervisor to ensure that staff attend annual and any follow up training. The department maintains attendance records.

Vaccinations

Employees who are potentially exposed to blood borne pathogens are offered the hepatitis B vaccination at no cost to the individual. Although this vaccination is strongly recommended, an individual can choose not to accept it and sign a declination statement. The Mercy Health Clinic @ UCO, located on campus will administer the vaccination series and provide any necessary medical follow-up as a result of exposures.

Roles and Responsibilities

- Identify individuals at risk of exposure and notify Safety and Environmental Management.
- Develop a written departmental Exposure Control Plan as described above.
- Review the plan on an annual basis or as exposure conditions change.
- Ensure that employees attend the required annual training.
- Provide personal protective equipment and engineering controls to eliminate or reduce exposure.
- Maintain current written Exposure Control Plan and training records.

Supervisor

- Ensure that those exposed receive the required training.
- Ensure that those exposed have available and use the appropriate personal protective equipment and that “Universal Precautions” are as followed.

Safe and Environmental Management

- Provide assistance in meeting OSHA standard requirements.
- Investigate exposure incidents.
- Audits department program periodically.

Health Promotion

- Coordinates medical surveillance to include administration of hepatitis B vaccine and medical follow-up for exposures.
- Conduct initial and annual training.
Individual
- Attend the provided training and understand the risk associated with the job.
- Consider seriously the offer of hepatitis (what type of vaccine?) vaccination.
- Follow the appropriate practices and procedures established for the work environment to limit or prevent exposures, and adopt the principle of “Universal Precautions.”
- Report any exposures to supervisory personnel and undertake the necessary medical review and treatment.

Command and Control
Command and control of emergency situations at the University of Central Oklahoma shall be totally vested in the office of the President. The office of the President, his/her Vice Presidents, Assistant Vice Presidents, Directors, and others constituting the President’s main staff shall all be considered members of the President’s command and control team. Refer to the Table 1 and Table 2 (which follow this section) to see the layout of command and control. The command and control organization is responsible for making critical decisions relative to disaster operations such as:
- Coordinating with BOROC and State Regents for Higher Education, and the Governor’s Office
- Requesting assistance from the state, and coordinating for on-scene personnel
- Contacting outside agencies that may be needed for police, fire, utility service, medical assistance
- Providing resources to on-scene personnel for remediation of the emergency situation
- Keeping records relating to media
Command and Control Organization

**PRESIDENT**

- On Scene Manager (Designed by President)
- Director UCO Public Safety
- President’s Office & Staff Support

**Vice Presidents**

- Vice President Student Services
- Vice President Academic Affairs
- Vice President Administration & Finance
- Vice President External Affairs

**Directors**

- Directors (as necessary)
- College Deans & Other Directors (as necessary)
- Director Auxiliary Enterprises
- Director Facilities Management
- Director Safety & Envir. Management

**Assistant to the President/Chief Technology Officer**

**Liaison with outside agencies:**
City of Edmond, State of Oklahoma, Federal Authorities, State Regents, Consultants and Contractors (as necessary)
## EMERGENCY PLAN

### TABLE 2

**Command Operations**

Organizational Responsibilities by Position

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Chief Executive Officer with overall responsibility for the University. Major decisions relative to emergency/disaster operations rest with his office.</td>
</tr>
<tr>
<td>Vice-President of Administration and Finance</td>
<td>Support the President and University operations with aid and assistance from the outside/donated sources. At direction of President act as liaison with community agencies and groups who may be helpful to the University in recovering from the emergency/disaster condition. Lend other expertise that may be useful to the President or University. Supervise recovery operations.</td>
</tr>
<tr>
<td>Vice-President of Academic Affairs</td>
<td>Support the President and University operations by directing the support that can be contributed by the Deans of the various colleges. Provide assistance in ensuring that academic faculty and staff are accounted for and kept safe from emergency conditions.</td>
</tr>
<tr>
<td>Vice-President of Student Services</td>
<td>At direction of President act as liaison with community agencies who groups who may e helpful to University Student Services in recovering from the emergency/disaster condition. Support the President and University operations by directing the accountability for students. Help the President find safe areas for students; assist in notification of next-of-kin, if necessary, and coordinate services needed to adequately protect students.</td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>At the direction of the Vice President of Student Services make whatever arrangements are necessary to accommodate students housed on the University. Provide assistance in preserving the safety of resident students and residential areas of the campus and assist in placement of students off campus if necessary.</td>
</tr>
<tr>
<td>On-Scene Manager</td>
<td>Support the President and University operations by conducting the abatement of the emergency/disaster situation utilizing all resources granted and made available by University Management.</td>
</tr>
<tr>
<td>UCO Director, Department of Public Safety</td>
<td>Provide security support for the President and University operations as needed, utilizing all full time, part time and student help. Coordinate with outside security and emergency agencies as needed to help the University recovers from the emergency/disaster situation. Help protect against further losses.</td>
</tr>
<tr>
<td>President’s Staff</td>
<td>Provide the President the clerical and administrative support necessary to conduct management of the emergency/disaster situation, including answering telephones, taking and relaying messages, keeping records, providing food and refreshments, maintaining files and data as needed, and coordinating within and without the Command and Control Organization as directed by the President.</td>
</tr>
<tr>
<td>Director of University Relations</td>
<td>Establish media contact for the President and University. Direct the efforts of UCO resources (Photo Services &amp; Oklahoma News Central) in providing information to the Press and in recording the events for the University in written and usual form.</td>
</tr>
<tr>
<td>Director of Photo Services</td>
<td>Provide photographic record and photos for news releases on a quick turnaround basis for photo coverage of event. Photos to be released on approval and direction of President/Director of University relations.</td>
</tr>
<tr>
<td>Academic Broadcasting</td>
<td>Provide ratio and television coverage of emergency and work with Director of University Relations and President to establish what is released and made</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Assistant to the President/Chief Technology Officer</td>
<td>At the direction of the President establish telephone/land line service points directed in support of UCO emergency operations. Keep landline communications functioning. Provide computer support as directed.</td>
</tr>
<tr>
<td>Director of Auxiliary Enterprises</td>
<td>Support the President and Vice Presidents in their efforts to eliminate the emergency by providing food service, making space and facilities available, and providing personnel and equipment as directed.</td>
</tr>
<tr>
<td>College Deans and other Directors (as necessary)</td>
<td>Any Dean or Director deemed necessary by the President and Command Center management team shall provide whatever support directed, to help eliminate the emergency.</td>
</tr>
<tr>
<td>Director of Facilities Management</td>
<td>When not on scene, shall serve as a consultant to the President and Command Center management team shall provide whatever support directed, to help eliminate the emergency.</td>
</tr>
<tr>
<td>Director of Safety and Environmental Management</td>
<td>When not on scene, shall serve as a consultant to the President and the Vice President of Administration and Finance relative to emergency operations.</td>
</tr>
<tr>
<td>Liaison with outside agencies</td>
<td>Assign as needed to appropriate staff by President and this plan.</td>
</tr>
</tbody>
</table>

**On Scene**

On-scene management of the emergency will rest and reside with a knowledgeable and experienced senior University official qualified to conduct operations. This responsibility will normally fall on individuals in one of several positions. These positions include, but are not limited to: the Director of Facilities Management, the Director of Safety and Environmental Management, the Associate Director of Facilities Management, Director of Department of Public Safety, the Director of Auxiliary Enterprises, and any affected Dean or Director level position. On-scene decisions may be collaborative efforts among all positions previously listed in this paragraph; however, for the sake of coordinated management and for the expeditious recovery of the University from the particular emergency or disaster, on-scene decisions are vested in the one person designated by the President. Such designated person shall have independent authority to make decisions at the scene as needed to protect life and property.

*(Adapted from UCO Emergency Plan)*


**SECTION EIGHT**

**Forms**

**General Information**

The following forms are needed for membership. When a new member joins the Wellness Center, they will not be allowed to participate until they have signed and dated the membership application contract (which includes informed consent and waiver), completed the Par-Q form and returned the physician release activity form (if needed).
# Membership Form

**University of Central Oklahoma**  
**Wellness Center**  
**Risk Management Program**

## Applicant Information

<table>
<thead>
<tr>
<th>Applicants Name:</th>
<th>UCO Banner ID: *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>SSN:</td>
</tr>
<tr>
<td>Phone Numbers:</td>
<td>Cell: ( ) -</td>
</tr>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
<td>Zip:</td>
</tr>
</tbody>
</table>

If you do not already have a campus parking permit, you must purchase a Wellness Center permit for $25. Valid from July 1-June 30.

## Emergency Contact Information

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Relationship to Applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td>UCO Banner ID: (if applicable) *</td>
</tr>
</tbody>
</table>

## Payments

<table>
<thead>
<tr>
<th>Payments</th>
<th>Individual Membership</th>
<th>Parking</th>
<th>Per Month</th>
<th>6 months</th>
<th>1 year</th>
<th>Family Membership</th>
<th>Individual Membership</th>
<th>Parking</th>
<th>Per Month</th>
<th>6 months</th>
<th>1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCO Employee</td>
<td>NO COST</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Senior Citizen (65+)</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rates</th>
<th>Joining Fee</th>
<th>Parking</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>$25</td>
<td>$25</td>
<td>$100 (May 15 - Aug 15 only)</td>
</tr>
<tr>
<td>10 Visit Punch Card</td>
<td>$50</td>
<td>$25</td>
<td>$30 (Ten Visits)</td>
</tr>
</tbody>
</table>

## Authorization

**Contract Acknowledgment**  
I understand this is an Annual Membership. If I have purchased a membership and have arranged to pay monthly, by signing this agreement, I will be liable for the full amount of the membership. Payments are due by the 5th of each month; the billing/membership cycle begins on the 1st and ends the last day of each month; accounts are not credited for months when the University is closed for holidays, etc. Upon signing, I agree to the terms of this application.

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Sponsor:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print Sponsor Name:</th>
<th>UCO Banner ID: *</th>
</tr>
</thead>
</table>

**FACULTY / STAFF PAYROLL DEDUCTION ONLY**  
I hereby authorize UCO to deduct Wellness Center dues on a monthly basis through payroll deduction. Cancellation of membership dues deduction must be requested by completing the “Add/Drop Form” in the Payroll Office no later than the 5th of the month and will be processed for the next available pay period.

<table>
<thead>
<tr>
<th>Signature of Full-time FACULTY/STAFF Applicant</th>
</tr>
</thead>
</table>

|----------|-----------------------------------------------------------------------------------------|

## For Office Use Only

<table>
<thead>
<tr>
<th>Date received:</th>
<th>Cash:</th>
<th>Temporary card expiration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt #:</td>
<td>Credit Card:</td>
<td>ID ordered:</td>
</tr>
<tr>
<td>Amount due:</td>
<td>Check:</td>
<td>Initiated by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised 06/03/11</td>
</tr>
</tbody>
</table>

**Disclaimer:** Fees are subject to change without notice. It is recommended that you see a physician before beginning any exercise or nutrition program.
WAIVER OF LIABILITY, RELEASE AND ASSUMPTION OF RISK, AUTHORIZATION, AND CONDUCT AGREEMENT

I hereby authorize the UCO Wellness Center to take and use photographs and video recordings. I understand that their use may be used internally by UCO; used for commercial reproduction, advertising, news, marketing, and promotional materials for UCO; and streaming in digital format on the Internet.

In consideration of permission to use the facilities and equipment and avail myself of staff and services at the University of Central Oklahoma Wellness Center (the “Center”) I hereby: (i) release, discharge and covenant not to sue the Board of Regents of Oklahoma Colleges, the University of Central Oklahoma (UCO), and their regents, officers, employees and agents from any and all claims and liabilities for personal injury, accidents or illness (including death), and property loss resulting from or arising out of any activities or observation or use of any equipment, facilities or premises at or adjacent to the Center; (ii) assume all risks, inherent or otherwise, relating to the use of any equipment, facilities or premises and participation in or observation of in any activities whether or not they are organized or scheduled activities, recognizing that such use, observation or participation may involve risks ranging from minor injuries, accidents or illness to major injuries, either physical or psychological, to catastrophic injuries resulting in death; (iii) acknowledge that UCO does not require a medical exam or certification of physical ability as a condition to the use of the facility or any program or activity at the Center, and that I am responsible for all decisions relating to the use of the facility; (iv) acknowledge that it is my responsibility to consult my personal physician before using the facility and periodically thereafter; (v) represent that I do not have any physical, psychological or other condition or limitation that might make my use of the Center or any program or activity at the Center potentially dangerous or harmful to me or others.

I further expressly agree that this Waiver of Liability, Release and Assumption of Risk is intended to be as broad and inclusive as is permitted by the laws of the State of Oklahoma, and that if any portion of it is held invalid, that the balance shall, notwithstanding, continue in full legal force and effect.

I have read this Waiver of Liability, Release and Assumption of Risk, and Conduct Agreement and fully understand its terms, and understand that I am giving up substantial rights, including the right to sue. I acknowledge that I am signing this document freely and voluntarily, and intend by my signature to be and grant a complete and unconditional release of all liability to the greatest extent allowed by law. I further acknowledge and agree to abide by the rules and regulations of the Wellness Center.

Signature of Applicant: ___________________________ UCO Banner ID: ___________________________

Print Sponsor Name: ___________________________ Date: ___________________________

HOW DID YOU HEAR ABOUT THE WELLNESS CENTER? (Check all that apply)

☐ Word of Mouth
☐ Website
☐ UConnect/Centarlities
☐ Student Orientation
☐ Vista Article
☐ E-mail
☐ Class Tour
☐ Other:
☐ Vista/Newspaper Ad
☐ Local Newspaper
☐ Professor
☐ Promotional Booth
☐ Brochure
☐ Stampede Week
Faculty & Staff Hiring Policies

When hiring for the UCO Wellness Center, supervisors will adhere to all UCO policies and procedures. The following information will cover the guidelines for hiring, discipline and termination procedures but for complete information refers to UCO Professional, Staff and Student Employment Guide and the Employee Policy Handbook; both are found in the Employment Services Department. (The information below has been adapted from the UCO Employee Handbook).

Equal Opportunity Policy and Affirmative Action Compliance Statement

The President and employees of the University of Central Oklahoma reaffirm the policy as set forth in the previous statements of compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Civil Rights Act of 1991, that no discrimination on the grounds of race, color, religion, gender, age, national origin, physical challenge, visual or hearing impairment, disability, or status as a veteran will exist in any area of the University.

This policy statement further reaffirms commitment of continuing and expanding positive programs which will assure the strengthening of this policy not only to the legal requirements of compliance, but also to further employment opportunities and promotions for all ages, cultural/ethnic groups, veterans, physically challenged, visually or hearing impaired individuals, and genders. The President of the University of Central Oklahoma assures that this commitment will embrace the developing and maintaining of our Affirmative Action Compliance Program which will involve necessary additional efforts with respect to the recruitment, selection, placement, termination, training, and promotion of all employees and with respect to personnel action such as compensation, benefits, transfers, layoffs, return from layoffs, education, tuition assistance, recreation programs, and other appropriate programs.

The University of Central Oklahoma explicitly prohibits acts of discrimination that violate individual civil rights or conduct that is founded in prejudice or hate violence. Discrimination/hate violence is unlawful and will subject those who engage in it to University discipline to include discharge, as well as civil and criminal penalties.

No institutional policies are in effect at the University of Central Oklahoma that deviates, in wording or intent, from the above-stated administrative policy.

It is the intent of the University that printing of all appropriate publications for public distribution will include the following equal opportunity statement:

In compliance with Title VI and VII of The Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of The Rehabilitation Act of 1973, the American With Disabilities Act of 1990, the Family Medical Leave Act of 1993, the Civil Rights Act of 1991, and other federal laws and regulations, the University of Central Oklahoma does not discriminate on the basis or race, color, national origin, sex, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational services. (From UCO Employee Handbook)
Establishing a Position

The Director of Employment Services is responsible for proper classification of each staff position at the University. If you are requesting a new position, assistance is available through Employment Services in determining the appropriate classification due to changes in requirements; this should also be accomplished prior to advertising and hiring.

A request for classification of a new position or reclassification of an existing position is initiated by selecting the appropriate box on the “Request for Support Staff/Professional Position” (RSP) form and submitting the form to the Employment Services. (Refer to Appendix F, Form 1) The Employment Services Analyst reviews the information and determines an appropriate classification and range of pay.

Listing the Job

All vacancies must be processed through Employment Services. This can be accomplished by completing a “Request for Support Staff/Professional Position” (RSP) forms. This form should be submitted to the appropriate persons for signature and then submitted to Employment Services. A complete job description must be submitted with the RSP form. Examples of position announcements are provided. (See Forms I and 2a-2b) Forms may be obtained through Employment Services or a tour web site www.uco.edu. Positions may be listed internally and/or externally.

Internal Posting of Positions (Departmental or Campus-wide)

• Positions may be posted internally if there is evidence of sufficient interest.
• Positions may be posted internally if the position would be a promotion in “position or prestige” and there are qualified internal applicants.
• Positions may be posted internally if the hiring supervisor is interested in an internal applicant for the position, etc.
• Internal departmental listings must be posted for a minimum of three working days.
• Internal campus-wide listings must be posted for a minimum of five working days.
• If the internal listing results in insufficient applicant response, the position will then be advertised outside the University Campus.

External Posting of Positions

• If a department requests that a position be posted externally, it is automatically listed internally.
• The position will be advertised in various publications
• External listings will generally be posted for a minimum of ten working days.

Exceptions to Posting Rule

If a position is a potential promotion, an exception may be made to the posting rule.
• The department supervisor may submit a listing of all qualified employees in the department and state the reason(s) why the individual(s) were not selected for the promotion.
• If an employee is needed for six months or less, no listing is required. This is considered a temporary position that can be filled through the current available pool, state employment office referral, personal referral, etc.
• Temporary positions must be processed through Employment Services before any interviews or job offers are made.
• Temporary employees may not receive direct appointment into regular full-time positions unless prior approval is received from appropriate person(s). These positions should be internally advertised. (Please refer to rules for internal postings.)

Advertising
Employment Services is responsible for advertising staff positions. Since the advertising budget is limited, most advertising is placed in-group ads in the Oklahoma City metro area newspapers.

• Employment Services automatically advertises non-clerical job openings in the Black Chronicle, Daily Oklahoman, Edmond Evening Sun, and El National unless other instructions are received from the department.
• The Employment Services staff will prepare and place the ad for the hiring department.
• Hiring supervisors may request additional advertising in newspapers other than those listed above, professional publications, or request more detailed copy in the Oklahoma City metro area papers at the department’s cost. Requests for special advertising or questions concerning advertising should be addressed to Employment Services.
• Vacancies are publicized through the JOBLINE, which is a recording of current job openings. This listing can be obtained by calling (405) 974-3089 24 hours a day and 7 days a week.
• Vacancies are also publicized at the University web site www.uco.edu
• A “Job Order” is placed with the Oklahoma Employment Security Commission for each external opening.
• A copy of each external job announcement is mailed to over 30 outside agencies.
• Professional job announcements are also mailed to the regional higher educational institutions.
• Word-of-mouth or other informal advertising should include contacting Employment Services for applicant instructions. Applicants should not be referred prior to official announcement of the vacancy.
• All positions will now be advertised as “Open until Filled” with preference given to application materials received two weeks from the posting date.

Interviewing Applicants
If recruitment has been successful, screening will result in a pool of applicants you will want to interview. The interview is an opportunity for an information exchange between the candidate and the hiring official. This is an opportunity both for the official to determine if the person can do the job and for the candidate to decide if the job will meet his/her needs and expectations. There is no number of applicants you must interview; however, Employment Services recommends interviewing at least two or three before a hiring decision is made.

The interviewer should have a good working knowledge of the position. This can be gained by reviewing the posted position announcement or job description.

It is also important for interviewers to be well prepared and informed about Equal Employment Opportunity Commission guidelines and the Americans with Disabilities Act.
concerning lawful and unlawful inquiries. *(See Forms 5 and 6)* In general, questions should be job related and not of a personal nature. To the extent possible, questions should be uniformly and consistently applied, i.e. asked of all applicants in the same manner.

The following tips may contribute to the success of your interviewer:

- Before the interview, review selection criteria and formulate questions addressing skill, knowledge, abilities, physical requirements, and behaviors necessary to do the job. Study the applicant’s resume or application and note areas to explore.
- During the interview, be relaxed but businesslike. Put the applicant at ease and maintain an attitude of openness and receptivity.
- Take time to get to know the candidate. Try not to let early impressions affect your overall assessments.
- Ask job-related questions pertaining to experience, education, and training; skills and abilities; employment likes and dislikes; reasons for leaving prior jobs; and the reason this job is of interest.
- Obtain information by keeping the applicant talking. Ask open-ended questions and respond in neutral terms to the candidate’s statements, e.g. “I see”, “Why is that?” “Is that right?”
- Keep the opening constantly in mind and relate what is said to the position. What part of the candidate’s background and previous experience is relevant to your position?
- Discipline yourself to be an observer and listener. Listen patiently and be alert to contradictions and inconsistencies. Watch for silent clues such as what the interviewee emphasized reaction under stress, and ability to organize and express thoughts.
- Describe duties of the position toward the end of the interview and encourage the candidate to ask questions about the position and the organization. Provide accurate information so the candidate can assess whether the job is right for him/her.
- Close the interview by letting the candidate know when you expect to make a hiring decision and how you plan to let him/her know. End the interview briefly and as courteously as possible.
- Spend a few minutes after the interview thinking over everything that was said. Make notes of major points and document job-related reasons for decisions not to hire. These notes will be very important if your hiring decision is ever questioned.

**Typical Interview Questions**

- Tell me why you are interested in working for UCO.
- What aspect of this position made you want to apply?
- What job experience have you had as a (position)?
- Tell me in which software programs you are proficient.
- What do you consider to be your major strengths? Your major weaknesses?
- What duties did you enjoy most in your last job?
- What did you like least about your last job?
- If you had the “perfect” job, what would it be like?
- What type of work environment do you prefer?
- What type of management style do you prefer?
University of Central Oklahoma
Wellness Center

- Do you prefer to work independently or under close supervision? What do you view as your greatest achievement in an employment setting?
- This position requires (specify any physical requirements). Would you be able to perform this/these duty/duties with or without reasonable accommodations?
- What are your short-term and long-term goals/objectives?
- Do you have any questions to ask regarding this position or the University?
- Dependability is critical for this position. How would you describe a dependable person?
- What characteristics do you possess that make you the right person for this position?
- Have you had an opportunity to review the position announcement? Based on what you have read, what do you think this position will be like?

Selection Process
- When the screening process is completed, an interviewing packet is prepared for the hiring supervisor to conduct interviews. This packet consists of a procedural memorandum, copies of applicant materials, interviewing forms and a selection log.
- The hiring supervisor or his/her designee is responsible for contacting and interviewing all applicants referred by Employment Services.
- Factors considered in making a selection must be job-related and non-discriminatory. Examples of discriminatory factors would be race, creed, color, national origin, sex, age, religion, disability or status as a veteran, unless age or sex represents a bona fide occupational qualification. Examples of job-related criteria would be necessary experience, education, skills, abilities, and knowledge.
- Given two equally qualified applicants, the University’s Affirmative Action Plan requires that the position be offered to the affirmative action candidate.
- The completed interview forms, applicant selection log, and applicant selection log to Employment Services as soon as the interviewing process is completed.
- The salary recommendation must be the advertised entry rate for the classification unless the Director of Employment Services has approved an exception.
- Upon receipt of the proposed and approved selection decision documented on the applicant selection log, Employment Services will conduct OSBI and reference checks.

Job Offer/Decision to Hire
- Once all steps have been completed and the selection has been approved, a job offer will be made to the applicant and the hiring supervisor will be contacted by Employment Services to confirm the start date of the applicant.
- The Employment Services staff will make the initial job offer because of legal considerations.
- For any exceptions to this practice, please contact the Director of Employment Services prior to contacting the applicant.
- The job offer is made contingent upon the applicant’s ability to prove that he/she has a legal right to work in the United States, etc.
- A follow-up memorandum will be sent to the hiring supervisor along with a job description to be reviewed with the selected applicant prior to the applicants actual date of employment.
Upon acceptance to the job offer, Employment Services will send written notification to applicants not selected.

If you receive inquiries from unsuccessful applicants, please refer them to Employment Services.

Do not tell the recommended applicant that he/she has been selected unless you have been authorized to do so by Employment Services.

**New Hire Process**

The Manager of Employee Benefits contacts the newly selected employee to schedule an appointment to enroll in the benefits for which he/she is eligible and to complete the necessary payroll paperwork. This appointment should always be prior to the employee’s start date. Only under extreme circumstances will a new employee be allowed to start date. New employees are asked to present their social security card at the time they complete their payroll paperwork to ensure that the correct social security number is recorded for retirement and payroll purposes. New employees will be required to attend a “New Employee Orientation Session”. These sessions are tentatively scheduled for the first Tuesday of each month.

**Orientation**

- Complete appropriate orientation checklist and training required.
- Show the new employee around the office, introducing co-workers and describing their functions and responsibilities.
- Point out break areas and location of restrooms.
- Explain University and departmental policies regarding overtime, sick leave, compensatory time, annual leave, breaks, and dress code.
- Ensure employee has received and reviewed “Employee Handbook”.
- Explain how to correctly fill out time sheet and explain when employee will receive pay.
- Explain parking procedures, how to obtain permit and where to park. Review job description with new employee.
- Explain the probationary period and performance evaluation.
- Provide any necessary training and advice of other staff available to assist if there are questions.
- Advise of emergency procedures

**Maintenance of Records**

Departments should return all employment selection materials to Employment Services along with the selection recommendation. Employment Services maintains employment selection files for documentation purposes from two years following the date of hire. After two years, the records are submitted to Archives to be stored and later microfilmed.
Performance Appraisal Review - Individual Performance Plan (IPP)

The Wellness Center adheres to the UCO Human Resources performance evaluation program and guidelines. A copy of these guidelines is accessible via the Human Resources website. In accordance with the campus policy, performance evaluations are completed annually for all staff except those who are in probationary status. The evaluation ratings are outlined below.

Upon employment, an Individual Performance Plan (IPP) is initiated by the designated supervisor, to plan the mutually discussed performance goals and objectives. (See attached IPP example.)

1) Periodic reviews are conducted during the year. Employees will be notified of the date of the evaluation in advance.
2) When the annual review is conducted with the employee, new goals / objectives are established for the next fiscal year.
3) Evaluations will be conducted by the primary supervisor (primary - the supervisor that observes the employee majority of the time) with input (or participation) from employee’s secondary supervisor. Input may be solicited from co-workers. No deficits in the evaluation should be a surprise to the employee.
4) As part of the evaluation process, each employee will be given the opportunity to complete a self-evaluation. Self-evaluations should be turned in to the supervisor prior to evaluation meeting.

Primary supervisor will review evaluation steps and timeline with each employee annually. The steps and timeline will describe “who will do what by when”.

Student Worker Policies for Hiring

Student Personnel Policy

Employment Services administers the student part-time employment program. A student job is an employment opportunity that provides experience in a realistic work environment. Students should be mindful that the University is providing payment for essential work performed and one’s supervisor is a potential employment reference. All university part-time student jobs are listed with Employment Services. Students who have been certified to receive federal work study (FWSP) monies are also eligible for employment by off-campus community service-based organizations. These off-campus jobs are also posted with Employment Services.

Student Employees

Student employee status applies to those employees currently enrolled in the University of Central Oklahoma whose primary purpose for being at the University is to obtain an education. Exceptions can be made when the student is called upon to represent the University.

The Internal Revenue Code (IRC) states that there is no limit as to the number of hours a U.S. student may work while attending school full-time. However, any student regularly working 40 or more hours per week would not be eligible for the FICA exemption.* Prior to 2004, students were limited to working a maximum of 20 hours per week while school was in session.

The University of Central Oklahoma believes that a student’s primary function is to attend to their studies. To that end, we do not encourage any department to hire a student and routinely work them the maximum number of hours possible on a continuing basis. The departmental budget for student workers and Federal Work Study Program awards are also major considerations.

*Students employed in an area requiring a certificate or license as a condition of employment will NOT be eligible for a FICA exemption. Please call Employment Services for further details on this issue.
The following policies and guidelines apply to student employment:

Regular Semesters (defined as 1st pay period in August that includes the beginning of the fall semester through the last pay period in May that includes the end of the spring semester).

<table>
<thead>
<tr>
<th>Regular US Students</th>
<th>Federal Work Study (FWSP) Students</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>May work up to 39 hours per week and will still qualify for a FICA exemption, as long as they are enrolled at least half time (6 hours for undergraduates and 3 hours for graduate students).</td>
<td>Must have been awarded FWSP money and be enrolled full-time (UCO preference policy). They may work up to 39 hours per week. However, their FWSP money is generally divided equally between the two semesters, and once that semester’s money is gone, the student must stop working or be paid as regular student worker.</td>
<td>Are limited to 20 hours per week, per Immigration requirements, and are always FICA exempt. The UCO International Office requires a clearance check list to be completed before international students are hired for each semester.</td>
</tr>
</tbody>
</table>

During breaks between fall and spring semesters, U.S. students may continue to work up to 39 hours per week and still qualify for a FICA exemption.

During breaks between fall and spring semesters, U.S. students may continue to work up to 39 hours per week and still qualify for a FICA exemption.

May work up to 39 hours per week and still qualify for a FICA exemption.

Summer Semester (defined as 1st pay period after the spring semester ends through the end of the last pay period before the beginning of the Fall semester) The summer semester encompasses intercessions in May, and the June and July blocks, regardless of which time frames the student is actually enrolled and attending classes.

<table>
<thead>
<tr>
<th>Regular US Students</th>
<th>Federal Work Study (FWSP) Students</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>If enrolled at least half time in the summer (three hours), may work up to 39 hours per week and still qualify for a FICA exemption, even if they only attend classes during one block. (ex: a student is enrolled in 6 hours for the June block only. In June and July they may work up to 39 hours per week and still qualify for the FICA exemption.)</td>
<td>Must be enrolled full-time (six hours undergraduate or three hours graduate) for summer school, but they can work up to 39 hours per week. Their FWSP award must be closely monitored.</td>
<td>If enrolled in summer semester may work up to 20 hours per week. Will be FICA exempt. The UCO International Office requires a Clearance Checklist be completed before international students are hired for the summer.</td>
</tr>
</tbody>
</table>
If not enrolled at least half-time during the summer, may work up to 39 hours per week, but will be subject to FICA withholding because the break between the spring and fall semesters is longer than the five (5) week guideline established by the IRC to determine FICA withholding requirements.

If the summer semester is the first semester for a new international student to be on campus, they will be limited to working a maximum of 20 hours per week. A Clearance Checklist is required from the International Office.

Students working after the spring semester ends, but not enrolled in any classes for the summer, will be subject to FICA withholding.

If not enrolled in summer semester, but was enrolled in the spring and has an intent to enroll in the fall, may work up to 39 hours per week and will be FICA exempt. A Clearance Checklist is required from the International Office.

Paperwork to complete:

Most student employment is approved via the Student Employment Action Form (SEAF). If the student is employed during the summer and they will not be considered a student due to less than half-time enrollment, the SEAF may still be completed. At the top of the SEAF, write “Summer Employment” which will denote that the student will be classified as a temporary worker and will be subject to FICA.

If students are hired for a fall or spring semester in which they are enrolled less than half time, an RSP form should be completed to hire them as a temporary employee.

(This information from the UCO Employment Services website on student employees.)

NOTE:  Student employees are not to perform work of any nature at a faculty/staff member’s home or private business while in the employment of the University.

Student Postings

Departments have the option of posting a student position. Hiring manager will fill out and submit the online requisition for the position(s). Once submitted to Hiring and Benefits, they will then process the requisition and post it. When position is filled, notify Hiring and Benefits who will then remove from the job site.

- If you have a position that is specialized, you have the option of directly appointing a student with the necessary skills.
Please remember that all students hired must meet the enrollment requirements. This information will be verified through Employment Services.

New requests for advertising positions are posted at 1:30 pm on Tuesday and Thursday afternoons. However, the listing is available Monday through Friday.

Positions may be posted as regular, FWSP or both.

Student employment is limited to a maximum of 20 hours per worksheet except during the interim between semesters, at which time the student may work a maximum of 39 hours per workweek.

Students who are not enrolled in classes during the summer session are eligible for employment as a temporary laborer. A temporary laborer may work a semester and intend to enroll for the next fall semester.

Student employees may work in more than one department as long as the hours do not exceed the maximum of 20 hours per workweek.

**Steps after Posting**

- Students come to Employment Services to obtain interview slips after positions have been posted.
- The student is sent to the individual department for an interview. If interested, the hiring supervisor completes the appropriate section on Student Employment interview sheet and appropriate identification to Employment Services to complete a payroll packet.
- Remind the student of the day you would like for him/her to start. Once necessary paperwork is completed, Employment Services staff will complete the appropriate section of the interviewing form for the student to present to you. This advises that the student is cleared to begin work.
- For those students who interviewed but did not receive the position, it is the interviewing supervisor’s responsibility to contact those students to advise them of the status of the position.
- Please retain a copy of the Student Employment Action Form so that if you need to terminate the student or make a change in the status of the student, you will already have the necessary information available.
- If you are retaining a student from one year to the next, you must complete a Student Employment Action Form at the beginning of each fall semester. However, you do not have to complete this form at the beginning of the spring and summer semesters.
- If you need to make a change to a student’s status, please be reminded that the effective date is normally the 24th of the month. It must always be the first day of a new pay period.

**Interns**

Interns will follow all normal procedures with the arranged entity that is providing the intern. They will be required to be put on a special student worker arrangement, to cover liability and they will be required to go through the same orientation procedures.
Acceptance of Gifts

In accordance with UCO policy, employees are prohibited from accepting gifts from persons with whom the University does business. This means that personal gifts may not be accepted from consultants, or vendors, etc., to whom we may do business with.

Questions regarding this policy shall be direct to Assistant VP of Wellness and Sports and/or UCO Director of Administration & Finance.

Gifts are distinguished from appropriate marketing items. Marketing items routinely would be such things as a mug, pen, not pad, calendar, etc. given out in multiples as simple advertisement.

Employee Testing

Drug Testing Policy

Effective July 1, 1997, it is the policy of the University of Central Oklahoma to require mandatory drug testing prior to employment for any safety-sensitive position at the University. Whenever a job offer is made to an applicant for employment who is to be tested for the presence of such substances, the selected applicant will be informed in writing prior to the test.

When the University has a reasonable suspicion that an employee possesses or is under the influence of illegal drugs or alcohol, the employee may be required to submit to a urinalysis. The employee may also be suspended with pay pending the receipt of test results and the completion of any investigation conducted by the University.

Complete policy and procedures information is available in Employment Services.

Employment Testing

Federal regulations require that employees’ selection testing, if prescribed by a department or the Employment Services Office, be validated to show a direct relationship between test results and job performance. Employment tests are not to be used until the Employment Services Office has approved them.

Discipline

Positive Discipline

University policy is designed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection procedures, meaningful employee orientation, appropriate on-the-job training, periodic performance evaluations and a positive approach toward employee discipline by University supervisors.

Disciplinary action is considered a dimension of performance evaluation. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance and achieve success. When problems occur, they must be handled in a manner that jointly supports the concept of positive discipline and minimizes the interruption of University services. Employee discipline may be needed and, as a corrective procedure, is an integral part of University employment policy. The University’s expectation is that supervisors will direct their disciplinary efforts toward positive employee development and success.

When discipline is necessary, the positive guidelines below should be used to assure fairness and consistency throughout the University. The guidelines are not expected to be rigidly applied, but will be suitable for most University discipline situations. Depending upon the
circumstances in individual cases, repeating a step, passing over a step or moving to immediate discharge may be appropriate. All disciplinary actions must be coordinated with the Employee Relations Director.

**Oral Counseling**

An oral reminder is the first step in the discipline procedure. It involves a discussion between a supervisor and an employee about a minor work performance problem. The objective is to correct the problem by indicating in a friendly but serious manner how actual performance falls short of desired performance. This step should ensure that no employee is disciplined for violation of a policy or procedure she/he might reasonably not know about. The supervisor should record and maintain on file the date of the discussion and a brief summary of the items discussed, including witnesses if appropriate. If the problem persists, a written reminder is appropriate.

**Written Counseling**

This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense were of a serious nature, a written reminder would be an appropriate first step. The warning formalizes the discussion between the supervisor and employee; and it should include discussion as to how actual performance differed from that desired, how correction is to take place, and a definition of the time frame within which correction is expected. This could be considered a disciplinary probation period. The employee should sign the written summary of the discussion covered by the written reminder as acknowledgement and should receive a copy. Another copy should be sent to the Employee Relations Director. If the employee refuses to sign the warning, this fact should be duly noted on the warning.

**Discharge**

This is not a step in the positive discipline procedure. It is one that may be taken when positive steps have been used but performance has not changed, or when an employee has committed a major offense.

A major offense is one that involves dishonesty or seriously threatens University operations or the safety and well being of the individual or other employees. This represents behavior that is unacceptable to the institution. Examples would include theft or willful destruction of University property, threatening or hitting another person, any violation of state or federal statutes, knowingly or unknowingly, any of which may result in the immediate discharge of an employee. Any University faculty member, staff or student employee found to be in violation of the concealed weapon policy is subject to immediate termination of employment.

Recommendation for discharge should be documented in writing and a copy sent to the Employee Relations Director for review before any further actions are taken. Documentation should include the employees name, date of incident, explanation of the circumstances resulting in the recommendation for discharge, reference to all previous disciplinary steps taken. Prior to discharge, the affected employee should be given an opportunity to review the documentation and explain his or her actions. When appropriate, the Employee Relations Director will conduct the hearing that includes the following steps:

- review of documentation
- interview the employee
- interview the supervisor, department director and any other relevant employees
• final meeting with employee providing him/her an opportunity to present any additional information and question statements

The positive discipline and discharge procedures are too used as guidelines in making disciplinary decisions. These procedures do not alter the at-will employment relationship. The University reserves the right to terminate an employee at any time and for any legal reason.

**Disciplinary Leave**

An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the University to do so. The supervisor may recommend suspension with or without pay to the Employee Relations Director for serious incidents that could eventually warrant discharge. In this case, the employee may be suspended (with or without pay) 1 to 5 workdays pending investigation and the decision as to the extent of disciplinary action or termination. A letter will be given to the employee stating the reason for the suspension with or without pay. The employee will at this time be given an opportunity to present opposing arguments.

Immediate suspension may be ordered when circumstances make attendance at work dangerous to the employee or others, when an investigation is needed, or when circumstances seriously impair the employee’s effectiveness on the job.

**Grievance Policy**

SEE EMPLOYEE HANDBOOK

**Termination**

*Termination Policy*

Although an employee may terminate his/her employment at will, the University requests an employee to give at least a ten work-day notice. (2 weeks or 30 days for supervisory personnel.)

The letter of resignation will be submitted to the division or department director, who will then submit it to the Employment Services Department. The salary of an employee whose services are terminated before the end of the month will be prorated on the basis of workdays during the month of termination. The employee must complete the clearance process as set forth in section 5.17. Employees who transfer to a less than full-time position will not be able to carry forward any unused accrued sick leave at time of termination.

Recommendation for discharge should be documented in writing and a copy sent to the Employee Relations Department for review before any further actions are taken. Documentation should include the employee’s name, date of the incident, explanation of the circumstances resulting in the recommendation for discharge, and reference to all previous disciplinary steps taken. Documentation should include the employee’s name, date of the incident, explanation of the circumstances resulting in the recommendation for discharge, and the reference to all previous disciplinary steps taken. Prior to discharge, the affected employee should be given an opportunity to review the documentation and explain his or her actions. When appropriate, the Employee Relations Director will conduct the hearing that includes the following steps:

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The positive discipline and discharge procedures are to be used as guidelines in making disciplinary decisions. These procedures do not alter the at-will employment relationship. The University reserves the right to terminate an employee at any time and for any legal reason.

**Note:** The termination date of any terminating employee will be the last day physically worked.

**Falsification**

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

**Immediate Discharge**

Employees may be discharged immediately as set forth in section 8.5, when deemed in the best interest of the University.

**Reduction in the Work Place**

It is the policy of the University to provide stable employment to its employees. However, conditions may arise which necessitate a reduction in the University’s work force. Staff employees, including those on leave, may be separated from University service when positions are discontinued because of insufficient funding, lack of work, program changes, or mandated changes in the structure of departments, divisions, or other University administrative units.

**Medical Termination**

Employees, who are unable to fully perform their essential assigned functions, due to disabilities or other medical conditions, may be terminated. Employees terminated under this policy who had attained regular status are eligible for special re-employment procedures. For more detailed information regarding the above policy and procedures, please contact the Employment Services or visit the UCO website at: [www.uco.edu](http://www.uco.edu)
Termination Clearance

The complete the clearance process before the final paycheck will be issued. Prior to the last day of work the employee will receive a clearance card from the Employment Services Office. The employee must obtain his/her department director’s signature on the clearance card and complete the clearance process as noted on the clearance card. The process includes turning in keys, identification card, parking permit, credit cards, and library books, clearing all University debts, clearing Information Technology (IT) and completing an exit interview. Upon termination, all financial obligations to the University must be settled and all University property, including keys, must be returned. Note: The termination date of any terminating employee will be the last day physically worked.

NOTE: The following are a few of the employee policies and procedures. For complete listing and information refer to UCO Professional, Staff and Student Employment Guide and the Employment Policy Handbook, both are found in Employment Services. (The information below has been adapted from the UCO Employee Handbook).

Sexual Harassment

The University condemns sexual harassment in any form and is committed to providing an environment free of it for students and employees.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following context: (1) when submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic standing; (2) when submission to or rejection of such conduct is used as the basis for employment or academic decisions; or (3) when such conduct unreasonably interferes with one’s work or academic performance or creates an intimidating, hostile or offensive working/academic environment. Employees experiencing sexual harassment should report it to the alleged harasser’s supervisor or the Equity Officer. All complaints concerning sexual harassment will be thoroughly investigated, with care taken to protect the rights of the complainant as well as the rights of the alleged harasser. A finding of sexual harassment will result in appropriate disciplinary action that may include a range of actions up to and including dismissal.

Dress Code

The employees of the Wellness Center will be dressed in a professional manner at all times. Mode of dress may change depending upon the duties that are required. If required the Wellness Center uniform must be worn.
SECTION TEN
Public Relations

Spokesperson and Chain of Informing
The Wellness Center will adhere to all UCO policies with regard to risk management and public access information. For further explanation also refer to appendix E. The staff will immediately inform the on-duty supervisor of any possible risk problems and they will implement the proper risk management procedure. All information shall be released through the Media, Marketing/Public Relations Department of the Wellness Center. Questions and concerns from outside sources shall be referred to the office of the President.