

UNIVERSITY CENTER at PONCA CITY  
**POLICIES AND PROCEDURES MANUAL**



**Approved by the Board of Trustees**

**August 3, 2023**

## The University Center's Mission, Vision, Core Values & Long-Term Goals

### Our Vision

To be an essential higher education center that promotes a well-educated community and provides a positive economic impact.

### Our Mission

The University Center provides opportunities for higher education and degrees through partnerships with accredited colleges and universities.

### Our Core Values

- **Accountability** – we take responsibility for our actions and honor our commitments.
- **Collaboration** – together with our partners, we seek creative approaches to learning that benefit our students.
- **Customer Service** – we are dedicated to meeting and exceeding the expectations and requirements of our internal and external customers.
- **Innovation** – we will be progressive and creative in our approaches to problem solving and goal accomplishment.
- **Integrity** – we are guided by the highest ethical and moral principles and will strive to always do the right thing.
- **Learning** – we will seek to create an environment that supports life-long learning.

### Long-Term Goals

1. Create educational opportunities necessary to retain our commitment to educational excellence.
2. Achieve financial stability through diversified sources of funding to support on-going operations and future vision.
3. Deliver an experience that exceeds our customer's expectations.
4. Improve enrollment, retention and degree completion.

## **CHAPTER 1. GOVERNANCE**

- 1.1. Purpose
- 1.2. Definitions
- 1.3. Statutory Regulation and Requirements
- 1.4. Open Records
  - 1.4.1. Location and Maintenance
  - 1.4.2. Open Records Act
  - 1.4.3. Request for Materials
  - 1.4.4. Copying Charges
  - 1.4.5. Materials Not Open to Public Inspection
- 1.5. Administrative Procedures
- 1.6. Board of Trustees Responsibility and Authority
- 1.7. Powers and Duties of the Board of Trustees
- 1.8. Meetings of Board of Trustees; Quorum; Executive Sessions
- 1.9. Notices
- 1.10. Officers of Board of Trustees
  - 1.10.1. Selection; Term
  - 1.10.2. Board of Trustees Members Only
  - 1.10.3. Appointment of Other Officers/Agents
  - 1.10.4. Removal; Vacancies
  - 1.10.5. Duties and Responsibilities
    - 1.10.5.1. Chairperson
    - 1.10.5.2. Vice-Chairperson
    - 1.10.5.3. Secretary
    - 1.10.5.4. Past Chair
- 1.11. Committees
  - 1.11.1. Committee chair
  - 1.11.2. Reporting to Board of Trustees
  - 1.11.3. Cease to Exist
  - 1.11.4. Executive Committee
- 1.12. Conduct of Meetings
  - 1.12.1. Meeting Procedures
  - 1.12.2. Open Meeting Laws
  - 1.12.3. Executive Session
- 1.13. Ex-Officio Members
  - 1.13.1. Voting Rights
- 1.14. Fiscal Year
- 1.15. Official Seal
- 1.16. Formal Presentation to Board of Trustees
  - 1.15.1. Opportunity to address the Board of Trustees
  - 1.15.2. Procedure for requesting to speak to the Board of Trustees
- 1.17. Public Comments at Board of Trustee Meetings
  - 1.16.1. Policy
  - 1.16.2. Guidelines
- 1.18. Public Information and News Media Relations

1.19. Amendments

**CHAPTER 2. ADMINISTRATIVE OPERATIONS**

- 2.1. Purpose
- 2.2. Adult Students with Prior Felony Convictions
- 2.3. Affirmative Action
- 2.4. Alcohol & Drug Use
- 2.5. Children on Campus
- 2.6. Code of Student Conduct
  - 2.6.1. Academic Infractions
  - 2.6.2. Classroom Behavior
  - 2.6.3. Sexual Assault and Misconduct
  - 2.6.4. Disciplinary Action
  - 2.6.5. Student Suspension or Expulsion
- 2.7. Computer Lab Policies
  - 2.7.1 Computer Lab Rules
- 2.8. Concealed Weapons on Campus
- 2.9. Creating a New Club or Student Organization
- 2.10. Credit Card Fees
- 2.11. Emergencies
  - 2.11.1. Weather Related Emergencies
- 2.12. Facility Usage by Non UC Students
- 2.13. Facility Usage by Outside Organizations
- 2.14. Food and Drinks in Classrooms
- 2.15. Security Badge
- 2.16. Solicitation on Campus
  - 2.16.1. Request to Solicit
- 2.17. Student Bulletin Board
- 2.18. Test Fees
- 2.19. Tobacco Free Campus
- 2.20. Traffic and Parking
- 2.21. Unsupervised Children
- 2.22. Alcohol at Special Events
- 2.21. Amendments

## **CHAPTER 3. ACADEMIC AFFAIRS**

- 3.1. Coordination and Approval of Academic Programs
- 3.2. Administrative Principles
  - 3.2.1. Partner College/University Designee
  - 3.2.2. Class Schedule
  - 3.2.3. Student Support
  - 3.2.4. Student Enrollment/Grade Reports
  - 3.2.5. University Center Third-Party Evaluation of Services
- 3.3. Partner Colleges and Universities
  - 3.3.1. Lower Division Courses
  - 3.3.2. Upper Division and Graduate
- 3.4. Program Approval Process
  - 3.4.1. Establishing New Programs
- 3.5. State Regents Policies, Academic Standards and Program Support.
  - 3.5.1. Student Academic & Support Services
  - 3.5.2. Sequence of Courses.
  - 3.5.3. Distant Learning Course Credits
  - 3.5.4. Accreditation Process

## **CHAPTER 4. FISCAL MANAGEMENT AND OPERATIONS**

- 4.1. Accounting and Budgeting
  - 4.1.1. Accounting and Fiscal Management
  - 4.1.2. Annual Budget
  - 4.1.3. Budget and Audit Committee
- 4.2. Payrolls and Claims
  - 4.2.1. Individual and Payroll Claims
  - 4.2.2. Miscellaneous Claims and Stop Payments
- 4.3. Capital Expenditures
  - 4.3.1. Review & Documentation System
  - 4.3.3. Final Purchases
- 4.4. Fund Transfers
  - 4.4.1. Fund Account Types
  - 4.4.2. Fund Transfers
- 4.5. Purchase Card Program (Credit Card)
  - 4.5.1. Cardholder Responsibility
  - 4.5.2. Definitions
  - 4.5.3. P-Card Management
  - 4.5.4. Purchase Card Employee Agreement
  - 4.5.5. Training
  - 4.5.6. Purchase Card Operations
  - 4.5.7. Card Controls and Limits
  - 4.5.8. Transaction Flow
  - 4.5.9. Approval to Purchase
  - 4.5.10. Purchases in Person (Point of Sale)
  - 4.5.11. Purchase by Phone
  - 4.5.12. Purchase by Fax
  - 4.5.13. Purchase by Mail
  - 4.5.14. Internet Purchases
  - 4.5.15. Returns, Damaged Goods, Credits, Backorders
  - 4.5.16. Disputed Transactions
  - 4.5.17. Allowable Charges
  - 4.5.18. Non-Allowable Charges
- 4.6. Purchasing
  - 4.6.1. Competitive Bids
  - 4.6.2. Informal and Formal Bid Process
  - 4.6.3. Required Documentation
  - 4.6.4. State Contract and State Organizations
  - 4.6.5. Sole Source
  - 4.6.6. Split Purchasing
  - 4.6.7. Annual Contracts
- 4.8. Inventory
  - 4.8.1. Inventory Tracking System
  - 4.8.2. Items Not Inventoried
- 4.9. Declaration of Disposal of Surplus Property

- 4.9.1. Method of Disposal Process
- 4.9.2. Methods of Disposal as Prescribed by Law
- 4.9.3. Sale of Surplus Property
- 4.9.4. Transfer of Surplus Items
- 4.9.5. Discarded Property
- 4.9.6. Authorized Personnel to Approve Surplus Property
- 4.10. Legal Counsel
  - 4.10.1. University Center Legal Counsel
  - 4.10.2. Communication with Legal Counsel

## **CHAPTER 5. PERSONNEL POLICIES**

### **Preamble**

### **Introduction**

- 5.1. Equal Opportunity
- 5.2. Reporting Structure
  - 5.2.1. Appointment Authority
- 5.3. Nepotism
- 5.4. Hiring, Resignation, Suspensions, Reduction in Force, Terminations
  - 5.4.1. Recruitment
  - 5.4.2. Official Application
  - 5.4.3. Probationary Period
  - 5.4.4. Reduction in Force (RIF)
  - 5.4.5. Resignations
  - 5.4.6. Terminations
- 5.5. Suspension
  - 5.5.1. Suspension without Pay
  - 5.5.2. Suspension with Pay
- 5.6. Performance Appraisals and Feedback Sessions
  - 5.6.1. Frequency and Methods of Measuring Performance
  - 5.6.2. Performance Evaluation Documentation
- 5.7. Performance Improvement Plan
- 5.8. Pay Policies
  - 5.8.1. Full-Time Employees
  - 5.8.2. Part-Time Employees
  - 5.8.3. Payroll Deductions
- 5.9. Salary Schedule
  - 5.9.1. Position Classification
  - 5.9.2. Wage and Salary Administration
  - 5.9.3. Confidentiality
  - 5.9.4. Reclassification and Pay Changes
  - 5.9.5. Promotions
  - 5.9.6. Demotions
  - 5.9.7. Formal Approval of Changes
- 5.10. Employee Records
  - 5.10.1. Access to Employee Records
  - 5.10.2. Duplication of Records
- 5.11. Benefits for Full-Time Employees
  - 5.11.1. Insurance Benefits
  - 5.11.2. Dental
  - 5.11.3. Vision
  - 5.11.4. Life Insurance
  - 5.11.5. Short & Long-Term Disability
  - 5.11.6. Flexible Benefit Plan (Section 125)
  - 5.11.7. Employee Wellness



- 5.11.8. Longevity Pay Plan
- 5.11.9. Retirement Benefit
- 5.11.10. Worker's Compensation
- 5.11.11. Termination and/or Continuation of Insurance Coverage
- 5.12. Benefits for Part-Time Employees
  - 5.12.1. Insurance Benefits
  - 5.12.2. Dental
  - 5.12.3. Vision
  - 5.12.4. Life Insurance
  - 5.12.5. Retirement Benefit
  - 5.12.6. Worker's Compensation
  - 5.12.7. Termination and/or Continuation of Insurance Coverage
- 5.13. Leave Policies
  - 5.13.1. Sick Leave
  - 5.13.2. Annual Leave
  - 5.13.4. Military Leave
  - 5.13.5. Leave for Voting
  - 5.13.6. Leave to Fulfill Jury Duty and to Respond to Witness Subpoenas
  - 5.13.7. Blood Donor Absences
  - 5.13.8. Paid Leave of Absence for Bone Marrow and Organ Donors
  - 5.13.9. Bereavement Leave
  - 5.13.10. Leave without Pay
  - 5.13.11. Family and Medical Leave
- 5.14. Training and Education
  - 5.14.1. Staff Development and Training
  - 5.14.2. Educational Benefit Plan
- 5.15. Employee Dress Attire
- 5.16. Outside Employment/Consultation
  - 5.16.1. Outside Employment
  - 5.16.2. Consultation
- 5.17. Use of State Titles/Political Activities
- 5.18. Employee Use of Social Media

## CHAPTER 1. GOVERNANCE

*This section is included in 65-1-1-1 through 65-1-1-17 of the Oklahoma Administrative Code, 1996, Title 65.*

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### 1.1. PURPOSE

This chapter sets forth the organization of the Board of Trustees of the University Center at Ponca City and other required rules.

### 1.2. DEFINITIONS

The following words or term, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

- **"University Center at Ponca City"** means the University Center at Ponca City or the University Center.
- **"University Center at Ponca City"** means a program by which participating institutions in the State system of higher education offer residence credit courses and programs at Ponca City, Oklahoma.
- **"Board of Trustees"** means the Board of Trustees for the University Center at Ponca City, as created by O.S. 70, 3213.  
**"Chief Executive Officer"** means the person responsible for the administration and supervision of the operations of the program.
- **"Participating institutions"** means those institutions who offer higher education residence credit courses and programs at the University Center at Ponca City.

### 1.3. STATUTORY REGULATION AND REQUIREMENTS

The Oklahoma State Regents for Higher Education is the coordinating board of control for the Oklahoma State System of Higher Education with powers, duties, and responsibilities defined by Article XIII-A of the Oklahoma Constitution and State Statute (specifically 70 O.S., s 3202 through 3206). The **University Center at Ponca City** (created by O.S. 70, 3213) operations are subject to such statutory regulation and requirements as the Open Meeting Act (25 O.S., s 301 to 314), the Open Records Act (51 O.S., s 24A.5 through 24A.18), the Administrative Procedures Act (75 O.S., 251-257).

### 1.4. OPEN RECORDS

**1.4.1. Location and Maintenance.** The official records of the University Center at Ponca City's fiscal affairs and employee records are maintained at the University Center, 2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604.

**1.4.2. Open Records Act.** In accordance with the Open Records Act, public records of the University Center at Ponca City are open to any person for inspection, copying, and/or mechanical reproduction during business hours.

**1.4.3. Request for Materials.** Requests for materials from the official records of the University Center at Ponca City may be made either in writing or in person to the Chief Executive Officer, 2800 N. 14<sup>th</sup> Street, Ponca City, OK 74604. Requests may be received

between the hours of 8:00 a.m. to 5:00 p.m. and will be met at the time of the request or within a reasonable period not to exceed 24 hours.

**1.4.4. Copying charges.** The University Center at Ponca City desires to maintain transparency and to assist the public. A no charge policy will generally be observed for those requesting public records with the following exceptions and clarifications:

- No search fee shall be charged when the release of said documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

No copying or search fee will be assessed to state and federal agencies.

**1.4.5. Materials not open to public inspection.** Materials exempt from the Open Records Act under 51 O.S. Supp. 1986, s 24A.5 and 24A.7 and under the Family Educational Rights and Privacy Act (also known as the Buckley Amendment) will not be provided.

## **1.5. ADMINISTRATIVE PROCEDURES**

The Administrative Procedures are published in the current Policy and Procedures handbook. The Policy and Procedures handbook is available in the University Center at Ponca City administrative office.

## **1.6. BOARD OF TRUSTEES RESPONSIBILITY AND AUTHORITY**

The Board of Trustees of the University Center at Ponca City shall have full responsibility and authority to the extent specified by law to control and administer the University Center at Ponca City. It shall operate within the general policies and procedures of the Oklahoma State Regents for Higher Education and such local rules, regulations and procedures as may bring the policies into effect.

## **1.7. POWERS AND DUTIES OF THE BOARD OF TRUSTEES**

The Board of Trustees shall have all of the powers and duties prescribed by law and shall specifically have the following powers and duties:

- Adopt rules and regulations as it deems necessary to administer the University Center at Ponca City
- Select a Chief Executive Officer
- Submit a budget annually to the Oklahoma State Regents for Higher Education
- Negotiate agreements with institutions for courses and programs of study approved by the Oklahoma State Regents for Higher Education
- Recommend to the Oklahoma State Regents for Higher Education courses and programs to be offered by participating institutions in keeping with the educational needs of the community
- Accept gifts, grants, and other donated funds or property in the manner specified by the rules and regulations of the Oklahoma State Regents for Higher Education.

- Administer and make disposition of all funds budgeted for the University Center at Ponca City by the Oklahoma State Regents for Higher Education, and all monies, grants, and property received from any other source.
- Enter into contracts, purchase supplies, materials, equipment, and property and incur such other expenses as may be necessary to make any of its powers effective.
- Acquire and take title to real and personal property in its name and convey, exchange or dispose of such property.
- Enter into leases with respect to real and personal property.

## **1.8. MEETINGS OF BOARD OF TRUSTEES; QUORUM; EXECUTIVE SESSIONS**

**1.8.1.** Meetings of the Board of Trustees, regular or special, shall be held at the University Center at Ponca City, unless otherwise provided in the notice of the meeting.

**1.8.2.** The annual meeting of the Board of Trustees shall be held in June at such time and place as shall be fixed by the notice of such meeting.

**1.8.3.** Regular meetings of the Board of Trustees may be held upon such notice and at such times and at such places as shall from time to time be determined by the Board of Trustees.

The Board of Trustees will meet no less than four times per year.

**1.8.4.** A majority of the Board of Trustees shall constitute a quorum for the transaction of business. The act of a majority of the Board of Trustees present at any meeting at which a quorum is present shall be sufficient to transact any and all business properly before the meeting, except as otherwise stated.

**1.8.5.** All votes shall be by roll call vote with all votes publicly cast and recorded.

**1.8.6.** The Board of Trustees may hold executive sessions in conformity with the then existing Open Meeting Laws.

## **1.9. NOTICES**

Whenever, under the provisions of the statutes, or of this chapter, notice is required to be given to any Trustee, at his address as it appears on the records of the Board of Trustees, with postage thereon prepaid, and such notice shall be deemed to be given at the time when the same shall be deposited in the United States mail. Notice to Board of Trustees may also be given in writing delivered personally to the address of the Trustee as it appears on the records of the Board of Trustees.

## **1.10. OFFICERS OF BOARD OF TRUSTEES**

**1.10.1. Selection; term.** The officers of the Board of Trustees shall be chosen by the Board of Trustees at the annual meeting, or upon an earlier vacancy, to serve until the next annual meeting or until their successors are chosen and qualify, and shall be a chairperson, a vice-chairperson, and a secretary.

**1.10.2. Board of Trustees members only.** The officers shall be members of the Board of Trustees.

**1.10.3. Appointment of other officers/agents.** The Board of Trustees may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Trustees.

**1.10.4. Removal; vacancies.** Any officer elected or appointed by the Board of Trustees may be removed at any time by the affirmative vote of two-thirds (2/3) of the Board of Trustees. Any vacancy occurring in any office shall be filled by the Board of Trustees. The Board of Trustees will work with the Governor's Office to recommend official appointments.

### **1.10.5. Duties and Responsibilities.**

**1.10.5.1 Chairperson.** The Chairperson of the Board of Trustees shall preside at all meetings of the Board of Trustees. He/she shall perform such other duties as may from time to time be assigned to him or her by the Board of Trustees. He/she shall appoint all committees not specifically named by the Board of Trustees. The Chairperson of the Board of Trustees shall sign all contracts, bonds or other instruments or documents approved by the Board of Trustees, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution thereof shall be expressly delegated by the Board of Trustees to some other office or agent of the Board of Trustees.

**1-10-5-2 Vice-Chairperson.** The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence or temporary disability. The Vice-Chairperson shall perform such other duties as may from time to time be assigned to him by the Board of Trustees.

**1-10-5-3 Secretary.** The Secretary shall keep an accurate record of the proceedings of the Board of Trustees and shall have the care and custody of all communications and reports made to or by the Board of Trustees, and all records of the Board of Trustees. The Secretary shall have custody of the corporate seal of the Board of Trustees and shall have authority to affix the same to any instrument requiring it and, when so affixed, may be attested by his signature.

**1-10-5-4 Immediate Past Chair.** The Immediate Past Chair shall perform such duties as assisting the Executive Committee and CEO as may be prescribed by the Board of Trustees.

The above mentioned records and seal shall be physically located in the administrative offices of the University Center at Ponca City at 2800 N. 14<sup>th</sup> Street, Ponca City, Oklahoma. The Secretary shall give notice of all meetings of the Board of Trustees or give authority to a staff member of the University Center at Ponca City to carry out the notices, when so required, and shall perform such duties as may be prescribed by the Board of Trustees.

**1.10.6. Board of Trustee Terms.** The initial nine (9) members shall serve their terms for the period to which originally appointed, in numbered positions having dates of expiration identical to the dates of expiration of the original appointments:

Position No. 1. The term of office of one member shall expire on the 30th day of June, 2013, and each nine (9) years thereafter; Position No. 2. The term of office of one member shall expire on the 30th day of June, 2014, and each nine (9) years thereafter; Position No. 3. The term of office of one member shall expire on the 30th day of June, 2015, and each nine (9) years thereafter; Position No. 4. The term of office of one member shall expire on the 30th day of June, 2016, and each nine (9) years thereafter; Position No. 5. The term of office of one member shall expire on the 30th day of June, 2017, and each nine (9) years thereafter; Position No. 6. The term of office of one member shall expire on the 30th day of June, 2018; and each nine (9) years thereafter; Position No. 7. The term of office of one member shall expire on the 30th day of June, 2019; and each nine (9) years thereafter; Position No. 8. The term of office of one member shall expire on the 30th day of June, 2020, and each nine (9) years thereafter; Position No. 9. The term of office of one member shall expire on the 30th day of June, 2021, and each nine (9) years thereafter.

## **1.11. COMMITTEES**

**1.11.1. Committee Chair.** Unless otherwise provided, the first named member of each committee shall act as Chair, call the meetings and direct the proceedings, but shall not otherwise have greater power or authority than any other members.

**1.11.2. Reporting to Board of Trustees.** The committee chairperson shall submit all reports of the committee in writing to the Board of Trustees. Regardless of the number of members of the Board of Trustees in attendance at a meeting of any committee, the committee will have recommending powers only.

**1.11.3. Cease to Exist.** A committee shall cease to exist when discharged from further consideration of the subject assigned.

**1.11.4. Executive Committee.** There will be an executive committee composed of the Chairperson, Vice-Chairperson, Secretary, and Immediate Past Chair of the Board of Trustees to direct the Chief Executive Officer in routine activities requiring the Board of Trustees' attention.

## **1.12. CONDUCT OF MEETINGS**

**1.12.1. Meeting Procedures.** All procedures of the Board of Trustees shall be governed by the provisions of Roberts Rules of Order, unless otherwise specifically set forth in this chapter.

**1.12.2. Open Meeting Laws.** All meetings shall comply with the applicable regulations governing such meetings under the Oklahoma Open Meeting Laws.

**1.12.3. Executive Session.** Pursuant to Title 25, Oklahoma Statutes §§ 307, The University Center will convene in Executive Session only for the purpose of:

- Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee;
- Discussing negotiations concerning employees and representatives of employee groups;
- Discussing the purchase or appraisal of real property;
- Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest;
- To hear evidence and/or discuss the suspension of a student;
- Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law;
- Engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act; or to discuss the following:
  - the investigation of a plan or scheme to commit an act of terrorism,
  - assessments of the vulnerability of government facilities or public improvements to an act of terrorism,
  - plans for deterrence or prevention of or protection from an act of terrorism,
  - plans for response or remediation after an act of terrorism,
  - information technology of the public body but only if the discussion specifically identifies:
    - design or functional schematics that demonstrate the relationship or connections between devices or systems,
    - system configuration information,
    - security monitoring and response equipment placement and configuration,
    - specific location or placement of systems, components or devices,

- system identification numbers, names, or connecting circuits,
- business continuity and disaster planning, or response plans, or
- Investigation information directly related to security penetrations or denial of services.

**1.13. Ex-Officio Members.** The University Center Board of Trustees invites the following ex-officio members to attend the Board of Trustee meetings; University Center Foundation Board President, NOC President, Ponca City Public Schools Superintendent, Pioneer Technology Center Superintendent, State Regents Representative for Northern Oklahoma.

**1.13.1. Voting Rights.** Ex-officio members have no voting rights. Ex-officio members provide input and council and act on behalf of students and the community at large.

#### **1.14. FISCAL YEAR**

The fiscal year of the Board of Trustees shall be July 1 through June 30.

#### **1.15. OFFICIAL SEAL**

The Board of Trustees' seal shall have inscribed "University Center at Ponca City" and shall be in the form set forth in Appendix A at the end of this manual. The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced.

#### **1.16. FORMAL PRESENTATION TO BOARD OF TRUSTEES**

**1.16.1. Opportunity to address the Board of Trustees.** It shall be the policy of the Board of Trustees to provide all lawful organizations or individuals an opportunity to address the Board of Trustees. Citizens may make statements during the scheduled time at the regularly scheduled Board of Trustee meetings.

**1.16.2. Procedure for requesting to speak to the Board of Trustees.** Since it is the responsibility of the Chief Executive Officer and the University Center staff to prepare the agenda for the Board of Trustees meetings, it is necessary for organizations or individuals who would like to address the Board of Trustees to observe the following procedure:

- Write a letter to the Chairperson of the Board of Trustees at the address of the University Center at Ponca City, requesting permission to address the Board of Trustees. Mail the letter at least **two** weeks in advance of the regular Board of Trustees meeting.
- State fully the reason for the request.
- State how much time is needed.
- Designate the individual who desires to address the Board of Trustees.
- Contact the Chief Executive Officer one week prior to the Board of Trustees meeting to determine the status of the request.
- Individuals wishing to be placed on the list to receive agenda listings or agendas for the Board of Trustees meetings must so notify the Chief Executive Officer in



writing.

## **1.17. PUBLIC COMMENT AT BOARD OF TRUSTEES MEETINGS**

The Board of Trustees of the University Center at Ponca City recognizes the responsibility it has to its constituents. It is the sincere intent of the Board of Trustees to be receptive to public comment so that open communication can be maintained for the benefit of all.

**1.17.1. Policy.** It is the policy of the Board of Trustees:

- To insure that persons within the service area of the University Center at Ponca City receive reasonable, fair, and equitable consideration; and
- To provide the constituency with an easily accessible procedure for individual expression; and
- To foster positive University Center at Ponca City/constituency relations through communication.

**1.17.2. Guidelines**

- An agenda item will be posted on the regular board meeting agendas for the public to make comment (i.e. Public Comments Regarding Posted Agenda Items).
- The presenter will limit his/her presentation to one, five-minute period of time.
- The total session is not to exceed thirty minutes, or at the discretion of the Board of Trustees.
- The presenter will be responsible for the accuracy of statements made.
- The Board of Trustees may not be able to officially respond to questions from the presenter. Every reasonable effort, however, will be made to resolve questions, problems, and misunderstandings. Issues of significant magnitude may be placed on future Board of Trustees agendas for official action.
- If the presenter wishes to make a formal presentation to the Board of Trustees, established policy must be followed as outline in 16.1.2.

## **1.18. PUBLIC INFORMATION AND NEWS MEDIA RELATIONS**

To ensure consistent information is shared within the community and amongst its' stakeholders, the University Center CEO and Board of Trustees' Chairperson shall act as the liaison between the school and representatives of the news media regarding any activities associated with the University Center. This includes the promotions and publicity for the University Center Foundation.

### **1.18.1. Media on Campus**

If a member of the media visits the University Center campus (scheduled or unscheduled), they will be directed to meet with the Chief Executive Officer (CEO) or Associate Director in the CEO's absence.

### **1.18.2. Board of Trustees Spokesperson**

The Board of Trustees' Chairperson shall serve as the spokesperson for the Board. In the

absence of the Board Chairperson, a member of the Executive Committee presiding shall serve as the spokesperson for the Board of Trustees. Members of the Board of Trustees may give individual statements to the news media as long as it is made clear that this is not necessarily the position or intent of the Board of Trustees as a whole.

### **1.18.3. University Center Spokesperson**

The CEO is the official spokesperson for the University Center. In the absence of the CEO, the Associate Director shall serve as the spokesperson.

### **1.18.4. Information That Should Not Be Shared With The Media**

Issues that should not be discussed with the media include 1) legal issues, 2) personnel issues, 3) questions that involve the University Center's integrity, such as ethics or issues that may result in harm to others, or 4) a campus crisis or emergency. Refer all such inquiries to the CEO.

- Any media inquiries that involve information about specific students should be directed to the CEO or Associate Director. Such inquiries will be handled in strict compliance with the Family Educational Rights and Privacy Act (FERPA). This federal law protects the confidentiality of a student's education records.

Information that may be given includes information found in a student directory: the student's full name, local address and phone number, dates of attendance and degrees, honors and certificates received, class level (e.g. freshman), and academic major(s). Grades may only be provided to the media if a student wishes to release the information in connection with an award or scholarship.

- Any media inquiries regarding University Center staff should be referred to the CEO or Associate Director. Only public information may be provided without the employee's written approval. Public information is the following: verification of employment, name of job title/position, full or part-time status, name of department, department address and phone number, employment starting date, salary/grade, rank.

### **1.18.5. News Releases**

All news releases shall be developed by the University Center to ensure the University Center is presenting information in a consistent manner. Employees shall refer all media inquiries (phone calls, e-mail, etc.) to the CEO or Associate Director. The CEO or Associate Director will determine if the Board of Trustees' Chairperson shall respond to the media inquiry.

**1.19. Amendments.** Rules of this chapter may be altered, amended or repealed or new rules may be adopted at any regular or special meeting of the Board of Trustees by the affirmative vote of two-thirds (2/3) of the Trustees, provided notice of the proposed alteration, amendment or repeal be contained in the notice of such meeting.

## **CHAPTER 2. ADMINISTRATIVE OPERATIONS**

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### **2.1. PURPOSE**

This chapter sets forth the guidelines for administrative and operating procedures for the University Center at Ponca City. The University Center will adhere to the following general administrative and operating procedures.

### **2.2. ADULT STUDENTS WITH PRIOR FELONY CONVICTIONS**

The University Center policy requires applicants for admission to report prior felony convictions on the University Center information sheet. The existence of a conviction does not necessarily mean that an adult student will be denied admission to the University Center. Each case will be evaluated on its facts by a Review Committee. The relationship of the nature, severity and the date of the crime(s) to the interests and needs of the University Center will be assessed.

If an applicant is denied, he/she has the right to be informed of the basis for the denial. The applicant is permitted one appeal of the decision. An appeal must be filed within ten (10) calendar days of the original notification date on the written correspondence. If the applicant appeals, the appeal will be reviewed by a second Committee appointed by the Chief Executive Officer or designee. The denial of admission must be based on reasonable evidence supporting the basis for denial.

### **2.3. AFFIRMATIVE ACTION**

The Oklahoma State Regents for Higher Education in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other Federal laws and regulations do not discriminate on the basis of color, national origin, sex, age, religion, handicaps, or status as a veteran in any of the policies, practices, or procedures. This includes, but is not limited to: education, employment, financial aid, and educational services. Other applicable affirmative action policies of the Oklahoma State Regents for Higher Education office are followed.

### **2.4. ALCOHOL AND DRUG USE**

The University Center strictly prohibits possession or consumption of alcohol or any controlled substance on the premises. Additionally, students attending the University Center may not manufacture, distribute, dispense, or possess any controlled substances on any University Center owned or University Center controlled property.

Students found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on campus shall be subject to disciplinary action in accordance with the Code of Student Conduct found in the University Center policies and procedures manual and the Student Handbook.

### **2.5. CHILDREN ON CAMPUS**

In order to promote an academic environment that helps all students succeed, it is necessary to maintain a quiet and studious atmosphere. In adherence to the policies of The University Center's partner colleges and universities, The University Center does not allow children younger than 18 years of age in classrooms during class times or in the computer labs

(unless the student is concurrently enrolled through their high school and attending classes at the University Center). The University Center strictly prohibits bringing sick children to campus.

## **2.6. CODE OF STUDENT CONDUCT**

In general, the rules and regulations of the University Center's partner colleges and universities regarding student conduct, prohibited conduct, and academic regulations also apply to their students enrolled at the University Center at Ponca City. Information regarding the rules and regulations of the University Center's partner colleges and universities can be found on the University Center's web site.

Students attending the University Center are expected to act in a mature and responsible manner and to maintain the highest standards of integrity, honesty, and morality. The failure of students to follow rules and regulations or to act in an unacceptable manner can lead to temporary suspension or permanent dismissal from the University Center. Actions not committed on University Center property may also be subject to University Center disciplinary action.

### **2.6.1. Academic Infractions**

Every student and student group is required to act lawfully and in such a way as not to adversely affect the educational processes of the University Center or the rights of others.

The following types of academic conduct are prohibited and students or student groups found to have committed such infractions will be subject to disciplinary action that may include expulsion from the University Center.

- Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
- Copying or obtaining information from another student's examination paper.
- Plagiarism defined as the use of any other person's work and the unacknowledged incorporation of that work in one's own work in fulfillment of academic requirements.
- Requesting, bribing, blackmailing or in any other way causing any other persons to obtain an examination or examination in the process of being administered.
- Selling or giving away all or part of an examination.
- Selling, giving or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work painting, drawing, sculpture, or other art work.
- Stealing, buying or otherwise obtaining all or part of an examination.
- Substituting for another person or permitting another person to substitute for one's self to take an examination.
- Using material during the examination not authorized by the person administering the examination.

In addition to disciplinary action taken by the University Center, further actions may be applied by the college or university in which the student is enrolled.

### **2.6.2. Classroom Behavior**

University Center students are encouraged to help create a learning environment that promotes learning, dignity, and mutual respect. Students who speak at inappropriate times, engage in excessive talking or whispering, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or pagers (other noise-making devices like watches with alarms), listen to headphones/CDs, play with computers or hand held games, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be asked to leave the class and be subjected to disciplinary action. The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus.

### **2.6.3. Sexual Assault and Misconduct**

The University Center prohibits sexual misconduct in any form. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidations, coercion, or manipulation. Sexual misconduct can occur between persons of the same or different sex.

### **2.6.4. Disciplinary Action**

The University Center shall resort to disciplinary action when any student alleged conduct directly and/or adversely affects the mission of the institution, the campus community, faculty, students and/or staff.

Any student or student groups committing an infraction(s) shall be subject to disciplinary action as outlined below. Disciplinary action may be imposed alone or in conjunction with one or more additional actions and does NOT have to follow a prescribed order.

Sanctions for Disciplinary or Academic Misconduct:

- Warning: A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.
- Censure: An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.
- Restriction of Privileges: Withdrawal or limitation of one or more privileges made available for students by the University Center for a specified period of time.
- Suspension: Withdrawal from the University Center for a specified period of time determined on an individual case basis. During any period of suspension, University Center campus access is suspended.
- Expulsion: Permanent withdrawal from the University Center. Upon expulsion, the expelled student will not be allowed to enroll or attend classes at the University Center.

In addition to disciplinary action taken by the University Center, further action may be applied by the college or university in which the student is enrolled.

### **2.6.5. Student Suspension or Expulsion**

A student who is on suspension or expulsion from the college or university they are enrolled may not enroll in their classes at the University Center. Students may enroll in another institution only with the full disclosure of such suspension or expulsion and meeting all other requirements of institutional admission.

## **2.7. COMPUTER LAB POLICIES**

The primary purpose of the University Center computer labs is to provide facilities where assignments in classes may be completed or for students who don't have computer access from home. For the safety and security of students, community members who are not currently enrolled at the University Center or currently enrolled in a higher education institution may not use the lab.

The University Center computing resources are the property of the University Center. Students have no expectation of privacy when utilizing University Center computing resources, even if the use is for personal purposes. The university reserves the right to inspect, without notice, the contents of computer files regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security or functionality of University Center or other computer resources or to protect the University Center from liability.
2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources.
3. An account appears to be engaged in unusual or unusually excessive activity.
4. It is otherwise required or permitted by law.

Any suspected violations or any other misuse of computer resources by students should be referred to a University Center staff member.

**2.7.1 Computer Lab Rules.** Students must adhere to the following computer lab rules:

- No viewing of pornography; if something appears on your screen that you cannot remove, contact a University Center staff member immediately for assistance.
- Game playing and other personal business must be limited to one (1) hour per day.
- No accessing dating services, adult calendar pages, gambling, or similar type web sites that exhibit vulgar or harmful pictures are not acceptable.
- No downloading of any software.

Effective 12/08/2022, the University Center will act in accordance with the Governor's Executive Order 2022-23. NOW, THEREFORE, I, J. Kevin Stitt, Governor of the State of Oklahoma, pursuant to the authority vested in me by Sections 1 and 2 of Article VI of the Oklahoma Constitution, and to the full extent of the law, do hereby order and direct that no executive branch employee or agency of the State of Oklahoma shall download or use the TikTok application or visit the TikTok website on government networks or government-issued devices, including State-issued cellphones, computers, or any other device capable of internet connectivity, and that TikTok shall be blacklisted from State networks and State-managed devices.

Only one verbal warning will be issued for violations of the computer labs before corrective action is taken which could result in losing computer lab privileges.

No children under the age of 18 are allowed in the computer or testing labs (unless the student is concurrently enrolled through their high school and attending classes at the University Center). With permission from a University Center administrative staff member, supervised children may accompany their parents into the lab for short time periods, but are not allowed to use the computers.

## **2.8. CONCEALED WEAPONS ON CAMPUS**

No student, staff or visitor is allowed to possess a firearm of any kind on any premises or property owned, operated, or controlled by the University Center at Ponca City. This includes guns, firecrackers, explosives, chemicals, or other dangerous weapons (list is not all inclusive). This does not apply to a person who is authorized to carry a concealed weapon pursuant to Oklahoma law.

## **2.9. CREATING A NEW CLUB OR STUDENT ORGANIZATION**

Students attending the University Center at Ponca City are encouraged to take the appropriate steps to create a new club or student organization. Anyone interested in doing so must first contact the Student Affairs Office for the college or university in which they are enrolled and inquire about their process.

If the college or university approves the necessary paperwork for student's request to start a new club or student organization, the student must then notify a University Center administrator for final approval. The student club or organization can then meet, elect officers and make committee appointments. Club and student organization sponsors will then contact a University Center staff member to schedule meetings on the University Center calendar and obtain authorized use of the university facilities by use of the proper forms.

## **2.10 CREDIT/DEBIT CARD FEES**

The University Center at Ponca City can accept credit/debit card payments. A 3% convenience fee will be assessed. The sole purpose of this fee is to cover charges from the credit card companies.

## **2.11. EMERGENCIES**

University Center at Ponca City policy does not permit the interruption of classes. Emergencies of a crisis nature are the only exceptions made to this policy.

**2.11.1. Weather Related Emergencies.** For safety during **STORMS**, take shelter in the men or ladies restroom. For **FIRE** evacuations, use the nearest clearly marked EXIT. In a medical emergency, notify a University Center staff member immediately. For any other emergency, notify a University Center staff member immediately or call 911.

## **2.12. FACILITY USAGE BY NON UC STUDENTS**

The University Center at Ponca City desires to make Center facilities available to students enrolled at other colleges or universities to assist them with completion of their educational goals. The University Center will allow students who are not enrolled in UC courses who hold a valid student ID showing current enrollment will be eligible to purchase a security badge to gain full access to the UC facilities including the computer labs. A security badge can be purchased for \$20 renewable each semester.

## **2.13. FACILITY USAGE BY OUTSIDE ORGANIZATIONS**

The University Center at Ponca City desires to make Center facilities available to outside non-profit and non-religious organizations for educational purposes. It is the intent of the following policy to permit the usage of these facilities to organizations whose primary purpose is to benefit, in the broadest possible sense, the local community. Space will be made available based on the following criteria:

- Classes scheduled by the participating colleges and universities will always take first priority over outside organizations.
- Facilities will be offered on a space available basis only.
- Meetings will be scheduled during regular working hours unless special arrangements are made in advance.
- All classes offered for college credit must be approved by the Board of Trustees unless they are offered by the current participating institutions.
- The University Center at Ponca City administration may permit the use of University Center at Ponca City facilities to non-profit organizations without the approval of the Board of Trustees.
- When appropriate, room usage fees will be charged to non-profit and for-profit organizations.
- Other organizations will be offered use of the facilities only with advance approval of the Board of Trustees and based on an approved fee schedule.

## **2.14. FOOD AND DRINKS IN CLASSROOMS**

The University Center allows students to take food and drinks into the classroom studios but not into the computer labs. Vending machines and tables are available to students in the Student Break Area as well as a small refrigerator and microwave. Please remember to dispose of trash in the proper receptacles.



## **2.15. SECURITY BADGE**

The University Center requires students be issued a **\$20** security badge for the spring, summer, and fall semesters. Every student using the University Center **MUST** be issued a security badge. The badge **MUST** be renewed each semester. A \$20 fee will be assessed every time a security badge is reissued (if misplaced).

## **2.16. SOLICITATION ON CAMPUS**

Private business or solicitation may not be conducted on the University Center at Ponca City campus, except when the activity serves to promote the educational mission of the University Center at Ponca City.

**2.16.1. Request to Solicit.** All requests to solicit on campus should be directed to the Chief Executive Officer or Associate Director, and must meet the following conditions:

- No disruption of traffic, either vehicular or pedestrian, is permitted.
- Funds derived from activities must be used for purposes consistent with the educational mission of the University Center at Ponca City.
- Requests will be approved 48 hours in advance of the activity.
- Activities held on the University Center at Ponca City campus must be restricted to a specified and acceptable area, as designated by the University Center at Ponca City administration.
- The following additional guidelines governing on-campus political/religious activities must be followed:
  - General posting of handbills, cards, banners, etc. is prohibited.
  - General handouts are prohibited on campus grounds and in the building.
  - The use of mobile or stationary amplified sound systems on campus property is prohibited.

## **2.17. STUDENT BULLETIN BOARD**

A bulletin board in the student lounge is available for students to post announcements regarding textbooks for sale, car pools, coming events, etc. All messages should be dated. Posting of flyers unrelated to University Center at Ponca City activities must be approved by University Center at Ponca City administration.

## **2.18. TESTING FEES**

The University Center at Ponca City assess a \$25 test fee for all proctored exams including those scheduled outside of normal class periods.

## **2.19. TOBACCO FREE CAMPUS**

Effective July 1, 2012, the University Center will act in accordance with the Governor's Executive Order 2012-1, and become a tobacco free campus.

The use of tobacco products (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco including chewing on an unlit cigar, or other tobacco products) is prohibited throughout all indoor and outdoor areas owned and leased by the University Center.

This policy applies to all faculty, staff, students, guests, contractors, vendors, visitors or anyone else on the University Center campus. Noncompliance may result in corrective or disciplinary action in accordance with University Center policies and procedures and the Student Handbook.

## **2.20. TRAFFIC AND PARKING**

All city and state traffic regulations and rules governing the use of motor vehicles shall be observed at all times. The University Center at Ponca City parking lot is for use of students, faculty, staff and guests of the University Center. Parking which blocks entrance and exit areas, non-designated spaces, fire lanes or on the grass is prohibited and may result in towing of such vehicles at owner's expense. All parking is free. The City of Ponca City regulations apply to handicapped parking areas.

## **2.21. UNSUPERVISED CHILDREN**

Young children left unsupervised in the University Center at Ponca City lobby or other non-teaching areas are not permitted. Students are to arrange for childcare prior to attending classes on the campus. Students who do not observe this rule will be called from class and asked to leave the University Center.

## **2.22. ALCOHOL AT SPECIAL EVENTS**

It is forbidden to consume, possess, or serve any alcoholic beverage on the University Center at Ponca City campus except under the following circumstances:

- At special events and functions in the catering venues in the University Center at Ponca City reception area.
- At special events and functions in the University Center at Ponca City conference room.
- At special events and functions in an area or areas designated by the CEO or the UC Board of Trustees.

All alcoholic beverage services must be provided by a caterer, licensed by the State of Oklahoma to purchase and serve alcohol to the public. All events and functions must be approved in advance by the CEO or the UC Board of Trustees.

The licensed caterer shall be responsible for checking IDs, and the licensed caterer shall furnish proof of liability insurance for its operations to the CEO at least 5 working days prior to the event. The University Center may cancel permission for serving alcohol if the proof of insurance is not received within the designated time.

Security must be provided in conjunction with the event.

All purchases, consumption, possession, and service of beer and alcoholic beverages allowed hereunder shall be in strict compliance with University Center at Ponca City policies,

the Oklahoma Alcoholic Beverage Control Act and other applicable laws of the State of Oklahoma.

All exceptions specified above must adhere to the following:

- No social event shall be called by a name that implies alcohol as the only beverage to be offered (e.g., wine and cheese reception).
- Whenever alcohol is served at an event as authorized above, there will be readily available non-alcoholic options.

### **2.23. Apparel and Merchandise**

University Center at Ponca City policy does permit the sale of apparel and merchandise with the University Center Logo. No cash accepted, Debit or Credit Cards only.

### **2.24. AMENDMENTS**

The rules of this Chapter may be altered, amended, or repealed or new rules may be adopted at any regular or special meeting of the Board of Trustees by the affirmative vote of two-thirds (2/3) of the Board of Trustees, provided notice of the proposed alteration, amendment or repeal be contained in the notice of such meeting.

## CHAPTER 3. ACADEMIC AFFAIRS

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### 3.1. COORDINATION AND APPROVAL OF ACADEMIC PROGRAMS

The purpose of the University Center at Ponca City is to deliver public higher education opportunities to the people in the Ponca City area. The University Center staff shall make recommendations to the Board of Trustees regarding programs to approve and offer at the University Center.

### 3.2. ADMINISTRATIVE PRINCIPLES

**3.2.1. Partner College/University Designee.** The president of each institution will designate a representative to work with the University Center administration.

**3.2.2. Class Schedule.** The University Center administration, in cooperation with the institutions, will coordinate the development, printing, and distribution of a course schedule each semester or term. To the extent possible, institutional calendars should be coordinated.

**3.2.3. Student Support.** The University Center will provide student computer and personnel support for student's online registration and enrollment and other services required for students.

**3.2.4. Student Enrollment/Grade Reports.** Institutions will provide the University Center Chief Executive Officer with a copy of all enrollment and grade records of students enrolled at the end of each semester.

**3.2.5. University Center Third-Party Evaluation of Services.** The Board of Trustees in cooperation with the State Regents will provide the structure for a periodic evaluation of the University Center's activities and services.

### 3.3. PARTNER COLLEGES AND UNIVERSITIES

**3.3.1. Lower Division Courses.** As established and stated by law (O.S. 70, 3213), Northern Oklahoma College (NOC) shall have exclusive authority to offer all lower division courses and programs (1000 and 2000 level) at the University Center at Ponca City as listed in the current college catalog of Northern Oklahoma College.

The University Center Board of Trustees will follow the Program Approval Process as outlined in 3.4. to determine and select upper division and graduate coursework.

### 3.4. PROGRAM APPROVAL PROCESS

**3.4.1. Establishing New Programs.** The primary criterion for consideration of new program requests will be academic quality, which includes student support services provided by the proposing institution. The second criterion will be cost-effectiveness

and availability of resources. Lastly, a documented demand for the program by students and business and industry will be considered as well.

For existing programs offered on the current or prospective partner college or universities' main campus, the recommendation from the University Center staff to the Board of Trustees will include the following information:

- Demonstration of the academic quality of the program as evidenced by the program's objectives, accreditation status, curriculum, academic standards, and faculty.
- A description of the need for the program, including the number of students expected to enroll and graduate, the number of students who have inquired about the program and/or documentation regarding the demand from business and industry.
- Documentation that the proposed offering institution's college dean or board has approved the offering of the program at the University Center.
- Documentation that all designated participating institutions were involved in the discussion and planning of the new program to ensure efficient use of resources and to prevent duplication.
- The arrangements for resources to support the program request (if any).
- The arrangement for the student facility usage fee to be collected by the proposing institution as evidence by a signed Facility Usage Fee MOU.

### **3.5. STATE REGENTS POLICIES, ACADEMIC STANDARDS AND PROGRAM SUPPORT**

All Oklahoma State System of Higher Education academic policies applicable at the main campuses are applicable at the University Center at Ponca City. These include admission and retention standards; transfer requirements; standards of education; distance learning; degree requirements, etc.

**3.5.1. Student Academic & Support Services.** Institutions are responsible for providing admission and enrollment services, academic counseling, and financial aid services for students enrolled in their programs on a basis comparable to the students enrolled on the main campus.

**3.5.2. Sequence of Courses.** The University Center staff will work with its partner colleges and universities to ensure the proper sequence of courses are offered to students as if they were physically attending the college or university they are enrolled. Doing so will ensure students can make systematic progress toward completion of their degree or certificate objectives.

**3.5.3. Distant Learning Course Credits.** The University Center partner colleges and universities will not distinguish between resident credit awarded for courses completed through the University Center and credit awarded for courses completed on the main campuses.

**3.5.4. Partner Colleges and Universities' Accreditation Process.** Institutions will include programs offered at the University Center in their program review process as outlined in the "Policy Statement on Program Review" (II-2-90). The University Center administration will provide input when appropriate and receive a copy of the final documentation submitted to the State Regents. Additionally, programmatic accrediting agencies and the North Central Association of Colleges and Schools (NCA) evaluate institutions periodically and their off-campus sites for quality and policy compliance. The University Center should receive accreditation reports on programs or institutions that include an evaluation of programs offered at The University Center.

## CHAPTER 4. FISCAL MANAGEMENT AND OPERATIONS

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### 4.1. ACCOUNTING AND BUDGETING

**4.1.1. Accounting and Fiscal Management.** The accounting and fiscal management of the University Center at Ponca City shall be in accordance with the Financial Accounting and Reporting Manual for Higher Education published by the National Association of colleges and University Business Officers.

**4.1.2. Annual Budget.** Prior to the beginning of the fiscal year, the Chief Executive Officer shall prepare a budget setting out in detail anticipated revenues and expenditures for the entire fiscal year. The budget will be submitted to the Board of Trustees at their annual meeting in June of each year for review and approval.

**4.1.3. Budget and Audit Committee.** The Board of Trustees may elect to nominate a Budget and Audit Committee to meet prior to the June Board meeting to review in more detail anticipated revenues and expenditures.

### 4.2. PAYROLLS AND CLAIMS

**4.2.1. Individual and Payroll Claims.** All individual claims and/or payroll claims will be certified for payment by the CEO or his/her designated administrative employee(s).

**4.2.2. Miscellaneous Claims and Stop Payments.** The following persons are authorized to approve miscellaneous claims and/or payroll claims and stop payment requests:

- CEO - miscellaneous and payroll claims
- Oklahoma State Regents for Higher Education authorized payroll administrator – miscellaneous and payroll claims, stop payments
- Associate Director – payroll claims, stop payments

### 4.3. CAPITAL EXPENDITURES

The Board of Trustees shall appoint a Capital Projects Committee comprised of three or more Trustees who have the responsibility to evaluate the justification of the project and report to the full Board of Trustees a recommendation on each major capital expenditure request submitted for such purpose.

**4.3.1. Review & Documentation System.** The Capital Projects Committee shall devise a system of review, which provides for uniformity and consistency in regard to the criteria and methods of evaluation used to determine the acceptability of each request. Further, it is the responsibility of the Committee to prepare regular reports on the status and budget compliance of authorized expenditures and to share the information with the remaining Board of Trustees at regular or special Board of Trustee meetings.

**4.3.3. Final Purchases.** All final purchases for capital improvements require the approval of the Board of Trustees.

#### **4.4. FUND TRANSFERS**

**4.4.1. Fund Account Types.** The University Center will maintain 2 funding accounts: The first account is the clearing account used for all electronic receipt of funds. The second account is the Revolving Account used for operations.

**4.4.2. Fund Transfers.** All transfers of fund balances shall be approved by the Board of Trustees.

#### **4.5. PURCHASE CARD PROGRAM (CREDIT CARD)**

The University Center at Ponca City purchasing card (P-Card) program establishes the use, by designated Center employees, of commercial purchase cards to facilitate the acquisition of lower dollar goods and services needed for conducting official University Center business. It is intended that the P-Card be issued to select employees to enhance effectiveness or economy of operation. P-cards are issued in the name of University Center at Ponca City and include the cardholder's name, department and a unique account number. Liability for payment to the P-Card Provider rests with the University Center at Ponca City. Total responsibility and accountability for allowable P-Card purchases resides at the cost center level.

**4.5.1. Cardholder Responsibility.** The cardholder is responsible for and accountable to the University Center at Ponca City for all charges made with the P-Card. Use of the P-Card is solely for official University Center purchases. Personal purchases are strictly forbidden and may result in disciplinary action.

##### **4.5.2. Definitions.**

- **Cycle** means a period of time ending on the same date. For example, cycle 20 ends at midnight on the 20th of each month. All transactions posting to the cardholder account from the 21st of the month to the 20th of the next month will be within one cycle. If the cycle occurs on a Saturday, Sunday or a bank holiday, the cycle ends on the business day following the cycle date. (Synonymous with "billing cycle").
- **Invoice** means a document sent by the bank to the University Center at Ponca City to affect payment for goods and services purchased using the P-Card. Payment will be made centrally by the accounting office at the Oklahoma State Regents for Higher Education.
- **Issuing Bank** means the bank issuing the P-Card to an organization (Bank of America).



- **Merchant** means a business or other organization that provides goods or services to customers (Synonymous with supplier or vendor).
- **Merchant category code (MCC)** means a standard code that the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned an MCC by the acquiring bank.
- **Merchant category code group (MCCG)** means a defined group of merchant category codes. MCCGs are used to control whether cardholders may purchase from particular types of merchants.
- **Split Purchasing** means dividing or failing to consolidate a known quantity of goods or services for the purpose of evading (1) the P-Card statutory single transaction limit of \$2,000 and/or (2) limit(s) established for an individual P-Card and/or (3) a quotation/bidding requirement.
- **Transaction** means a single purchase or credit.

**4.5.3. P-Card Management.** The CEO has the responsibility for management of the P-Card program. The Associate Director shall oversee the implementation and operation of the P-Card program.

**4.5.4. Purchase Card Employee Agreement.** Employees approved to be a cardholder will be required to sign the University Center at Ponca City Purchase Card Employee Agreement Form prior to assuming their duties and being Issued P-Cards.

**4.5.5. Training.** Employees approved and issued a P-Card must successfully complete the training prescribed by the CEO as prescribed by the Office of State Finance prior to assuming their duties and being issued P-Cards.

**4.5.6. Purchase Card Operations.** The P-Card is issued by the University Center at Ponca City in coordination with Bank of America. The P-Card will include the University Center's name, cardholder's name and unique individual account number.

**4.5.6.1.** Cardholder must be a University Center at Ponca City permanent employee. P-Cards will not be issued to a temporary employee.

**4.5.6.2.** All P-Cards issued under this program are the property of the University Center at Ponca City and shall be surrendered to the approving official upon termination of employment with the University Center or upon request of the cardholder's supervisor or CEO.

**4.5.7. Card Controls and Limits.** The P-Card Administrator will establish the following categories of controls and limits on each P-Card as required by Bank of America. The mandatory categories are:

- Credit limit (dollar amount per cycle)
- Single purchase limit (dollar amount per transaction) shall not exceed \$2,000.
- Merchant Category Code Group (MCCG).
- The dollar amount per day or number of transactions (authorizations per day and/or transactions per cycle).

**4.5.8. Transaction Flow.** A typical P-Card transaction consists of the following steps:

- Cardholder obtains authorization to purchase documented by an Approval to Purchase Form or a University Center requisition.
- Cardholder makes purchase from merchant using P-Card. Cardholder receives receipt from walk-in purchase or printed receipt from internet purchase.
- Merchant delivers goods or service and submits transaction to the credit card company.
- The bank pays merchant.
- The bank furnishes University Center at Ponca City cardholders with a report (memo statement) of purchases.
- Cardholder reconciles receipts and logs with memo statement and forwards to the Associate Director.
- The Associate Director reviews and approves reconciliation.
- The University Center has five (5) calendar days after cycle ends to complete account reconciliation.
- All documentation including transaction log, Authorization to Purchase form, original receipts, and any other related information is then forwarded to the Accounting Office at the Oklahoma State Regents for Higher Education for review and payment.
- The Accounting Office at the Oklahoma State Regents for Higher Education makes a single payment to Bank of America on behalf of the University Center. The Accounting Office debits/credits departmental accounts after the payment is made.

**4.5.9. Approval to Purchase.** The cardholder of record is the only person authorized to make purchases using his/her card. The P-Card shall not be loaned to another person. Such occurrences may result in revocation of the card. The fact that the cardholder has been provided a card does not imply prior approval of all purchases. The cardholder must follow proper University Center procedures to obtain authorization to purchase. A University Center requisition must be submitted to the Accounting Office at the Oklahoma State Regents for Higher Education prior to the purchase and also recorded in the Transaction Log. After determining that the anticipated purchase does not conflict with University Center at Ponca City policies, the cardholder may select a vendor that can supply the items with the best method of purchase.

**4.5.10. Purchases in Person (Point of Sale).** To determine whether the P-Card is the most appropriate method for the anticipated purchase, check the list of excluded charges to make sure it is not a restricted item.

- Be sure that the total amount will not exceed the card's single purchase limit.

- Determine if the price is the best you can reasonably obtain.
- Ensure that sales tax is not charged (cardholder must have a copy of the Oklahoma Tax Exemption letter for most merchants to have sales tax excluded).
- Obtain a receipt at the time of purchase and keep the receipt for documentation.
- Provide receipt to Associate Director.
- The Associate Director will log the purchase on the Transaction Log.

**4.5.11. Purchase by Phone.** The cardholder should follow the same instructions for making in-person purchases. In addition, be sure that the total amount (including all shipping, handling, freight, etc.) will not exceed the card's single purchase limit. When calling a vendor, state that you are calling from the University Center at Ponca City and that you will be using a corporate purchasing card for this purchase.

- Emphasize that the University Center at Ponca City is tax exempt. (Cardholder may be required to fax a copy of the Oklahoma Tax Exemption letter to the merchant).
- If items will be shipped, remember to give the vendor your name, department name, phone number and complete delivery address specifying inside delivery.
- Ask for a confirmation number after the vendor takes the order.
- Give the vendor your P-Card number and expiration date. Request a receipt and/or packing slip with itemized description and pricing information to be sent with the purchase. Retain these documents with your record of the purchase.
- Keep written documentation for phone purchases, to include: date, vendor, description of items(s) purchased, amount, freight, handling, and insurance amount. After you receive the items, keep packing lists and any other documentation.
- Log purchase on the Transaction Log.

**4.5.12. Purchase by Fax.** Follow the applicable steps for making purchases in person or by phone (above).

- Retain a copy of the order form and fax confirmation (if available) for your records.
- Do not mail an original order form to the vendor, since doing so could result in a duplicate order. If the company requires a mailed original purchase order, clearly mark on it "confirming order, do not duplicate."
- Provide receipt to Associate Director.
- The Associate Director will log the purchase on the Transaction Log.

**4.5.13. Purchase by Mail.** Follow the applicable steps for making purchases in person or by phone (above).

- Retain a copy of the order form, including the address to which it was mailed. Request a receipt be sent to you.
- Once the item is received, provide the receipt to the Associate Director.
- The Associate Director will log the purchase on the Transaction Log.

**4.5.14. Internet Purchases.** It is recommended that Internet purchases be made from a secure site or sites that provide account number encryption.

- Departmental policies and good judgment should be used when ordering over the Internet.
- Follow the applicable steps for making purchases by mail.
- Print appropriate screens to include item description, cost, and total cost. Retain printed documentation of purchase.
- Provide the receipt to the Associate Director.
- The Associate Director will log the purchase on the Transaction Log.

**4.5.15. Returns, Damaged Goods, Credits, Back Orders.** If materials purchased with the P-Card need to be returned, the cardholder should work directly with the supplier.

- Retain boxes, containers, special packaging, packing slips, etc. until you are sure you are going to keep the materials. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- Read all enclosed instructions carefully. Often a phone number or instructions for returning the materials are included on the packing slip and/or receipt.
- Many suppliers require a “Return Authorization Number” before they will accept a return. A “Return Authorization Number” is obtained from the shipper. In cases where a “Return Authorization Number” is required, if a package is returned without it, the package will be refused and no credit will be issued to your account.
- Request a credit receipt for returned items. Some companies may not provide this receipt unless requested.
- In some cases there may be a restocking fee (usually a percentage of the purchase price). If the vendor is responsible for the error or problem, you should not have to pay a restocking fee. If the vendor is not responsible, you may have to pay the restocking fee. You may use the P-Card to pay this fee, as long as it does not exceed any of your limits or violate policies.
- Keep on file all documentation pertaining to returns and credits. Check the monthly statement to make sure that the charge for the returned item(s) is credited properly.
- No charges should be incurred for backorders. Charges can only be applied for material that has been received or shipped from vendors dock.

**4.5.16. Disputed Transactions.** If the cardholder and the supplier cannot resolve the issue, the Associate Direct will contact Bank of America within sixty (60) days of the statement date. Mark the transaction as disputed on the statement.

**4.5.17. Allowable Charges.** The Office of State Finance will periodically provide guidelines on the types of purchases that are generally allowable for P-Card use.

**4.5.18. Non-Allowable Charges.**

**4.5.18.1. Conflict of Interest.** As with any purchase made for the University Center at Ponca City, a cardholder shall not purchase goods or services from a member of their immediate family or realize personal gain. The cardholder shall inform his/her supervisor in writing of reasonable foreseen potential conflicts of interest.

#### Non-Allowable Charges:

- Mail: All U. S. mail, including parcel post, certified, and registered mail, should be sent through Central Services.
- Fuel.
- Professional/Personal services rendered by individuals, corporations, partnerships, or any other entity, including but not limited to consultants, attorneys, physicians, engineers, architects, public accountants or computer programmers.
- Other purchases not permitted under University Center at Ponca City Policy and Procedures.

#### **4.5.19. Conference and Training Fees**

The P-Card may be used to contract for conference/training course fees. Conference equipment (such as audio or video equipment), conference/training rooms, conference/training set-up services and conference/training materials may be included except goods and services as prohibited by Section 4.5.18. If P-Card purchases from a grant or contract are determined (by audit or otherwise) to be unallowable on the grant or contract, charges will be transferred to the employee's department.

#### **4.6. PURCHASING**

The CEO of the University Center at Ponca City has the authority to make purchases for the benefit of the program. In the absence of the CEO, authority to make purchases is delegated to the Associate Director (subject to the requirements set forth in paragraphs 4.6.1. and 4.6.2. below). All purchases are reviewed by the Associate Director to ensure fund availability and accountability. Purchases in excess of \$10,000 or capital improvement projects first require approval from the Board of Trustees.

**4.6.1. Competitive Bids.** The University Center at Ponca City adheres to a purchasing process based on competitive bids as defined in the State Purchasing Policy. Informal quotations are acceptable and are required to be documented by the employee receiving the informal quotation. The informal quotation is maintained with a requisition submitted to the purchasing department at the Oklahoma State Regents for Higher Education.

**4.6.2. Informal and Formal Bid Process.** Purchases between \$2,500 and \$24,999 fall under the requirements of an informal bid process. Purchases over \$25,000 will require the University Center at Ponca City to prepare formal bid specifications (RFPs), receive vendor bids, and determine the recipient of the contract. These dollar amounts conform to state guidelines, and may be administratively changed as state laws change.

**4.6.3. Required Documentation.** The University Center at Ponca City maintains adequate documentation to substantiate that requirements of purchasing policies have been followed. This documentation includes: vendor bids, purchase requisitions,

purchase orders, invoices, and vendor payment records. In addition to this documentation, a spreadsheet is maintained where all purchases are recorded. The purchases on this spreadsheet are reconciled on a monthly basis to the monthly ledger from the purchasing department at the Oklahoma State Regents for Higher Education.

**4.6.4. State Contract and State Organizations.** Contracts of State Central Purchasing, the Federal General Services Administration, other system institutions, institutional consortiums and other approved sources (Example: OneNet) will be used by the University Center at Ponca City when the program's needs can be adequately and economically served by such a source.

**4.6.5. Sole Source.** The University Center at Ponca City's policies allow purchases from a sole source only after reasonable efforts have been made to identify all possible sources. When purchases are made from a sole source, the CEO requires the employee making the purchase draft a sole source statement justifying the reasons why the purchase was from a sole source. The CEO has authority to sign the Sole Source Affidavit.

**4.6.6. Split Purchasing.** Split purchasing is prohibited. Split purchasing occurs when goods or services are artificially divided into separate contracts for the purpose of evading the competitive bidding requirements of this policy.

**4.6.7. Annual Contracts.** Contracts for goods and services of less than \$10,000. This may include, but is not limited to, participatory membership contracts, maintenance contracts and state University Center service contracts.

The following persons are authorized to sign requisitions, purchase orders, change-order requests, or sole source affidavits:

- CEO – requisitions, purchase orders, change-orders, sole source affidavits
- Associate Director – requisitions, purchase orders, change-orders

## 4.7. INVENTORY

**4.7.1. Inventory Tracking System.** All equipment received by the University Center at Ponca City costing over \$500 will be recorded in the Inventory Tracking System. When equipment is acquired, it will be tagged with an inventory number, and recorded in the Inventory Tracking System using the inventory number, item description, quantity, serial number, model number, purchase order number, source, cost, location, and any other information determined necessary to identify the equipment. All equipment that is added to the Inventory Tracking System in accordance with this policy will be deemed as approved by the University Center's Board of Trustees.

**4.7.2. Items Not Inventoried.** Supplies and other items considered to be supplies or materials not having a life span of one or more years or items costing \$500 or less will not be recorded in the Inventory Tracking System.

## **4.8. DECLARATION AND DISPOSAL OF SURPLUS PROPERTY**

**4.8.1. Method of Disposal Process.** When an inventoried item is no longer needed or is broken and repair is not possible or economically feasible, the administration shall present the item(s) to the University Center Board of Trustees as a surplus item with recommendation as to the method of its disposal. Items may be traded-in on the purchase of new items without being declared surplus.

**4.8.2. Methods of Disposal as Prescribed by Law** shall include discarding, transfer or redistribution to another state agency, or sale.

**4.8.3. Sale of Surplus Property.** A sale of surplus property may be accomplished by public announcement as to date and types of property through auction or sealed bids. The University Center at Ponca City may contract with an auctioneer to conduct such sale. Notification of items to be sold by sealed bids may be mailed to interested parties in addition to public announcement. All monies realized by such sales will be deposited in the Center's revolving fund (number 20700).

**4.8.4. Transfer of Surplus Items.** Items may be offered for transfer to another state agency through direct notification. The participating institutions will be given first choice of transfer. If no other agency contacted desires the property, it may be offered for sale.

**4.8.5. Discarded Property.** Property will not be discarded if it is feasible to include it for transfer or sale. Property of no value may be discarded with the approval of the Board of Trustees.

**4.8.6. Authorized Personnel to Approve Surplus Property.** The CEO and the Associate Director are authorized to approve surplus property transactions.

## **4.9. COMMUNICATION WITH LEGAL COUNSEL**

**4.9.1. University Center Legal Counsel.** The Oklahoma Attorney General is the legal counsel for the University Center at Ponca City. The University Center at Ponca City may contract with a private attorney for legal counsel upon approval by the Attorney General.

**4.9.2. Communication with Legal Counsel.** Communication with legal counsel is generally conducted by the Board Chair and/or the CEO. Individual board members should notify the Chair or CEO prior to making requests for legal advice from the University Center legal counsel.

## CHAPTER 5. PERSONNEL POLICIES AND PROCEDURES

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### PREAMBLE

These policies and procedures comprise the University Center at Ponca City's official guidelines on personnel matters. The primary purpose of the Employee Handbook is to provide a single source of information on personnel policies and procedures for all employees as well as for the management staff responsible for applying them.

This document, approved by the University Center at Ponca City Program Board of Trustees in a regular meeting on June 18, 2015, supersedes all previous personnel policy documents and becomes effective June 18, 2015, unless otherwise expressly provided, or unless the federal or state law governing a particular policy mandates a different effective date.

### INTRODUCTION

By law, all employees of the University Center at Ponca City are employees at will. As at-will employees, employees are not covered by the statutes and administrative procedures commonly referred to as the Merit System of Personnel Administration, although certain provisions of the Oklahoma Personnel Act do apply.

No provision of this policy handbook shall be considered to create any expectation of continued employment, or property interest, whatsoever. The CEO may exercise his or her discretion to terminate any person's employment without reference to any specific procedure, or prior notice to the employee, unless otherwise required by law.

Any provision of any previous Employee Policy Handbook of this office regarding an employee's rights of employment by the University Center at Ponca City Program is hereby rescinded.

The information contained in this policy handbook is intended to be of assistance to employees of the University Center at Ponca City in carrying out their duties and determining their rights as employees of this office and the State. However, information relating to matters governed by state law, Executive Order, or rules and regulations of any other office or University Center of the State, is subject to change. It is the responsibility of each individual employee to verify the currency of the information provided in this manual.

Where authority is given to the CEO and certain supervisory level employees in any policy contained in this manual, the CEO will determine which employees are authorized to act. In the event of an absence from the University Center for an extended period of time, the Associate Director is authorized to act in his or her place during the absence.

The CEO will periodically review all personnel policies contained in this manual and recommend updates, deletions or enhancements to the University Center at Ponca City Board of Trustees as appropriate. The CEO is authorized to make policy changes to conform to changes in federal or state law, unless the changes significantly alter University Center policy. The CEO is also authorized to make other changes in the handbook insofar as they pertain to procedural, non-policy matters. Such changes will be reported to the Board of



Trustees on an annual basis.

### **5.1. EQUAL OPPORTUNITY**

The University Center at Ponca City is committed to equal employment opportunity and to employment of only U.S. nationals and those aliens authorized to work in the United States. This policy is to assure that available human resources will be fully utilized and that all appointments, promotions and transfers will be made on the basis of individual qualifications and merit without regard to race, creed, color, national origin, sex, age, religion, disability or status as a veteran. The CEO and the Board of Trustees of the University Center at Ponca City reaffirm that the University Center will comply fully with all applicable state and federal laws.

**5.2. REPORTING STRUCTURE.** All employees of the University Center report to the CEO. The CEO reports to the Board of Trustees.

**5.2.1. Appointment Authority.** The CEO will appoint all personnel. For positions of Associate Director and Academic Advisor/Counselor, appointments will be subject to Board of Trustee's approval. The CEO will ensure compliance with all applicable laws and University Center policies and will receive recommendations from University Center staff when appropriate.

**5.2.1.1.** The letter of appointment from the CEO is the official document authorizing and confirming employment. All new full-time employees will receive written notification of employment from the CEO indicating the position title, salary, benefits and starting date.

### **5.3. NEPOTISM**

Oklahoma law (21 O.S. 1991, §§481-487) prohibits the hiring of relatives of Trustees; it also prohibits the hiring of relatives of the CEO for those positions which he or she is authorized to fill without Trustees' approval. The term "relative" or "related" includes the following relationships: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

### **5.4. HIRING, RESIGNATION, SUSPENSIONS, REDUCATION IN FORCE, TERMINATIONS**

**5.4.1. Recruitment.** All vacancies will be announced internally in a job opportunity announcement which may be transmitted by any or all of the following methods: paper, email, or bulletin board posting. Current employees (including temporaries employed either by the University Center or contracted from employment services) may apply for vacant positions without fear of adverse consequences from any Trustee or staff member, and such application will in no way jeopardize the current employment status of the applicant.

**5.4.1.1.** Positions not filled by internal candidates will be advertised externally as required. The CEO will be responsible for all recruitment activities, including advertising and receipt of applications.

**5.4.1.2.** Vacancies will be advertised for a minimum of 3 days internally and externally (if necessary) until a representative pool of applicants is received, unless an emergency exists and the CEO authorizes a shorter advertisement period.

**5.4.1.3.** The CEO will receive all applications. The direct supervisor will perform initial review to ensure that applicants possess the minimum qualifications needed for consideration, review applications of qualified individuals, and determine candidates to be interviewed. The supervisor, Associate Director and Director may comprise a screening committee to review applications and interview finalists for all positions.

**5.4.1.4.** All applicants will be notified when the position is filled.

**5.4.1.5.** Temporary employees who are employed for periods less than 1 year may be appointed by the CEO without adhering to the recruitment process.

**5.4.2. Official Application.** An application is deemed complete only when the official University Center application form is on file with the University Center at Ponca City and accompanied by (a) a curriculum vitae or resume, (b) a letter of application, and (c) reference information, as described in the job announcement.

**5.4.1.1.** The application, Affirmative Action/EEO applicant profiles, all accompanying documentation, the memorandum of recommendation (or Personnel Request Form), as well as the reasons for rejection or selection of applicants will be recorded and maintained in the University Center personnel files for not fewer than five years after the closing date for the position.

**5.4.1.2.** Any employee who misrepresents facts or states false information on their resume/application will be subject to termination.

**5.4.3. Probationary Period.** Every employee appointed to a position, except the CEO, and those employed on a temporary basis, shall serve a probationary period of six months (180 days). The probationary period is part of the selection process for all regular appointments and is for the purpose of determining an employee's suitability for the position.

**5.4.3.1.** Written performance evaluations will be performed during the probationary period as required. The probationary period may be extended by the CEO due to extenuating circumstances up to a maximum of 12 months (365 days).

**5.4.3.2.** If the employee is not deemed suitable for the position, they shall be notified in writing of the date employment will be terminated. In cases of termination, an employee shall not have recourse to the grievance process,

except as otherwise provided by law.

**5.4.3.3.** Employees who are transferred or promoted from one position to another during the probationary period will be required to complete at least six months (180 days) probation in the new position. Temporary employees who have worked more than six months are considered to have fulfilled the probationary period if the same job is made permanent.

**5.4.3.4.** A current copy of the Employee Policy Handbook will be maintained in the University Center at Ponca City office. The policy handbook will be reviewed with new employees during orientation. Every University Center employee will have access to the employee handbook either electronically or in print.

#### **5.4.4. REDUCATION IN FORCE (RIF)**

Conditions and circumstances may necessitate a reduction in workforce from time to time. The CEO shall approve the need for personnel reduction due to lack of work, lack of funds, or the abolition, reorganization or reduction of an activity. Following the approval of layoff action by the Board of Trustees, the CEO will assure equity in layoff decisions, review equal employment profiles and make every effort to place those employees designated for layoff in other positions within the University Center for which they qualify or assure their continued consideration for other positions as they become available.

**5.4.4.1.** Written notification of layoff will include the reason for the layoff, the effective date of the layoff, and a statement regarding consideration for re-employment if appropriate.

#### **5.4.5. RESIGNATIONS**

An employee shall submit written notice of resignation to the CEO and the immediate supervisor at least two weeks in advance to the employee's final work day. Executive, administrative, professional, and technical staff members should provide as much notice as possible, consistent with the nature and importance of their responsibility as members of the administrative team.

The CEO can accept the resignation of employees immediately on behalf of the Board of Trustees through written correspondence and notification to the Board Chair.

#### **5.4.6. TERMINATIONS**

**5.4.6.1. Involuntary Separation.** All individuals employed by the University Center are considered at-will employees.

**5.4.6.2. Employee Absenteeism.** Any employee who is absent for three days without notifying their supervisor or the CEO of the reason for the absence will be presumed to have abandoned their position. Abandonment may result in immediate termination of employment.

**5.4.6.3. Violations of Policy.** Violations of any University Center at Ponca City policy can provide the basis for disciplinary action, up to and including termination. The following general causes may provide independent grounds for suspension without pay, involuntary demotion or discharge of any University Center employee:

- Misconduct
- Insubordination
- Inefficiency
- Inability or failure to perform the duties of the position in which employed
- Conduct unbecoming a public employee
- Conviction of a crime involving moral turpitude
- Any other just cause

**5.4.7. Pre-Employment Background screening.** The University Center will conduct standard, pre-employment background screenings on all, new employees (full-time, part-time, contract employees) to substantiate their qualifications for employment. Criminal background checks in addition to a credit check will be conducted in addition to the standard pre-employment screening.

The University Center will utilize the services of a third-party vendor as part of the procedure for processing any application for employment. Employees cannot begin work until the criminal history check is complete.

**5.4.7.1.** Once results are received regarding the results of the pre-employment background screening, 2 signatures must be obtained:

1. CEO or the Associate Director
2. A member of the Board of Trustees' Executive Council

Once approval signatures are received, the CEO or Associate Director may make arrangements with the new employee to begin work at the University Center

**5.4.8. Criminal History Check for Volunteers.** The University Center will conduct a criminal history background screening for anyone who wishes to serve in a volunteer capacity at the University Center. The same procedures for approval will be followed as stated in 5.4.7.1.

## **5.5. SUSPENSION**

**5.5.1. Suspension without Pay.** When appropriate, the University Center may suspend an employee without pay for any of the reasons listed above or for internal investigatory purposes for up to sixty (60) calendar days within any twelve (12) month period.

If the employee is suspended in conjunction with an internal investigation and is subsequently cleared, the University Center shall reinstate the employee to the former position with full rights and without loss of pay or other benefits. The University Center shall fully clear any of the employee's record in its custody. If the charges against the

employee are confirmed, in whole or in part, a suspension in conjunction with an internal investigation shall not preclude the University Center from extending the period of suspension up to a maximum of sixty (60) days or taking other disciplinary action.

**5.5.2. Suspension with Pay.** The University Center may suspend an employee from duty with pay for internal investigatory purposes. The University Center may require the employee to remain available during specified working hours to meet with investigators or other University Center officials as required. A notice of suspension with pay, stating the beginning and ending dates and times and specifying any reporting requirements shall be issued to the employee in writing. An employee shall not be placed on suspension with pay for more than a total of thirty (30) working days within any twelve (12) month period. If the charges against the employee are not confirmed in whole or in part, the University Center shall fully clear any of the employee's records in its custody. If the charges against the employee are confirmed, in whole or in part, the University Center may take disciplinary action as it deems appropriate.

## **5.6. PERFORMANCE APPRAISALS AND FEEDBACK SESSIONS**

A major component of the success of any organization is efficient, effective employee performance and feedback. Performance evaluations and feedback sessions are basic to good personnel management and are considered a fundamental part of each supervisor's job assignment.

**5.6.1. Frequency and Methods of Measuring Performance.** All University Center employees shall receive a performance evaluation at least once a year (normally between March and May) from their immediate supervisors. Evaluations may be conducted more frequently if a supervisor determines it necessary.

**5.6.1.1.** New employees may receive an evaluation at the end of their probationary period. Each employee will be evaluated by his or her supervisor. Performance evaluations are to be separated sufficiently in time from the University Center's budgeting process so that the focus of the evaluation is on employee development. However, the evaluation should be close enough to the budgeting process so that the results are meaningful when used in the merit salary recommendation process.

**5.6.2. Performance Evaluation Documentation.** Performance evaluations are to be documented and signed by the employee's immediate supervisor and the employee. The employee's signature is not interpreted to mean agreement with the evaluation but rather acknowledgment that the evaluation has been discussed with the employee. A copy of the written evaluation will be provided to the employee if requested.

- The evaluation of employee performance will be documented on a form approved by the CEO. The form will provide an opportunity to outline acceptable levels of competence, areas in need of improvement and training and assistance to be

provided to enhance the employee's overall work performance. The form, either formal or informal, in paper or electronic format, is not to be a static instrument and may be changed, but employees will be advised of the evaluation format in advance.

**5.6.3. Frequency of Feedback Sessions.** In addition to the performance evaluation, the CEO and all supervisors will be required to conduct a formal feedback session based on the University Center's core values at least one time per quarter. The feedback session will be documented on the Feedback Session Form.

## **5.7. PERFORMANCE IMPROVEMENT PLAN**

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his or her supervisor and to clarify the work performance and work conduct to be improved. After a supervisor has documented two (2) incidents of employee misconduct or performance issues, a supervisor will sit down with a staff member and either the CEO or Associate Director and implement a PIP. Employees have 30 days to comply with the PIP or risk termination.

## **5.8. PAY POLICIES**

**5.8.1. Full-Time Employees.** Full-time, regular staff members are paid on a salary basis and are paid monthly for their services, with checks electronically deposited on the last working day of each calendar month. Whenever it is used in this handbook, the term "full-time" means forty (40) hours per week, unless otherwise provided.

**5.8.2. Part-Time Employees.** Part-time and temporary (hourly or daily) employees are paid on an hourly basis and are paid by special payroll following the end of the period for which the services is rendered but usually no later than the 30th day of each month following the period worked. Whenever it is used in this handbook, the term "part-time or temporary" means someone who works up to thirty-nine (39) hours per week, unless otherwise provided.

**5.8.3. Payroll Deductions.** University Center employees may request payroll deductions for pre-authorized contributions (e.g., credit union payments, U.S. savings bonds and retirement annuities) from their monthly pay in accordance with governing statutes.

## **5.9. SALARY SCHEDULE**

**5.9.1. Position Classification.** The University Center at Ponca City Program classifies positions as exempt or non-exempt according to the job description for each position. Responsibilities, duties, and requirements of The Fair Labor Standards Act are assessed by the CEO and supervisors when making the recommendation.

All positions in the University Center at Ponca City are important in advancing the University Center's mission, serving students, and administering all activities in an effective and efficient manner. The classification according to the "salary" and "duties"

tests, as required by law, do not designate any position as more or less important to the operation of the University Center than another. Salary schedules have been developed for all professional, exempt employees and approved by the Board of Trustees (Appendix C). Determining the starting step for professional employees is determined by the CEO. The Board of Trustees may make changes to the salary schedule at any time.

**5.9.2. Wage and Salary Administration.** All policies regarding wage and salary administration will be maintained by the CEO. It is the responsibility of the CEO to monitor external pay practices to ensure University Center compensation practices are market competitive. Pay ranges will be reviewed at least annually. Wage and salary decisions will be based upon objective appraisal of employee performance.

**5.9.3. Confidentiality.** Wage and salary information regarding an individual employee is personal information and should not be discussed by and between employees within the University Center. Confidentiality within the office is encouraged. Some wage and salary information is subject to the provisions of the Oklahoma Open Record Act, 51 O.S. 1991, §§24A.1, et seq., as amended.

**5.9.4. Reclassification and Pay Changes.** Reclassifications include promotions, demotions and lateral reassignments within a job classification.

**5.9.5. Promotions.** Promotions involve a change in job duties and a distinct increase in job responsibilities. Promotions will normally be accompanied by a promotional salary increase to provide tangible recognition of the acceptance of greater responsibility.

**5.9.6. Demotions.** Demotions will be individually evaluated by the CEO.

**5.9.7. Formal Approval of Changes.** All of the above personnel actions require approval of the CEO. Any of the personnel actions indicated above require ratification by the University Center at Ponca City Board of Trustees if they involve positions at the executive exempt level or above.

## **5.10. EMPLOYEE RECORDS**

**5.10.1. Access to Employee Records.** Every employee has the right to review his or her individual personnel record on file in the CEO's office in accordance with the provisions of the Oklahoma Open Records Act. All files must be reviewed in the office and may not be removed from the area.

**5.10.2. Communication and Duplication of Records with OSRHE Personnel Office.** Because of the close administrative association of this office with the Oklahoma State Regents for Higher Education Human Resources and payroll offices, certain records will be duplicated in other offices. Changes in law, forms, or other areas affecting State Regents employees may also affect employees of the University Center at Ponca City. The CEO will maintain a close relationship with the Office of

Human Resources and/or the Payroll/Benefits office in order to advise employees of such changes.

## **5.11. BENEFITS FOR FULL TIME EMPLOYEES**

University Center staff employed and classified as “full-time” are eligible for the following benefits as defined by Oklahoma State statutes for Oklahoma State Employees.

The University Center at Ponca City’s fiscal agent (The Oklahoma State Regents for Higher Education) in regards to payroll and benefits becomes effective September 1, 2012. The University Center at Ponca City adopted the benefits package of the Oklahoma State Regents for Higher Education similar to the policy followed by the previous fiscal agent.

**5.11.1. Health Insurance Benefits.** Employees may choose between different health plans offered through the OMES-EGID. The University Center at Ponca City currently pays the equivalent of the Health Choice High Option toward the employee’s monthly premium. If an employee chooses a more expensive plan, employees may use up to the amount of the Employee Wellness stipend with any additional difference deducted from the employee’s pay. If the employee chooses a less expensive plan, he or she will not be paid the difference. Dependent coverage is available and is paid by the employee. The employee has the option to pay premiums on a pre-tax basis through the cafeteria plan.

**5.11.2. Dental.** Employees may choose between HealthChoice, Delta Dental, BCBSOK, CIGNA, MetLife Classic, and Sun Life. Employee coverage is paid for by the University Center at Ponca City. Dependent coverage is available and is paid by the employee on a pre-tax basis through the cafeteria plan.

**5.11.3. Vision.** Employees may choose between PVCS, Superior Vision, Vision Care Direct, and Vision Service Plan (VSP). Employee coverage is paid for by the University Center at Ponca City. Dependent coverage is available and is paid by the employee on a pre-tax basis through the cafeteria plan.

**5.11.4. Life Insurance.** The University Center at Ponca City pays for life insurance coverage for employees in an amount equal to twice their annual salary in \$20,000 increments as of October 1 of each year. Additional employee and dependent life insurance is available for purchase and is paid by the employee.

**5.11.5. Short and Long-Term Disability.** The University Center at Ponca City pays for long term disability coverage equal to 60% of the employee’s salary. Short and long-term disability insurance is purchased from the Office of Management and Enterprise Services (OMES) Employees Group Insurance Division (EGID). OMES-EGID will process all claims for short-term disability claims on behalf of the University Center.

**5.11.6. Flexible Benefit Plan (Section 125).** A flexible benefits plan pursuant to Section 125 of the Internal Revenue Code is available under which an employee may



purchase health, dental, life and vision insurance coverage for dependents on a pre-tax basis, as well as cancer and vision coverage for the employee. In addition, an employee may prepay certain medical and child care expenses on a pre-tax basis. The scope of benefits offered under this plan is controlled by federal law and is subject to change without notice. The plan is administered by American Fidelity. Employees make these elections when they are hired for the current calendar year and annually thereafter. The UC allows for the employee to utilize the carryover provisions pursuant to Section 125 of the IRS code.

**5.11.7. Employee Wellness.** The employee wellness benefit is intended to provide up to \$1,200 per calendar year to offset part of your cost for health insurance and other Section 125 deductions; unless, the employee elects to use the \$1,200 as taxable compensation.

**5.11.8. Longevity Pay Plan.** After two (2) years of employment, The University Center at Ponca City offers longevity pay to full-time employees. New employees may be able to include prior years of Oklahoma state service for credit toward longevity pay. Longevity pay for the first twenty (20) years of service shall be determined pursuant to the following schedule:

<u>Years of Service</u>	<u>Annual Longevity Payment</u>
At least 2 years but less than 4 years	\$250.00
At least 4 years but less than 6 years	\$426.00
At least 6 years but less than 8 years	\$626.00
At least 8 years but less than 10 years	\$850.00
At least 10 years but less than 12 years	\$1,062.00
At least 12 years but less than 14 years	\$1,250.00
At least 14 years but less than 16 years	\$1,500.00
At least 16 years but less than 18 years	\$1,688.00
At least 18 years but less than 20 years	\$1,900.00
At least 20 years	\$2,000.00

For each additional two (2) years of service after the first twenty (20) years, an additional two hundred dollars (\$200.00) shall be added to the amount stated for twenty (20) years of service.

**5.11.9. Retirement Benefit.** It is the intent of the University Center at Ponca City that all employees participate in the planning of his/her own retirement. On behalf of the employee, the University Center contributes to the Social Security retirement system. In addition, The University Center at Ponca City pays both the employee and employer contribution for full-time employees to participate in the Oklahoma Teachers Retirement System. The Oklahoma Teachers' Retirement System (OTRS) requires that regular employees of state-supported educational institutions in Oklahoma must participate in the system. Not all employees are eligible to participate and some may elect not to participate.

**5.11.10. Worker's Compensation.** The University Center provides workers' compensation insurance coverage for University Center employees who have an injury or illness arising out of and sustained in the course of employment pursuant to the Workers' Compensation Act, 85 O.S. 1991, § 1, et seq., as amended. The CEO is responsible for assuring compliance with the Act and for processing claims through appropriate channels as required.

Employees who are unable to work as a result of an injury or illness covered by the Workers' Compensation Act may be eligible for additional benefits for up to one year, including continuation of employer-paid health insurance coverage and the right to be returned to his or her original position or an alternate position. An employee's right to these additional benefits will be controlled by 74 O.S. 1991, § 840- 2.21 as amended, Office of Personnel Management Rules implementing that statute and 85 O.S. 1991, § 5(B).

**5.11.11. Termination and/or Continuation of Insurance Coverage**

Upon resignation from the University Center all payments for insurance benefits by the University Center will terminate. Following resignation, an employee of the University Center shall be eligible to participate in the insurance program of the University Center at his or her expense in accordance with applicable state and federal law as set forth below:

- When an eligible employee retired from a participating Oklahoma State Retirement system, his or her coverage under the health plan for active employees will terminate.  
The retired employee is eligible to continue coverage as an inactive employee under 74 O.S. 1991, §1316.3 and amendments thereto.
- Upon the death of an eligible retired employee or the resignation of an eligible Employee, the Group Medical Program will continue to be available to the employee/retiree's spouse and dependents under the terms set forth in the Consolidated Omnibus Budget Reconciliation Act (COBRA).

**5.12. BENEFITS FOR PART-TIME EMPLOYEES**

University Center staff employed and classified as "part-time" who work more than 1,000 hours per fiscal year are eligible for the following benefits as defined by Oklahoma State statutes for Oklahoma State Employees.

**5.12.1. Health Insurance Benefits.** Eligible, part-time employees may choose between different health plans offered through the OMES-EIGD. Part-time employees are responsible for paying their own health insurance premiums. Health insurance must be purchased along with dental and life insurance unless the employee is covered through a group health plan, and can show proof of coverage, through another provider.

Dependent life insurance is available for purchase and is paid by the employee.

Dependent coverage is also available to part-time employees and paid by the employee on a pre-tax basis through the cafeteria plan.

**5.12.2. Dental.** Eligible, part-time employees may choose between HealthChoice, Delta Dental, MetLife Classic, Sun Life Classic, BCBSOK, and Cigna. Part-time employees are responsible for paying their own dental insurance premiums. Dental insurance must be purchased along with health and life insurance unless the employee is covered through another group health plan, and can show proof of coverage, through another provider. Dependent coverage is available and is paid by the employee on a pre-tax basis through the cafeteria plan.

**5.12.3. Vision.** Eligible, part-time employees may choose between Vision Care Direct, Primary Vision Care Services, Superior Vision, and Vision Service Plan (VSP). Part-time employees are responsible for paying their own vision insurance premiums. Dependent coverage is available and is paid by the employee on a pre-tax basis through the cafeteria plan. Part-time employees may choose to enroll in vision only without enrolling in the health, dental or life insurance plan.

**5.12.4. Life Insurance.** Eligible, part-time employees may choose to purchase life insurance through Oklahoma State . Life insurance must be purchased along with health and dental insurance unless the employee is covered through a group health plan, and can show proof of coverage, through another provider. Dependent life insurance is available for purchase and is paid by the employee.

**5.12.5. Retirement Benefit.** It is the intent of the University Center at Ponca City that all employees participate in the planning of his/her own retirement. On behalf of all part-time employees, the University Center contributes to the Social Security retirement system.

In addition, part-time employees are eligible (but not required) to participate in the Oklahoma Teachers Retirement System (OTRS). The University Center at Ponca City will pay the employer contribution of 9.5% for part-time employees meeting the criteria to participate in OTRS. Part-time employees who chose to participate in OTRS must pay a 7% contribution.

**5.12.6. Worker's Compensation.** The University Center provides workers' compensation insurance coverage for University Center employees who have an injury or illness arising out of and sustained in the course of employment pursuant to the Workers' Compensation Act, 85 O.S. 1991, § 1, et seq., as amended.

**5.12.7. Termination and/or Continuation of Insurance Coverage.**

Upon resignation from the University Center, part-time employees shall be eligible to participate in the insurance program of the University Center at his or her expense in accordance with applicable state and federal law as set forth below:

- When an eligible employee retired from a participating Oklahoma State Retirement system, his or her coverage under the health plan for active employees will terminate. The retired employee is eligible to continue coverage as an inactive employee under 74 O.S. 1991, §1316.3 and amendments thereto.
- Upon the death of an eligible retired employee or the resignation of an eligible employee, the Group Medical Program will continue to be available to the employee/retiree's spouse and dependents under the terms set forth in the Consolidated Omnibus Budget Reconciliation Act (COBRA).

### **5.13. LEAVE POLICIES**

Employees classified as "full-time" are eligible to accrue sick and annual leave. Part-time employees are not eligible to accrue leave.

Unless otherwise provided in this policy, all absences will be reported on the Employee Leave Sheet. The appropriate form will be signed by the employee, approved by the employee's immediate supervisor, and submitted no later than the last workday of the month to the CEO.

An employee may make up lost time within the same work week with the approval of his or her immediate supervisor. Non-exempt employees must record the absence and the time made up on their time sheet.

**5.13.1. Sick Leave.** All University Center employees accrue sick leave at the rate of 10 hours per month (15 days per year). The University Center will accept sick leave balances accrued while employed by another Oklahoma state agency if employment begins within two years of termination of employment with the previous state agency employer. Employees must obtain written verification of sick leave balances to be transferred from their previous employer. Sick leave may be taken for illness or medical purposes for an employee's immediate family or other relatives when the leave is approved by the immediate supervisor. Unused, sick leave will not be reimbursed to the employee upon termination.

**5.13.2. Annual Leave.** Full-time employees shall accrue annual leave at the rates prescribed by 74 O.S. 1999, § 840-2.20 as shown in the following tables. Annual leave is subject to supervisor approval and is intended to be used for vacations, personal business, and any other time an employee is absent from work during his or her assigned work schedule unless otherwise provided in the policy. Annual leave may not be taken before it is earned. Any unused, annual leave will be reimbursed upon termination of employment up to 60 days.

<b>Years of Service</b>	<b>Accrual Rate</b>	<b>Accumulation Limits</b>
Less than 5 years of service	15 days per year	30 days
5 but less than 10 years of service	18 days per year	60 days
10 but less than 20 years of service	20 days per year	60 days
20 years and over	25 days per year	60 days

**5.13.3. Holidays.** University Center at Ponca City employees observe the following holidays: 4<sup>th</sup> of July, Labor Day, Thanksgiving, Winter Holiday, New Year’s Day, Martin Luther King, Jr. Day, Spring Break, and Memorial Day (Appendix C).

**5.13.4. Military Leave.** The University Center recognizes and complies with state and federal laws governing military leave. Employees required to be absent from work to perform military duty will submit a copy of their official orders to CEO or Associate Director. Documentation ordering an employee to military duty should be appropriately submitted upon receipt to assure that the requirements of the law for military absences have not been exceeded and to properly post time absent from work. The employee ordered to active duty is entitled to a leave of absence without loss of pay for the first twenty (20) calendar working days of military duty during any federal fiscal year as stipulated in the law. The leave with pay will not be charged against annual leave or other accrued benefits.

**5.13.5. Leave For Voting.** University Center employees who are registered to vote may be given a sufficient amount of time off with pay to vote in national, state and local elections as provided by 26 O.S. 2001, § 7-101, as amended. An employee must notify his or her supervisor of his or her intention to be absent. Notice may be given, orally or in writing, but must be given no later than the day before the Election Day.

**5.13.6. Leave to Fulfill Jury Duty and to Respond to Witness Subpoenas.**

**5.13.6.1.** When a University Center employee receives notice to serve on jury duty or a subpoena to appear in an administrative or judicial proceeding, the employee should (1) notify his or her supervisor and (2) provide the CEO or Associate Director with a copy of the summons or subpoena for inclusion in the employee's official personnel file. Paid or unpaid leave will be granted in keeping with applicable laws.

**5.13.6.2.** Leave for jury duty will be granted without loss of pay, provided the employee turns over to the University Center any compensation received for his or her services while on such leave.

**5.13.6.3.** An employee required to appear as (1) a witness on behalf of the federal government, the state of Oklahoma, or a political subdivision of the state, (2) a witness or party before a state agency, board, commission, or legislative body, or (3) a witness, party, attorney, representative, or spokesperson in the employee's official capacity as a state employee will be granted leave with pay. The employee will be required to turn over to the Agency any compensation received for his or her services while on such leave.

**5.13.6.4.** An employee required to appear in any other capacity of court and jury services must elect to take either annual or unpaid leave, unless otherwise provided by law.

**5.13.6.5.** "Compensation", as used in subsections 5.12.6.2. and 5.12.6.3., means any jury or witness fees received by the employee, but does not include any amount received for reimbursement of expenses such as mileage and parking.

**5.13.7. Blood Donor Absences.** Employees may be released during duty time to donate blood to state-sponsored drives. The employee is expected to return to work within one to two hours following the donation. Supervisors will approve absences in advance for blood donors.

**5.13.8. Paid Leave of Absence for Bone Marrow and Organ Donors.** Full-time employees may request a paid leave of absence of up to five workdays to serve as a bone marrow donor and up to 30 workdays to serve as a human organ donor. Leave will be granted only when requested in writing to the CEO and supported by the physician's statement, including the length of time the employee will be absent and the physician's certification that the procedure is medically necessary. Requests for leave under this section must be approved by the Chancellor.

**5.13.9. Bereavement Leave.** Twelve month, full-time salaried employees shall be granted upon request up to three working days per year bereavement leave with pay upon the death of a related person in the immediate family; or for one day upon request of leave with pay upon the death of a related person not in the immediate family. For the purpose of this policy, the immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.

In such cases where the three days of funeral leave are not sufficient, additional leave with pay may be authorized by the CEO.

When covered funeral leave occurs while the employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the employee is on annual leave or sick leave, the funeral leave will supersede the other type of leave. An employee shall not accrue or receive payment for unused bereavement leave.

### **5.13.10. Leave Without Pay.**

**5.13.10.1.** To apply for leave without pay, full-time employees must submit a written request to his or her supervisor. The request must include the reason for the leave and the amount of leave requested. If the supervisor approves leave without pay, he or she will forward the request to the CEO. The employee will be notified by the CEO in writing whether or not the leave has been approved and the period of time for which leave has been approved.

**5.13.10.2.** If the need for leave without pay is for medical reasons, the University Center reserves the right to require a statement from a physician establishing the medical reasons for an employee's absence from work or releasing an employee to return to work.

**5.13.10.3.** If unpaid leave is approved, the employee will be eligible to return to work at the end of the approved leave period; however, the employee is not guaranteed the same position he or she held prior to the start of leave unless otherwise provided by law. The employee will be returned to an available position with similar duties, levels of responsibility, work requirements, title, pay grade and minimum qualifications. If a similar position is not available, the employee will be offered an opportunity to apply for vacant positions for which he or she is qualified.

**5.13.10.4.** If an employee wishes to return to work prior to the expiration of approved, unpaid leave, he or she must submit a written request to the CEO which includes the date the employee wishes to return. The CEO will notify the employee in writing whether the request to return to work has been approved.

**5.13.10.5.** If an employee expects to be unable to return to work when approved, unpaid leave is exhausted, the employee must notify the CEO in writing of the need to extend the leave. The CEO will notify the employee in writing whether additional leave has been approved or disapproved. In no event will unpaid leave under this policy exceed one (1) year.

**5.13.10.6.** Employees may be placed in a leave without pay status when hours/days absent from work exceed accrued leave levels. Employees in a leave without pay status must pay the full premium for the continuation of health care coverage, except as otherwise provided by law.

**5.13.11. Family and Medical Leave.** The federal Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees to unpaid family and medical leave for up to a total of twelve weeks in any twelve-month period described in subsection 5.12.10.1. To be eligible, an employee shall have been employed by the State of Oklahoma at least twelve months and have worked at least 1,250 hours during the twelve-month period immediately preceding the start of the leave.

## Definitions

"Health care provider" means:

- a. doctors of medicine or osteopathy authorized by state law to practice medicine or surgery; or
- b. podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, as defined under state law; or
- c. nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- d. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- e. any other health care provider recognized by the Agency or the Oklahoma State and Education Employees' Group Insurance Board.

"Parent" means a biological parent or a grandparent, stepparent or other individual who acted as a parent to the employee when the employee was a child.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- a. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider, which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
- c. A health condition (including treatment therefor, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
  - i. treatment two or more times by or under the supervision of a health care provider; or
  - ii. one treatment by a health care provider with a continuing regimen of treatment; or
  - iii. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
  - iv. a chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
  - v. a permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or



vi. any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

“Son” or “daughter” means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person acting as a parent (having day-to-day responsibilities to care for and financially support the child) if the child is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

**5.13.11.1.** Family and medical leave is not a separate type of leave, and it is not accrued or accumulated. Each time an employee takes qualifying leave his or her remaining leave entitlement will be any balance of the twelve (12) weeks which has not been used during the twelve (12) months immediately preceding start of the leave.

**5.13.11.2.** An eligible employee is entitled to family and medical leave for the following reasons:

- a. the birth of the employee's son or daughter and to care for the newborn child;
- b. the placement with the employee of a son or daughter for adoption or foster care;
- c. to care for the employee's spouse, son, daughter or parent with a serious health condition; and
- d. a serious health condition that makes the employee unable to perform the functions of the employee's job.

**5.13.11.3.** The entitlement to family and medical leave resulting from the birth of a child or from the placement with the employee of a child for adoption or foster care expires at the end of the twelve-month period beginning on the date of the birth or placement.

**5.13.11.4. Substitution of Paid Leave.** A full-time employee may elect to charge family and medical leave to accumulated annual leave, accumulated sick leave, or leave donated by other state employees under 74 O.S. § 840-2.23.

**5.13.11.5. Advance Notice.** Employees are required to provide thirty (30) days' notice when the need for leave is expected. If the need for leave results from an unexpected event or illness, then notice must be given as soon as possible under the facts and circumstances. This ordinarily would mean at least verbal notification to the employee's immediate supervisor or the CEO within one or two business days of an employee's first knowledge of the need for leave, followed by written notice which shall:

- a. Describe the reason for the family and medical leave;

- b. Specify the type of leave the employee is requesting to account for the time off (e.g., annual leave, sick leave, leave without pay or shared leave); and
- c. Include any information or documentation required for the type of leave requested.

**5.13.11.5.** The notice shall be sufficient to make the University Center aware that the employee needs family or medical leave and the anticipated timing and duration of the leave. When planning medical treatment, employees should consult with their immediate supervisor and the CEO and make a reasonable effort to schedule the leave so as not to disrupt unduly University Center operations, subject to the approval of the health care provider.

**5.13.11.6. Intermittent or Reduced Schedule Leave.** When family and medical leave is taken to care for a sick family member or for an employee's own serious health condition, eligible employees who accrue leave on an intermittent basis or work a reduced schedule if it is medically necessary. When family and medical leave is taken as a result of the birth or adoption of a child, the employee may take leave on an intermittent basis or work a reduced schedule only with the approval of the employee's immediate supervisor and the CEO.

When requesting intermittent or reduced schedule leave, an employee should inform his or her supervisor of the reasons why this type of leave is necessary and work with his or her supervisor and /or the CEO to set up a schedule which meets the employee's needs without unduly disrupting University Center operations. The University Center may temporarily transfer an employee to another position with equivalent pay and benefits to accommodate an intermittent or reduced schedule leave.

**5.13.11.6. Medical Certification.** The University Center will require that an employee's request for family and medical leave to care for a family member or his/her own health condition be supported by medical certification issued by the health care provider of the employee or the employee's ill family member.

The University Center may require recertification during the leave period and upon the happening of any of the following:

- a. employee requests an extension of his/her leave
- b. if circumstances described by the original certification have changed significantly, or
- c. University Center receives information that casts doubt upon the continuing validity of the certification.

**5.13.11.7. Consequences of Failing to Provide Notice and/or Certification.** If an employee fails to give thirty (30) days advance notice of a foreseeable need for leave and the approximate date the leave will commence, the

University Center may deny the taking of family or medical leave until at least thirty (30) days after the date the employee provides notice to the University Center if there is no reasonable excuse for the delay. Similarly, if an employee fails to provide a medical certification to support his or her leave request, the request for leave may be denied until the required certification is provided.

If the University Center questions the validity of the medical certification provided by an employee's physician, the University Center may require a second opinion by a physician of its choice, at its expense. If the opinions of the first and second health care provider differ, a third health care provider may be selected, also at University Center's expense. The third health care provider must be agreed upon by both the employee and the University Center and the third opinion will be binding.

**5.13.11.8. Maintenance of Health Care Benefits.** Employee's health care benefits will continue during family and medical leave. Both the University Center and the employee will continue to pay their portions of their monthly premiums. The CEO or Associate Director will advise the employee of the payment due dates. If an employee does not return to work after unpaid FMLA leave, he or she may be required to reimburse the University Center for the employer's portion of health insurance premiums paid during the leave period.

If an employee fails to make payments required to maintain dependent health care benefits and/or other insurance benefits during unpaid FMLA leave, the payments may be advanced by the University Center and the employee will be responsible for reimbursing the Agency for the employee's portion of the premium payments whether or not the employee returns to work.

**5.13.11.9. Return to Work.** University Center employees may not be required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. However, if an employee intends to return to work before expiration of family and medical leave, he/she must provide the University Center with at least two (2) working days' notice of his/her intent to return. A doctor's release is required before an employee may return to work after leave related to the employee's own health condition.

Upon return from family and medical leave, an employee has the right to be restored to the same or an equivalent position and benefits, except that the employee may not accrue annual or sick leave during periods of unpaid leave. Leave accrual during paid family and medical leave will be determined under the rules governing the type of leave to which the employee has elected to have family and medical leave charged.

**5.13.12 Maternity Leave.** Effective 11/1/2023 Oklahoma Statute 74 O.S. § 840.2.20D Any full-time employee who has been employed by the University Center for at least two (2) years

prior to the request for leave shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child.

Paid maternity leave shall be in addition to and not in place of sick leave due to pregnancy.

An employee who is granted maternity leave shall receive the employee's annual salary without interruption during the maternity leave. For purposes of determining seniority, pay or pay advancement, and performance awards, and for the receipt of any benefit that may be affected by maternity leave, the service of the employee shall be considered uninterrupted by the maternity leave

## **5.14. TRAINING AND EDUCATION**

**5.14.1. Staff Development and Training.** Staff members of the University Center at Ponca City are encouraged to hold active memberships in professional organizations at the state and national level. Provisions will be made when possible for staff members to attend professional meetings and educational conferences in order to provide the opportunity to keep informed on ideas, issues, activities and developments in the field of administration of higher education.

Specialized learning opportunities are made available to assist employees in learning to utilize newly acquired office equipment or to acquire new skills or knowledge necessary to maintain current positions. Employees are encourage to avail themselves of formal education and training that the educational plan supports and to utilize, for work-related purposes, the electronic research capability provided by the University Center through OneNet access to specialized databases and other information resources available on the Internet.

The CEO will coordinate with staff to determine staff members' training and development needs. The CEO will initiate action to develop desired training for internal presentation or obtain training through external sources as needed.

**5.14.2. Educational Benefit Plan.** The Educational Benefit Plan is available once employees have been a full-time, regular employee for at least one (1) year. The employee's enrollment should be for the benefit of both the employee and the University Center. This policy only applies to collegiate credit courses (a) that will lead to an associate, baccalaureate or advanced degree, or (b) that will enhance the employee's job performance. A percentage of in-state tuition only is reimbursed based on the grade(s) earned. Reimbursement is restricted to no more than six (6) credits hours per semester or three (3) credit hours during the summer term.

**5.14.2.1. Reimbursement.** To obtain reimbursement for resident tuition, employees shall request reimbursement on the Tuition Reimbursement Form and attach the appropriate documentation from their university or college courses completed, credit hours earned, tuition charges and official final grade received. The Associate Director will forward the information to the Accounting

Office at the OSRHE. Reimbursement will be made for successfully completed course work as indicated below.

**5.14.2.2. Reimbursement Rate.** The basis for reimbursement of resident tuition is (a) 100% percent of the resident tuition for course work resulting in a final grade of an A or B; (b) 75% percent for course work resulting in a final grade of a C.

**5.14.2.3. Additional Funding Sources.** Employees receiving scholarships or tuition waivers through other governmental or private programs should avail themselves of those programs prior to applying for University Center reimbursement. In no case should total awards from whatever sources exceed one hundred (100) percent of the cost of resident tuition.

**5.14.2.4. Enrollment Hours.** Employees taking advantage of the University Center educational benefits will enroll in classes held during non-working hours, except in special cases that must be approved in writing by the CEO and a copy in the employee's personnel file.

**5.14.2.5. Approval and Review of Reimbursements.** The CEO shall review and approve tuition reimbursements.

**5.14.2.6. Reimbursement for Private College Educational Expenses.** Educational expenses for employees attending independent colleges and universities shall not exceed the authorized tuition level at comparable colleges or universities in the state system.

## **5.15. EMPLOYEE DRESS ATTIRE**

Personal appearance and hygiene play an important role in projecting a professional image in the community and to the customers we serve. The University Center at Ponca City expects employees to dress appropriately in business attire. Employees are expected to demonstrate good judgment and professional taste when determining their work attire.

University Center employees are expected to adhere to an Informal Business Attire. For men this would be dress pants with a long-sleeved dress shirt or polo-type shirt. For women, this would be a skirt or dress slacks with a dressy blouse and/or sweater, or other type of top with a jacket. The intent of informal business attire is to ensure that personnel are dressed appropriately to meet with the public at a moment's notice.

The following is NOT appropriate to wear to work: Sweatpants, sweatshirts or workout attire; shorts; sheer clothing or clothing that is excessively revealing, distracting or provocative; halter or tank tops; skirts/dresses that are excessively short, athletic shoes, sneakers, or flip flops.

Questions about the appropriateness of attire shall be referred to the CEO or Associate Director.

The CEO or Associate Director may approve casual dress days and will notify employees of designated casual days. Supervisors may allow employees to wear more casual attire when special work assignments or weekend work is required.

## **5.16. OUTSIDE EMPLOYMENT/CONSULTATION**

An individual who accepts full-time employment with the University Center thereby assumes a position which demands his or her primary professional and occupational energy and loyalty; therefore, a University Center employee shall not accept employment/consulting with another agency, organization or individual except as provided by law. The provisions of state law governing the employment and activities of state employees are set forth in the Oklahoma Ethics Commission Conflicts of Interest Rules, OAC 257:20-1-1, et seq., as amended from time to time.

**5.16.1. Outside Employment.** A full-time employee of the University Center shall not accept outside employment with any employer if it would impair his/her efficiency on the job or if it would conflict with his/her responsibilities and duties as an employee of the University Center. **Under no circumstances shall an employee be paid for work done for an outside agency during the same hours that the individual is being paid by the University Center.** An employee may perform work for an outside agency while on paid annual leave if the work does not create a conflict of interest and does not conflict with the employee's commitment to his or her duties with the University Center.

**5.16.2. Consultation.** Executive and professional employees may be allowed to consult with external institutions and agencies on a limited basis, only with the approval of the individual employee's supervisor and CEO. In the case of the CEO, outside consultation shall be approved by the Chair of the Board of Trustees. Outside consultation for all University Center employees shall be approved by the CEO and normally will not exceed more than ten (10) professional working days per year. A University Center employee shall not be paid a consultation fee during the same day or days that he or she is in a work status with the State of Oklahoma. The employee must use annual leave during the time he or she serves as a consultant.

## **5.17. USE OF STATE TITLES/POLITICAL ACTIVITIES**

While higher education officers and employees have significant political rights under applicable state and federal statutory and constitutional law, an individual's political activities must not be represented or implied to represent that the individual is speaking on behalf of the University Center, the State System, or any of its institutions.

In exercising these rights, University Center employees should act in a manner that does not compromise the neutrality, efficiency, or integrity of their official duties.

University Center employees may not, at any time:

- Imply, directly or indirectly, that the State System, or any of its governing boards or institutions, endorses the individual's personal political beliefs or activities, or any political party candidate, cause, or partisan or nonpartisan activity.
- However, it is recognized that public officers in the State System have a duty to advise the Legislature and citizenry as to the needs of higher education in Oklahoma. Such activities are permitted where they are directly related to fulfilling the duties and obligations set forth under the Oklahoma Constitution, or the statutes of the State, and as they may be specifically authorized by the University Center or State Regents for Higher Education.
- Notwithstanding any of the foregoing, the CEO shall not endorse any candidate nor shall attend any political fundraising events.

## 5.18. EMPLOYEE USE OF SOCIAL MEDIA

This policy addresses University Center employees' use of publicly available social media networks including, but not limited to: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, TikToc, and any other social media. The University Center takes no position on employees' decision to participate in the use of social media networks for personal use on personal time, using personal computer equipment or other devices capable of accessing the internet. However, use of these media for personal use during University Center time or on University Center equipment is prohibited. In addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or University Center policies. This does not apply to employees posting information as requested by the CEO or Associate Director on University Center sponsored social media networks.

When employees choose to join or engage with University Center students, families or fellow employees in a social media context that exists outside those approved by the University Center, they are advised to maintain their professionalism as University Center employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

### 5.18.1. Requirements

University Center employees are expected to serve as positive ambassadors for the Center and to remember they are role models to students in the community. Because readers of social media networks may view the employee as a representative of the University Center, the University Center requires employees to observe the following rules when referring to the University Center, its partner schools, students, programs, activities, employees, and volunteers on any social media networks:

- An employee's use of **any** social media network and an employee's postings, displays, or communications on **any** social media network must comply with all state and federal laws and any applicable University Center policies.

- Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the University Center.
- Employees may not act as a spokesperson for the University Center or post comments as a representative of the University Center, except as authorized by the CEO or the CEO's designee. When authorized as a spokesperson for the University Center, employees must disclose their employment relationship with the University Center.
- Employees may not disclose information on any social media network that is confidential or proprietary to the University Center, its students, partner schools, or employees or that is protected by data privacy laws.
- Employees must obtain permission to post the University Center logo on any social media network.
- Employees must have their co-workers consent before posting images of them.
- Employees may post images of students taken in the public arena as long as it meets FERPA guidelines.
- Employees may not post any nonpublic images of the University Center premises and property, including floor plans.

The University Center recognizes that student groups, partner schools or members of the public may create social media representing students or groups within the University Center. When employees choose to join or engage with these social networking groups, they do so as an employee of the University Center. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks.

Employees who participate in social media networks may decide to include information about their work with the University Center as part of their personal profile, as it would relate to a typical social conversation.

Employees are authorized to include:

1. Work information included in a personal profile, to include the University Center's name, job title, and job duties.
2. Status updates regarding an employee's own job promotion.



3. Personal participation in University Center sponsored events, including volunteer activities.

An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline as permitted by applicable law and policy. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information and information that violates the privacy rights or other rights of a third party. Employees will be held responsible for the content of anything they post on any social media network.

Anything posted on an employee's Web site or Web log or other Internet content for which the employee is responsible will be subject to all University Center policies, rules, regulations, and guidelines. The University Center is free to view and monitor an employee's Web site or Web log at any time without consent or previous approval.

**APPENDIX A  
OFFICIAL SEAL OF THE BOARD OF TRUSTEES**



**Appendix B**

**FY 24 (2023-2024) UNIVERSITY CENTER HOLIDAY CALENDAR CLOSING DATES**

***\*Subject to Change\****

<b>Month</b>	<b>Date(s)</b>	<b>Day(s)</b>	<b>Holiday or School Break</b>
<b>July</b>	<b>4th</b>	<b>Tuesday</b>	<b>Independence Day</b>
<b>September</b>	<b>4th</b>	<b>Monday</b>	<b>Labor Day</b>
<b>November</b>	<b>22nd-26th</b>	<b>Wednesday-Sunday</b>	<b>Thanksgiving Break</b>
<b>December</b>	<b>20th-31st</b>	<b>Wednesday-Saturday</b>	<b>Winter Break</b>
<b>January</b>	<b>1st-2nd</b>	<b>Monday-Tuesday</b>	<b>New Year's Day</b>
<b>January</b>	<b>15th</b>	<b>Monday</b>	<b>Martin Luther King Jr. Day</b>
<b>March</b>	<b>18th-24th</b>	<b>Monday-Sunday</b>	<b>Spring Break</b>
<b>May</b>	<b>27th</b>	<b>Monday</b>	<b>Memorial Day</b>

**Appendix C  
UC Salary  
Schedules**

Approved Aug. 30, 2012

**Job Classification:  
Professional/Exempt  
Position: Associate  
Director**

	LEVEL 1 Associate	LEVEL 2 Bachelor	LEVEL 3 Master
STEP	SALARY	SALARY	SALARY
0	\$35,000	\$36,050	\$37,132
1	\$36,050	\$37,132	\$38,245
2	\$37,132	\$38,245	\$39,393
3	\$38,245	\$39,393	\$40,575
4	\$39,393	\$40,575	\$41,792
5	\$34,500	\$41,792	\$43,046
6	\$35,535	\$43,046	\$44,337
7	\$37,535	\$38,661	\$39,821
8	\$38,661	\$39,821	\$41,016
9	\$39,821	\$41,016	\$42,246
10	\$41,016	\$42,246	\$43,513
11	\$42,246	\$43,513	\$44,819
12	\$43,513	\$44,819	\$46,163
13	\$44,819	\$46,163	\$47,088
14	\$46,163	\$47,548	\$48,501
15	\$47,548	\$48,975	\$49,956

**Job Classification:  
Professional/Exempt  
Position(s): Academic Advisors,  
Counselors**

	LEVEL 1	LEVEL 2 Associate	LEVEL 3 Bachelor	LEVEL 4 Master
STEP	SALARY	SALARY	SALARY	SALARY
0	\$29,100	\$30,000	\$30,900	\$31,827
1	\$29,973	\$30,900	\$31,827	\$32,782
2	\$30,872	\$31,827	\$32,782	\$33,765
3	\$31,798	\$32,782	\$33,765	\$34,778
4	\$32,752	\$34,565	\$35,602	\$36,670
5	\$33,735	\$35,602	\$36,670	\$37,770
6	\$34,747	\$36,670	\$37,770	\$38,904
7	\$35,442	\$37,770	\$38,904	\$40,071
8	\$36,505	\$38,904	\$40,071	\$41,273
9	\$37,600	\$40,071	\$41,273	\$42,511
10	\$38,728	\$41,273	\$42,511	\$43,786
11	\$39,890	\$42,511	\$43,786	\$45,100
12	\$41,087	\$43,786	\$45,100	\$46,453
13	\$42,320	\$45,100	\$46,453	\$47,846
14	\$43,589	\$46,453	\$47,846	\$49,282
15	\$44,897	\$47,846	\$49,282	\$50,760

**Job Classification: Professional/Exempt**  
**Positions: IT Coordinator, Day Student Services Coordinator**  
**Services Coordinator**

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	HS+Cert.	+30 Hours	Associate (60 Hours)	+90 Hours	Bachelor
STEP	SALARY	SALARY	SALARY	SALARY	SALARY
0	\$20,680	\$21,300	\$21,939	\$22,598	\$23,276
1	\$21,300	\$21,939	\$22,598	\$23,276	\$23,974
2	\$21,939	\$22,598	\$23,276	\$23,974	\$24,693
3	\$22,598	\$23,276	\$23,974	\$24,693	\$25,434
4	\$23,276	\$23,974	\$24,693	\$25,434	\$26,197
5	\$23,974	\$24,693	\$25,434	\$26,197	\$26,983
6	\$24,693	\$25,434	\$26,197	\$26,983	\$27,792
7	\$25,434	\$26,197	\$26,983	\$27,792	\$28,626
8	\$28,000	\$26,983	\$28,000	\$28,626	\$29,485
9	\$28,840	\$27,792	\$28,840	\$29,485	\$30,369
10	\$29,705	\$28,626	\$29,705	\$30,369	\$31,280
11	\$30,596	\$29,200	\$30,596	\$31,280	\$32,219
12	\$31,514	\$30,076	\$31,514	\$32,219	\$33,185
13	\$32,460	\$30,978	\$32,460	\$33,185	\$34,181
14	\$33,433	\$31,908	\$33,433	\$34,181	\$35,206
15	\$34,436	\$32,865	\$34,436	\$35,206	\$36,263

**Job Classification: Clerical/Non-Exempt**  
**Position(s): Administrative Assistant**

	LEVEL 1	LEVEL 2 +30 Hours	LEVEL 3 Associate	LEVEL 4 Bachelor
STEP	SALARY	SALARY	SALARY	SALARY
0	\$18,476	\$19,030	\$19,601	\$20,189
1	\$19,030	\$19,601	\$20,189	\$20,795
2	\$19,601	\$20,189	\$20,795	\$21,419
3	\$20,189	\$20,795	\$21,419	\$22,061
4	\$20,795	\$21,419	\$22,061	\$22,723
5	\$21,419	\$22,061	\$22,723	\$23,405
6	\$24,061	\$24,783	\$25,527	\$26,292
7	\$24,783	\$25,527	\$26,292	\$27,081
8	\$25,527	\$26,292	\$27,081	\$27,894
9	\$26,292	\$27,081	\$27,894	\$28,730
10	\$26,820	\$27,894	\$28,730	\$29,592
11	\$27,625	\$28,730	\$29,592	\$30,480
12	\$28,453	\$29,592	\$30,480	\$31,395
13	\$29,307	\$30,480	\$31,395	\$32,336
14	\$30,186	\$31,395	\$32,336	\$33,306
15	\$31,092	\$32,336	\$33,306	\$34,306