

## Preface

We would like to take this opportunity to welcome you, and introduce you to the employment policies and practices in effect at Oklahoma State University-Oklahoma City (OSU-Oklahoma City). We are pleased to have you on our team. We are committed to providing a positive learning environment for our students and a positive working environment for our employees. We welcome your involvement in the achievement of this commitment.

This handbook has been prepared to introduce you to our organization. It contains many of the policies, rules, and information about pay and benefits that apply to staff employees of OSU-Oklahoma City. It is presented as a matter of information only and should not be interpreted as a contract between the organization and any of its staff.

Please read this handbook carefully and become familiar with its contents. Many of the policies that are included in this handbook refer to OSU's Policies and Procedures for more complete information and clarification. Unless otherwise specified, the scope of all OSU policies and procedures is applicable to all OSU campuses. Employees with questions regarding policies, procedures and rules mentioned in this handbook should consult with their immediate supervisor or the Director of Human Resources.

Emphasis is placed on general University responsibilities and policy. Detailed procedures are left to other communications.

Suggestions for improving the *Staff Handbook* should be directed to the Office of Human Resources.

This *Staff Handbook* has been prepared for general informational purposes only. No statement appearing in the *Faculty Handbook* constitutes a contractual obligation by the A&M Board of Regents or Oklahoma State University - Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the *Faculty Handbook*, such official policy statements will be deemed to control over the statements appearing in this document. **The A&M Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this *Faculty Handbook* at any time, without advance notice.**