

STANDARDS OF CONDUCT and EMPLOYMENT POLICIES

Attendance Standards

Punctuality and regular attendance are expectations for every staff member, as it is essential to proper operation and efficiency of our institution. If a staff employee is unable to report for work for any reason, expects to arrive late, or must leave early, the staff employee is expected to notify the immediate supervisor, or other designated official.

Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, OSU-Oklahoma City notifies all employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition might be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at OSU-Oklahoma City, all employees will:

1. Comply with the terms of this statement; and
2. Notify OSU-Oklahoma City (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such conviction.

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

As a further requirement of the Drug-Free Workplace act, OSU has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace, the University's prohibition of controlled substances in and on OSU property, any available drug counseling, rehabilitation and employee

assistance programs, and the penalties that may be imposed for drug abuse violations. An Employee Assistance Program has been created in furtherance of the drug-free awareness program. Information about the drug-free awareness program and the Employee Assistance Program may be obtained the Human Resource Office.

Reference is made to OSU Policy and Procedures 1-1205, Drug-Free Workplace and the Drug Free Workplace Act of 1988 as sources of information and clarification.

Drug-Free Schools Policy

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

Internal Sanctions

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

External Sanctions

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

Drug/Alcohol Counseling and Rehabilitation Programs

The Wellness Center, Family Resource Center, Counseling Center has information of this nature for students and employees. The Employee Assistance Program is also available for employees. Other resources in the community may also be available from these centers or programs. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

Reference is made to the Drug-Free Schools and Communities Act of 1989 as sources of information and clarification. See Appendix B.

Outside Employment

OSU-Oklahoma City reserves the right to establish and change work days and hours as may be necessary for the orderly and efficient operation of the institution. Employment with OSU-Oklahoma City is considered the employee's primary employment in all cases. If it is deemed necessary or convenient for OSU-Oklahoma City to call employees in to work additional hours in order to promote the efficient operation, or to alter the hours of employees to meet the needs of OSU-Oklahoma City, affected employees are required to conform to those directions, even though this situation might conflict with a "second job" or other personal interests of the employee. Failure to do so constitutes grounds for separation.

Gender Discrimination and Sexual Harassment Policy

General Statement of Policy

It is the policy of Oklahoma State University (OSU) that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e (Title VII), and Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

The University encourages victims to report instances of gender discrimination prohibited by Title IX or Title VII, including but not limited to, sexual assault or other sex offenses, either forcible or nonforcible in nature. In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with the Office of Safety and Security or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The Office of Safety and Security is available to assist victims in filing reports with other law enforcement agencies.

All students, members of the faculty, and non-faculty staff personnel are required to comply with the policy and procedures outlined to address complaints about gender discrimination, sexual harassment and sexual assault. In addition to the procedures outlined in this policy statement, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission (involving employment)

or U.S. Department of Education, Office for Civil Rights (involving education programs or activities). Any complaint of gender discrimination or sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University is committed to providing an environment of study and work free from gender discrimination and sexual harassment as prohibited by Title VII and Title IX, and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender discrimination and sexual harassment, including sexual assault. The University reserves the authority to independently deal with gender discrimination, sexual harassment, and sexual assault issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

Members of the University community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions are not sexually coercive, abusive, or exploitative.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or condonation of hostile working or educational environments will not be tolerated and students and employees at all levels are subject to potential disciplinary action if engaged in such actions.

The University will (1) respond to every complaint of gender discrimination, sexual harassment, or sexual assault reported, (2) take action to provide remedies when gender discrimination, sexual harassment, or sexual assault is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Information and Assistance

Any individual, who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions

taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:

Senior Director of Human Resources (Affirmative Action)/Title IX Coordinator
Administration Building, Second Floor, Human Resource Office (405)945-3298

Vice President for Budget and Finance
Administration Building, Second Floor, Room 218 (405)945-8631

Vice President for Student Experience/Student Conduct Officer
Student Center Building, First Floor (405)945-3204

Vice President for Academic Affairs
Administration Building, Second Floor, Room 200 (405)945-3250

Vice President for Operations
Administration Building, Second Floor, Room 200 (405)945-3284

If an apparent conflict of interest prevents use of the assistance of the above offices, the person complaining of gender discrimination, sexual harassment, or sexual assault may request assistance directly from the Office of the President, Administration Building, Second Floor, (405) 945-3230.

Definitions

"Gender discrimination" is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination. "Sexual harassment," as prohibited under federal and state law and University policy, is defined as unwelcome conduct of a sexual nature, and may include unwelcomed sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- C. such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission.

Examples of Sexual Harassment

It is not possible to exhaustively list all examples of conduct which can constitute gender discrimination or sexual harassment. The following list of examples of conduct prohibited by this policy statement is intended to aid in the understanding of this area. Conduct prohibited by this policy statement may include, but is not limited to:

A. Verbal Conduct

Unwelcome sexual flirtation, advances or propositions for sexual activity. Asking about someone else's personal social or sexual life or about their sexual fantasies, preferences, or history may constitute sexual harassment. Discussing your own personal sexual fantasies, preferences, or history or repeatedly asking for a date from a person who is not interested may also constitute sexual harassment.

Continued or repeated verbal abuse of a sexual nature. Suggestive comments and sexually explicit jokes, or turning discussions at work or in the academic classroom to sexual topics may constitute sexual harassment. Making offensive sounds such as smacking or licking lips, making kissing sounds, or "wolf whistles" may constitute sexual harassment.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling a person a "hunk," "doll," "babe," "sugar," or "honey," or similar descriptive terms may constitute sexual harassment if the person being so described is offended by such terms or if others hearing the references are offended.

Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances.

B. Non-Verbal Conduct

Displaying sexually demeaning or offensive objects and pictures. Nude or semi-nude photographs and drawings, or computer software is very likely to be viewed as sexual harassment.

Staring repeatedly at someone, blocking another person's path or otherwise restricting their movements. Such acts, particularly when in conjunction with other acts or comments, may be viewed as sexual harassment. Invading a person's personal body space, such as by standing closer than appropriate or necessary for the work being done may similarly constitute sexual harassment.

Bringing physical items to work which express sexually offensive comments regarding men or women. Messages of this nature such as might be contained on coffee mugs, hats, or tee shirts may be offensive and be viewed as sexual harassment.

Making sexual gestures with hands or body movements. Looking a person up and down in a suggestive or intimidating manner may also constitute sexual harassment.

Letters, gifts, or materials of a sexual nature. Such attention may not be appreciated in the manner intended, may be offensive to the subject of the attention, and may constitute sexual harassment.

Treating a student differently based upon his/her gender in academia or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

C. Physical

Offensive physical contact. Possible problem areas include: Massaging a person's neck or shoulders; touching a person's clothing, hair, or body; hugging, kissing, patting, or stroking a person's body; touching or rubbing oneself in a sexual manner around or in the view of another person; brushing up against another person; tearing, pulling, or yanking a person's clothing, may all constitute sexual harassment.

sexual assault, coerced sexual intercourse or other sexual contact.

For review of the complete Gender Discrimination and Sexual Harassment Policy, see the Appendix at the end of this handbook.

Confidentiality

During the course of employment, staff employees will be working with students, personal student data and other information that is considered confidential. Maintaining this confidentiality is important to the success of the institution. Under the federal *Family Educational Rights and Privacy Act*, sometimes referred to as the “Buckley Amendment”, it is a violation of federal law to release student educational records or personally identifiable information about a student without the student’s prior permission, in most instances.

Dress and Personal Appearance

Staff employees are expected to maintain an appropriate appearance that is professional, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to students, community or other employees.

Change in Dress and Personal Appearance Policy

In 2018, staff council presented a request, on behalf of the campus, to make permanent the relaxed dress code that we institute from time-to-time. Administration believes that we all comprehend that we are OSU-OKC brand ambassadors and that our style of dress must always reflect professionalism, confidence and approachability. Consider your attire from prior “denim days” as the guide for going forward as OSU-OKC makes permanent the relaxed dress code. Consult your supervisor if you have questions about appropriate dress in your department.

Dress Code - Non-relaxed

- 1. Unless otherwise notified, Friday of each week will be considered OSU-Oklahoma City **Pride Day**. On this day, it is acceptable for staff to wear a shirt or blouse that displays OSU-Oklahoma City or OSU insignias in lieu of their regular professional apparel. The slacks or skirts worn with this spirit apparel should still be professional and appropriate for the area where they work. If the activities in an area make the wearing of **Pride Day** apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.*
- 2. Unless other wise notified, Friday of each week is **Jeans Day** as well as **Pride Day**. On this day, it is acceptable to wear denim jeans or skirts along with the shirt or blouse that displays OSU-Oklahoma City or OSU insignias in lieu of their regular professional apparel. If the activities in an area make the wearing of **Jeans Day** or **Pride Day** apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.*
- 3. On all Fridays, employees will be expected to comply with the neat, clean and non-offensive aspects of the Dress and Personal Appearance policy.*

Obviously there are areas of the campus that wear jeans and work shirts every day because of the nature of their work. Areas such as Horticulture, Grounds, Housekeeping, Building Maintenance, Printing Services and others are expected to dress appropriately for the type of work they perform. It is understood these areas are involved in activities that require them to be outside in the elements, involve physical labor and involve work environments that are often hazardous and unclean. However, these employees are also expected to comply with the dress code when it speaks of neat, clean and not offensive to others.

OSU-Oklahoma City believes in giving each employee the freedom to express him/herself by being able to choose the style, color, and fashion of the attire they wear, within the stated guidelines of this policy. In deciding what attire is professional or business-like, employees should keep in mind the personal image they create, as well as the public image of OSU-Oklahoma City. We are proud to share a common goal of having a positive, productive, and safe work environment. Our appearance should reflect our pride.

Questions concerning this policy should be directed to your supervisor or Human Resources.

Telephone Use

OSU-Oklahoma City telephones are to be used for business purposes in serving the interests of our students and in the course of normal business operations. Answer all calls promptly and courteously. On occasion, personal calls may be necessary, but cooperation is requested in limiting them to emergencies or essential personal business and in keeping them brief.

Party Policy

Department luncheons involving only the employees of a particular department are not to exceed one (1) hour in length, and should be scheduled during the regular lunch hour. If the luncheons are held in a departmental office complex, it is important that extra attention be paid to cleanliness. Parties and other activities that involve employees of the staff from other than the sponsoring department are to be scheduled at times that will not interfere with normal operating business.

Appropriate Computer Use

As an institution of higher learning, OSU-Oklahoma City encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines.

Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom while protecting the rights of others. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Usage of these facilities is a privilege rather than a right. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet.

OSU-Oklahoma City reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Users are responsible for their own computer

accounts and the usage thereof. Users will be subject to disciplinary action, including termination and/or loss of privileges for misuse of computers or computing systems under their control. Anyone who accesses, uses, destroys, alters, or damages University information resources, properties or facilities without authorization, may be guilty of violating state and federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the University, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

Use of Electronic Mail

Appropriate Use

- As with other University resources, e-mail is appropriately used for purposes that further the goals of the University.
- Individuals may not use e-mail for entrepreneurial activities except in cases of University-sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the University community.
- No one shall be added to an e-mail listing for other than official University business without his or her consent. Mailing lists may be used only for their intended purposes.
- All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual.

General Policy Statements

- It is the intent of OSU-Oklahoma City to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that universities place high value on open communication of ideas, including those new and controversial, the intention of the University is to maximize freedom of communication for purposes that further the goals of the University.
- All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation.

Individual Expectations

E-mail messages shall be delivered to the addresses and not censored or interfered with in any way by the University. Individually addressed e-mail communications may not be read by third party except as noted below. Any access of individual e-mail communications other than noted below is in violation of University policy and action will be taken accordingly.

University Requirements

- (1) University officers and supervisors shall have the right to read any e-mail when written permission for such access had been given by the individual.

- (2) Under certain circumstances the Postmaster may, in the course of his or her professional duties, access an individual's e-mail for legitimate management or maintenance purposes.
- (3) If an occasion arises when a University officer or supervisor believes that access to an individual's e-mail account is required for the conduct of University business, the University individual is not available, and a system administrator is required to access the individual's e-mail account, the following procedure shall be followed:
 - (a) The University official or supervisor shall secure permission to access the e-mail account from the Chief Academic Officer of this institution.
 - (b) An appropriate form with the signature of the Chief Academic Officer shall be presented to the system administrator allowing the system administrator to proceed to access the e-mail account.
 - (c) The individual whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form.
- (4) Keeping in mind the University's intent to preserve the privacy of e-mail, if an occasion arises when a University officer or supervisor believes that access to an individual's e-mail account is required because there is reason to believe the individual is engaged in wrongdoing, and a system administrator is required to access the individual's e-mail account, steps 3.a. and 3.b. above shall be followed. The individual whose e-mail account has been accessed will be notified upon conclusion of the monitoring process. Such notification shall be made in a timely manner.
- (5) Prior to termination or resignation, faculty and staff members are expected to make all e-mail files related to University business available to his or her supervisor.
- (6) On termination or resignation, the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted.

Access to University Electronic Mail Accounts

- (1) Any member of the University community who requests it shall have an electronic mail account established and made available for his/her use. This does not guarantee unlimited or unrestricted opportunities to use the e-mail account.
- (2) While account holders may expect reasonable access to e-mail, this cannot be guaranteed to be at all times and in all circumstances.

- (3) Violation of this policy may result in the loss of e-mail privileges at this University.

Objectionable Material, Violations and Sanctions

- (1) The University cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the University community are expected to demonstrate good taste and sensitivity to others in their communications.
- (2) It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.
- (3) Users of campus communications are subject to local, state, and federal laws and regulations and applicable Oklahoma State University policies and procedures. Users must comply with copyright laws.

Reference is made to OSU Policy and Procedures Letter, Use of Electronic Mail, 1-013 as a source of information and clarification.

Tobacco-Free Policy

OSU-Oklahoma City is committed to the promotion of wellness and healthy living for its employees and students. Part of that commitment involves taking a role in discouraging the usage of tobacco, by prohibiting its use on campus, by offering information on cessation programs and by offering educational materials on the dangers of Oklahoma's biggest public health issue and leading cause of death.

Policy

It shall be the policy of OSU-Oklahoma City that the use of all tobacco products including but not limited to cigarettes, cigars, pipes and smokeless tobacco be prohibited on the campus of OSU-Oklahoma City.

1. The use of tobacco products is prohibited anywhere on campus, including buildings, grounds and parking lots leased, owned or operated by OSU-Oklahoma City. Tobacco use is also prohibited in any vehicle leased or owned by OSU-Oklahoma City.

2. This policy applies to all persons on campus, including but not limited to employees, students, and visitors to the campus.
3. No Tobacco Use signs and posters are posted in all OSU-Oklahoma City facilities and in vehicles.
4. The sale or promotion of tobacco products is prohibited anywhere on campus. This also includes prohibiting sponsorship of any school activity by tobacco companies.
5. The on-line employment application site contains information about the tobacco-free environment.
6. The Office of Human Resources will ensure that new employees receive information about the tobacco-free policy during new-hire orientation.
7. Departments that allow employees to take scheduled breaks may continue to do, but may not allow extra breaks for smoking. Employees will not be allowed to leave the campus to smoke during regularly scheduled breaks.

Compliance

Compliance with this policy by all students and employees is expected based on our commitment to a healthy environment to live, work and learn. Emphasis will be placed on creating a positive and healthy culture, free of tobacco and should be a cooperative effort, encouraged by all faculty, staff and students.

Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.

Corrective Actions and Dismissals for Staff

Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedures by which supervisors communicate as early as possible with a staff person a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/performance issues.

These policies and procedures are applicable to all continuous regular staff personnel assigned to all agencies of the University. This procedure does not apply to a new employee during the initial orientation period or to periodic/temporary employees or student employees.

Responsibility

Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by OSU and the staff member's department or unit. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective or disciplinary action.

Employees of the University are at-will employees. However, consistent with the University's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action.

Corrective Action

Behaviors which may be subject to corrective action may be a result of poor work performance or misconduct.

When making the decision for corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended.

Even though the University's philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal.

Work Performance Issues

The term "work performance" may include all aspects of an employee's work and is determined by the supervisor's evaluation of the quality and quantity of work performed by the employee.

Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months.

If work performance has not improved to an acceptable standard by the end of the period, the employee is terminated. In rare circumstances, the performance improvement period may be extended.

If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be terminated immediately.

If the performance of the employee is acceptable during the year following, the performance improvement plan documentation will be considered inactive.

Misconduct Issues

All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct. Each work rule violation is evaluated on the basis of the severity of the infraction and the importance of the rule. A serious violation, including but not limited to, inappropriate use of computers, theft of University property, falsification of University documents, or conduct resulting in harm to another person, may result in immediate termination.

Misconduct that may result in corrective action (and/or termination) include (but are not limited to):

- A. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;

- B. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;
- C. Disorderly or immoral conduct or horseplay on University property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on University premises or on institutional time;
- D. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
- E. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;
- F. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the University or fellow employees or resulting in serious injury to fellow employees;
- G. Violation of established departmental dress codes; use of tobacco in violation of University policy and state law;
- H. Giving false information or falsification of University documents including timesheets, personnel records and application for employment;
- I. Destroying or defacing institutional property or records or the property of a student or employee;
- J. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;
- K. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;
- L. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;

- M. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
- N. Failure to comply with appropriate computer use policies.
- O. Violation of policies or rules of the unit or Oklahoma State University; and
- P. Failure to comply with the income tax laws of the State of Oklahoma.

Dismissal

- A. Any unauthorized absence for more than three consecutive workdays may be considered as a involuntary resignation from service and would not therefore be subject for corrective action.
- B. Under Oklahoma Statutes, any state employee who is found guilty or pleads guilty or *nolo contendere* to a felony shall immediately forfeit employment and is not eligible for future employment with Oklahoma State University as long as the felony record exists.
- C. In all cases of dismissal, the particulars of the case shall be reduced to writing with a copy to be filed in the staff member's permanent personnel file maintained in OSU Human Resources.
- D. An employee terminated for misconduct or an employee who resigned in lieu of termination will be placed on a restricted hiring list and not be eligible for hire within the OSU System for at least one year.
- E. Any person terminated from University employment shall have the right of appeal as outlined in Grievances and Appeals, Policy 3-0709.
- F. The Director of Human Resources will serve in an advisory capacity in matters of corrective action and termination.

OSU reserves the right to change this Policy and Procedure or any portion thereof at any time.

