

YOUR EMPLOYMENT

Orientation / Introductory Period

The first 90 days of employment for newly hired classified (bi-weekly) staff employees are considered an introductory or orientation period. During this period, the new employee's performance, behavior, work habits, skills and other job-related factors are observed and evaluated to determine if it is in the best interest of the institution to continue employment beyond the initial 90-days. Classified employees who are dismissed during the 90-day orientation/introductory period are not eligible for appeal under the rules and procedures set forth in the policy for Grievances and Appeals (Section IV of this handbook).

Definitions of Employment Status

The following terms will be used to describe the classification of staff and their employment status:

- **Exempt-** Meets the FLSA (Fair Labor Standards Act) tests for exemption from the timekeeping and overtime provisions of the Act.
- **Non-exempt-** Does not meet the FLSA tests for exemption from the overtime and timekeeping provisions of the Act. The employee must be compensated for overtime.
- **FLSA (Fair Labor Standards Act)-** The federal FLSA establishes minimum wage, overtime pay, timekeeping and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments.
- **Overtime-**Hours worked in excess of 40 in a workweek. Compensation for overtime hours is 1.5 times the employee's regular pay rate. Only hours worked will be used in the calculation of overtime pay; (holidays, administrative leave, vacation/sick leave, inclement weather days) will not be used in the calculation of overtime.
- **Workweek-**A regular recurring period of 168 consecutive hours. OSU's official workweek is from 12:00 midnight Sunday until 11:59 pm the following Saturday.
- **Full-time-** Continuous (non-temporary) appointment, eligible for full benefits. Scheduled to work 40 hours per week (if a non-exempt position).
- **Part-time-** Continuous (non-temporary appointment), eligible for partial benefits. Scheduled to work less than 40 hours per week. If appointment is 30-39 hours per week, employee is eligible for benefits, such as insurance and retirement, as well as annual and sick leave accrual (proportionate to the appropriate FTE rate). If appointment is 20-29 hours per week, employee is not eligible for insurance and retirement benefits, but is eligible for annual and sick leave accrual

and holiday pay (proportionate to the appropriate FTE rate). Appointments less than 20 hours per week are not eligible for any benefits.

- **Temporary-** Hired for a pre-established period, usually during peak semester periods or for vacation relief (generally less than six months in duration). They may work a full-time or part-time schedule. Temporary staff employees are not eligible for benefits or leave pay. Per OSU policy, temporary employees may not exceed 1040 hours per fiscal year.
- **Work Study-**Federally-funded, need-based program. Students are hired for a pre-established period based on financial aid award and limited to a maximum of 20 hours per week.

Equal Opportunity / Affirmative Action

OSU-Oklahoma City maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment will be influenced in any manner by race, creed, color, religion, sex, age, national origin, veteran status, sexual orientation, qualified disability, or any other basis prohibited by statute. OSU-Oklahoma City has a written affirmative action plan to implement its official policies of equal opportunity employment.

Americans with Disabilities Act

OSU-Oklahoma City embraces and commits itself and its faculty and staff employees to follow provisions of state and federal law prohibiting discrimination against persons with disabilities, including but not limited to, the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973.

Employment of Relatives

Near relatives of an employee may be employed by OSU-Oklahoma City in any department and in any position provided the level of training, experience and qualifications is commensurate with the needs of the position.

In instances where one member of the family is in a position to function as a judge or advocate in specific situations involving a member of the immediate family, it shall be the policy of OSU-Oklahoma City that one shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave, etc) to the other(s). For the purpose of this policy, the immediate family is defined as parents, siblings, spouse, children, grandparents, grandchildren or corresponding in-law relationships.

Personnel Records

Important events in each staff employee's history with the organization will be recorded and kept in the staff employee's personnel file. Performance evaluations, change of status records, commendations, corrective action warnings and educational attainment records are examples of records maintained.

Employees are responsible for changing personal contact information, such as address and phone number. They are also responsible for notifying Human Resources of changes to their family status (births, marriage, death, divorce, legal separation, etc.), as group insurance and retirement may be affected by these changes. This responsibility includes staff on lay-off status and leaves of absence.

The Employee Self Service at <https://my.okstate.edu> may be accessed to view certain personnel records, such as current address, marital status, emergency contact, benefits and deductions, and payroll information. This site can also be used to update some personal information, such as address, phone number, emergency contact, and veteran's status. However, this site will only update personnel records for OSU. To make address and other personal information changes, other entities such as insurance and retirement vendors will also need to be contacted. To access Employee Self Service, go to OSU-Oklahoma City website, <https://my.okstate.edu>

Rest Periods

Non-Exempt Staff

Each department, supervisor, or division head shall allow full-time non-exempt staff one rest period during the first half of the work shift and one rest period during the second half of the work shift, provided that:

Rest periods are scheduled by the unit administrator, considering the needs of the unit and, when possible, the wishes of the staff member.

- No single rest periods shall exceed fifteen (15) minutes absence from the staff member's work station.
- Staff may not accumulate unused rest periods
- Rest period time shall not be authorized for covering a late arrival on duty, early departure from duty or for off-campus personal business.
- Any time taken off beyond the stated limits shall be subject to disciplinary action and amounts in excess of 20 minutes will be charged to annual leave
- Each unit administrator may allow part-time staff a rest period if it is in accordance with departmental or divisional policy.

LUNCH PERIODS

Lunch periods are scheduled by the department supervisor based on operational and service needs and when possible, the preferences of the period of time of the staff member. Lunch periods are encouraged as they give the employee an opportunity to refresh, get away from the work area and take care of personal matters.

While some departments have areas where the employee can sit down to eat at tables and/or use a refrigerator or microwave to prepare and store food, the Student Center is considered the most appropriate place to eat. Food can be purchased or microwaves can be used to prepare food that is brought to campus. It may be considered to be unprofessional to eat at exposed work areas. Food or drinks that are spilled can damage or destroy electronic equipment and other office supplies. Departments determine the ability to eat at work stations with approval from the VP.

Non-Exempt Staff

Lunch periods are considered unpaid time, as long as the employee is completely relieved from duty. The length of lunch periods may vary from department to department, but should be a minimum of 30 minutes to a maximum of one hour. To provide continuous office coverage, most departments are expected to remain open during the lunch periods. To prevent service disruption, lunch periods may have to be changed or not taken during very busy times or short-staffed situations.

Exempt Staff

Exempt staff is expected to take work breaks, lunch periods, etc. with professional care and propriety. Excessive time taken during these periods shall be considered unprofessional conduct. To provide continuous office coverage, most departments are expected to remain open during the lunch periods. To prevent service disruption, lunch periods may have to be changed or not taken during very busy times or short-staffed situations.

Job Descriptions

Job descriptions identify and describe position requirements, responsibilities, reporting relationships, working conditions and physical requirements.

From time to time, in order to better assist OSU-Oklahoma City's mission, it may be necessary for individual job assignments to be altered temporarily or on a continuous basis. In such instances, supervisory officials and/or Human Resources will give consideration as to whether or not any upgrade in position status or pay rate should also be initiated as a result of any such significantly changed job assignments.

Supervisors are responsible for ensuring that their staff job descriptions are kept current and that employees receive and review a copy of their job description.

Performance Reviews

Performance reviews are used as a positive means of communication between supervisors and staff employees. The review process is an exchange of information about the status and quality of work and its results. This communication ensures that the supervisor and employee are in sync with job standards and expectations. They can also be a good way to correct misperceptions, identify goals and objectives and provide constructive feedback for performance improvement and continuous growth and development.

On an official basis, staff employees will initially be reviewed approximately after 90 days of new employment or transfer into a new position. Thereafter, staff employees will be reviewed once per year, or more frequently if needed. However, open communication and feedback between supervisors and employees should be constant and not limited to official performance reviews.

In the OSU-Oklahoma City system, all staff employees with at least one year of service are reviewed at the same time of year, usually in April or May. The results of the reviews may be used in making decisions regarding merit increases, promotions, transfers, corrective action plans and layoffs during reduction in work force situations. Performance reviews must not reflect personal prejudice, bias or favoritism on the part of those conducting the reviews.

The written results of a performance review will be retained in the staff employee's personnel file. A copy of the evaluation shall be provided to the employee.

Promotions / Job Posting

OSU-Oklahoma City has a policy of promoting internal candidates whenever possible, to fill more responsible positions within the organization. OSU-Oklahoma City strives to promote the most capable and qualified individual, based on demonstrated ability to assume greater responsibility.

At the same time, OSU-Oklahoma City may need to recruit and hire outside the organization to attract the most qualified individual for a particular opening. Current job openings are posted on the online employment application system, OESC (Oklahoma Employment Security Commission), various other web sites, agencies and publications.