

2017-2018

# Northern Oklahoma College



## Employee Handbook

Revised 7.11.17

Reformatted 7.26.17

**2017-2018  
NORTHERN OKLAHOMA COLLEGE**

**TABLE OF CONTENTS**

**Table of Contents**

<b>1.0</b>	<b>INTRODUCTION</b> .....	<b>1</b>
1.1	HISTORY OF THE COLLEGE .....	1
1.2	MISSION AND CORE VALUES .....	2
1.2.1	Mission Statement .....	2
1.2.2	Vision Statement .....	2
1.2.3	Core Values .....	2
1.3	ORGANIZATION .....	3
1.3.1	Oklahoma State Regents for Higher Education .....	3
1.3.2	Northern Oklahoma College Board of Regents .....	3
1.4	ACCREDITATION .....	4
<b>2.0</b>	<b>ADMINISTRATIVE ORGANIZATION</b> .....	<b>5</b>
2.1	ADMINISTRATIVE OFFICES .....	5
2.1.1	President .....	5
2.1.2	Executive Council .....	5
2.1.3	Administrative Council .....	6
2.2	ORGANIZATIONAL CHART .....	6
2.3	INSTITUTIONAL STANDING COMMITTEES AND APPEALS BOARDS .....	6
2.3.1	Assessment of Student Learning .....	7
2.3.2	Curriculum – Teaching and Learning .....	7
2.3.3	Grants .....	7
2.3.4	Employee Policies and Procedures .....	7
2.3.5	The Technology and Learning Resources .....	7
2.3.6	Student Affairs .....	7
2.3.7	Institutional Scholarship Program .....	8
2.3.8	Employee Social Committee .....	8
2.3.9	Affirmative Action .....	8
2.3.10	Crisis Management Committee .....	8
2.3.11	Appeals Boards .....	8
2.3.12	Diversity Council .....	8
2.3.13	Wellness Committee .....	9
2.3.14	Retention .....	9
<b>3.0</b>	<b>INSTITUTIONAL POLICIES AND GENERAL INFORMATION</b> .....	<b>10</b>
3.1	EQUAL OPPORTUNITY .....	10
3.2	AFFIRMATIVE ACTION .....	10
3.3	TITLE IX .....	10
3.4	COMPENSATION POLICIES .....	11
3.4.1	Salary Changes .....	11
3.4.2	Reduction in Force .....	12
3.4.3	Direct Deposit/Payroll .....	13
3.4.4	Payroll Changes .....	13
3.4.5	Debt Obligation .....	13
3.4.6	Garnishments .....	13
3.4.7	Compliance with Oklahoma Tax Commission .....	13
3.5	SEXUAL CONDUCT / HARASSMENT POLICY .....	14

# 2017-2018

3.5.1	Statement of Policy	14
3.5.2	Definition of Sexual Harassment	14
3.5.3	Examples of Prohibited Conduct	14
3.5.4	Retaliation	15
3.5.5	Sanctions	15
3.5.6	Complaint Process	15
3.6	<b>RACIAL AND ETHNIC HARASSMENT POLICY</b>	16
3.6.1	Statement of Policy	16
3.6.2	Sanctions	16
3.6.3	Retaliation	16
3.6.4	Complaint Process	16
3.7	<b>DRUG-FREE WORKPLACE POLICY</b>	17
3.7.1	Statement of Policy	17
3.7.2	Reference	17
3.7.3	Defintions	17
3.7.4	Procedures	18
3.8	<b>LOYALTY OATH</b>	19
3.9	<b>STUDENT RIGHTS TO PRIVACY OF RECORDS – FERPA POLICY</b>	19
3.10	<b>GRIEVANCE PROCEDURES</b>	21
3.11	<b>INSURANCE</b>	22
3.11.1	Group Health Insurance Program	22
3.11.2	Group Dental Insurance Program	23
3.11.3	Group Vision Insurance Program	24
3.11.4	Group Life Insurance Program	24
3.11.5	Directors and Officers Liability Insurance	24
3.11.6	Group Long-Term Disability Insurance Program	24
3.11.7	Unemployment Compensation	24
3.11.8	Workers’ Compensation	25
3.11.9	Governmental Tort Claims Act	25
3.12	<b>RETIREMENT</b>	25
3.12.1	Policy Coverage and Definitions	25
3.12.2	Retirement	25
3.12.3	Early Retirement	26
3.12.4	403B Annuity Plans	27
3.13	<b>LEAVE POLICIES</b>	27
3.13.1	Sick Leave	27
3.13.2	Bereavement Leave	28
3.13.3	Leave of Absence Without Pay	29
3.13.4	Catastrophe Leave	29
3.13.5	Personal Leave	29
3.13.6	Annual Vacation Leave	30
3.13.7	Leave Sharing Program	30
3.13.8	Family and Medical Leave	32
3.13.8.1	Requirements	32
3.13.8.2	Benefits and Protection	33
3.13.9	Paid Holidays	34
3.13.10	Military Leave	34
3.13.11	Court Leave	34
3.13.12	Voting Leave	35
3.13.13	Inclement Weather Policy	35
3.13.13.1	Inclement Weather and No College Closing	35
3.13.13.2	Inclement Weather with College Closing	36
3.13.13.3	Inclement Weather Policy for Hourly Employees	37
3.14	<b>POLITICAL ACTIVITIES OF EMPLOYEES</b>	37
3.15	<b>CHANGE OF EMPLOYEE INFORMATION</b>	37
3.16	<b>DRESS GUIDELINES</b>	38
3.16.1	General Dress Guidelines	38
3.16.2	The Office/Classroom Environment	39
3.16.3	The Trades Environment	39

# 2017-2018

3.17	PROFESSIONAL DEVELOPMENT	41
3.17.1	NOC Educational Opportunities	41
3.17.1.1	Employee Associates Degree Scholarship Program	41
3.17.1.2	The Employee, Spouse, and Dependent Scholarship Program	42
3.17.1.3	Educational Partnership Opportunities	42
3.17.2	Professional Development Reimbursement Program	43
3.17.2.1	Rationale	43
3.17.2.2	Process	43
3.18	STUDENT AFFAIRS	44
3.18.1	Use of Student Labor	44
3.18.2	Student Sponsors	44
3.18.3	College Newspaper	44
3.18.4	Religious Activities	45
3.18.5	Student Handbook	45
3.18.6	Counseling and Career Services	45
3.18.7	Alumni	45
3.18.8	Recruitment	45
3.18.9	Regulations Concerning Student Trips	45
3.18.10	Scheduling of Student Activities	46
3.18.11	Community Relations	46
3.19	GENERAL SERVICES	46
3.19.1	Purchase Requisitions	46
3.19.2	Travel	46
3.19.2.1	Procedure	47
3.19.2.2	Special Air Travel Procedure	47
3.19.2.3	Limitations	48
3.19.3	College Fleet Vehicles	48
3.19.4	Employee Handbook	48
3.19.5	Mail and Postage	48
3.19.6	Social Opportunities	49
3.19.7	Photo I.D.	49
3.19.8	Lost and Found	49
3.19.9	Housing	49
3.19.10	Pet Deposit and Pet Charge	49
3.19.11	Parking	49
3.19.12	Solicitors	49
3.19.13	Keys	50
3.19.14	Copy Paper and Supplies	50
3.19.15	Copy Codes	50
3.19.16	Printing Services	50
3.19.16.1	Email Signature for Desktop/Tablets	51
3.19.16.2	Email Signature for Mobile Devices	51
3.19.16.3	Letterhead and Envelopes	51
3.19.16.4	Acronyms	52
3.19.16.5	Copying Services	52
3.19.16.6	Bulk Mail Services	52
3.19.16.7	Photography	52
3.19.16.8	Off-Campus Printing	53
3.19.16.9	Budget	53
3.19.16.10	State and Federal Law	53
3.19.16.11	Community Service Jobs	54
3.19.16.12	Disclaimer	54
3.19.17	Website and Content Management	54
3.19.17.1	Content Management System (CMS)	55
3.19.17.2	Web Accessibility	55
3.19.17.3	Third-Party Hosting	55
3.19.17.4	Inappropriate Web Content	55
3.19.18	Maintenance Requests	56
3.20	USE OF BUILDINGS, EQUIPMENT, AND SUPPLIES	56

# 2017-2018

3.20.1	Classroom Buildings	56
3.20.2	College Facility Use (Other than Classrooms)	56
3.20.3	Recreational Facilities	57
3.20.4	Furniture and Equipment	57
3.20.5	Use and Lending of Equipment	57
3.21	COMMUNICATIONS	58
3.21.1	Information Resources Acceptable Use Policy	58
3.21.1.1	General Use	58
3.21.2	Electronic Mail and Internet Services	59
3.21.3	Incidental Use of Information Resources	59
3.21.4	Official College Seal	59
3.21.5	NOC Logo and Graphic Standards Guide	60
3.21.6	Wayfinding Signage	60
3.21.7	College Catalog	60
3.21.8	Telephone	60
3.21.8.1	Local Calls	61
3.21.8.2	Long Distance Calls	61
3.21.8.3	Cellular Phone	61
3.21.9	Emergencies	62
3.21.10	Academic Calendar	62
3.21.11	Media Relations	62
3.21.12	Social Networking and Social Media	62
3.21.13	Emergency Alert System	62
3.21.14	Bring Your Own Device (BYOD) Usage Policy	63
3.21.14.1	Purpose	63
3.21.14.2	Applicability	63
3.21.14.3	Affected Technology	64
3.21.14.4	Policy and Appropriate Use	64
3.22	EMPLOYEE SERVICE RECOGNITION	66
3.23	WEAPON, FIREARMS, AMMUNITION, FIREWORKS, EXPLOSIVES, AND DANGEROUS CHEMICALS	67
3.23.1	Purpose and Scope	67
3.23.2	Definitions	67
3.23.3	Policy	68
3.23.4	Procedures and Exceptions	68
3.24	BACKGROUND SCREENING	70
3.24.1	Offer of Employment Process	70
3.24.2	General Guidelines	71
3.24.3	Verification of Background Screening	71
3.24.4	Adverse Action Notification	72
3.25	NOC SECURITY	72
3.26	PET POLICY	72
3.27	VISITORS AND CHILDREN IN THE WORKPLACE	73
3.28	TOBACCO-FREE POLICY	73
3.28.1	Purpose	73
3.28.2	Tobacco-Free Environment	73
3.29	OPEN RECORDS REQUEST	74
3.29.1	Procedure	75
3.30	HANDLING OF GIFTS TO THE COLLEGE	75
3.30.1	Procedure	76
3.31	NEPOTISM	76
3.31.1	Policy	77
3.31.2	Definitions	77
3.31.3	Procedure	77
3.32	FUNDRAISING	78
3.32.1	Definition of “College Fundraising” Activities	78
3.32.2	Process for Seeking Approval of Fundraising Activities	79
3.32.3	Gift Receipting	79
3.32.4	Use of College or Foundation Name on All Fundraising Materials	79

# 2017-2018

3.32.5	Lists of Donors and Potential Donors	79
3.32.6	Contributions to Northern Oklahoma College Foundation, Inc.	80
3.32.7	Processing of Gifts	80
3.32.8	Disbursement of Designated Funds from the Foundation	80
3.33	<b>NAMING OR RENAMING OPPORTUNITIES</b>	80
3.33.1	Definitions	81
3.33.2	Policy/General Conditions	81
3.33.3	Procedure	83
3.33.4	Responsibility	83
3.33.5	Financial Contributions	85
3.33.6	Changed Circumstances and Renaming	85
3.34	<b>ENERGY MANAGEMENT</b>	85
3.34.1	Responsibilities	85
3.34.2	General	85
3.35	<b>GRANTS AND CONTRACTS</b>	86
3.36	<b>OFFICE DÉCOR</b>	87
4.0	<b>FACULTY POLICIES AND GENERAL INFORMATION</b>	88
4.1	<b>FACULTY PERSONNEL POLICY</b>	88
4.1.1	Membership	88
4.1.2	Types of Appointments to Faculty	89
4.1.3	Faculty Credentials	90
4.1.4	Length of Appointments	92
4.2	<b>FACULTY RESPONSIBILITIES</b>	93
4.2.1	Roles and Responsibilities of Instructors	93
4.2.2	Time Obligation	96
4.2.3	Guidelines for Faculty Instructional Loads	97
4.2.4	System for Compensation of Instructional Overloads and Special Assignments	98
4.2.5	Processes Related to Division Chairs and Faculty Liaisons	100
4.2.6	Outside Employment and Activities	102
4.3	<b>EVALUATION OF FACULTY</b>	103
4.3.1	Evaluation of New Full-time and New Adjunct Faculty	103
4.3.1.1	Process and Timelines	103
4.3.2	Evaluation of Continuing Full-time Faculty	104
4.4	<b>FACULTY ASSOCIATION</b>	105
4.4.1	Membership	105
4.4.2	Officers	105
4.5	<b>ACADEMIC FREEDOM AND RESPONSIBILITY</b>	106
4.5.1	Academic Freedom	106
4.5.2	Academic Responsibility	107
4.6	<b>FACULTY EMPLOYMENT PROCESS, STATUS, TENURE, AND DISMISSAL</b>	108
4.6.1	Faculty Employment Process - Hiring Procedures	108
4.6.2	Faculty Status	111
4.6.3	Faculty Tenure	111
4.6.4	Faculty Discipline and Dismissal	112
4.7	<b>FACULTY / STUDENT INSTRUCTIONAL PROCEDURES</b>	114
4.7.1	Class Attendance	114
4.7.2	Admission and Withdrawal from Classes	114
4.7.3	Examinations	116
4.7.4	Student Advisement	116
4.7.5	Disciplinary Action	116
4.7.6	Student Complaints	116
4.7.7	Student Records and Reports	117
4.7.8	Grades and Grade Points	118
4.7.9	Course Auditors	119
4.7.10	Interruption of Classes	119
4.7.11	Veterans	119

# 2017-2018

4.7.12	Field Trip Regulations	119
4.7.13	Course Modes of Delivery	119
4.7.13.1	Other Definitions for Coursework:	121
4.7.14	Study Abroad Program	121
4.7.14.1	Objectives	121
4.7.14.2	Types of Study Abroad Programs	122
4.8	ACADEMIC INTEGRITY	122
4.8.1	Unintentional Academic Infractions	123
4.8.2	Intentional Academic Infractions	124
4.9	TEXTBOOK ADOPTION AND RENTAL	124
4.9.1	Textbook Rental Guidelines	125
4.10	INSTRUCTIONAL SUPPORT - LIBRARY	125
4.10.1	Northern Oklahoma College Libraries	125
4.10.2	Circulation Policies	125
4.10.3	Reserve Collections	126
4.10.4	Collection Development	126
4.10.5	Library Instruction	126
4.10.6	Intra- or Inter-Library Loans	126
5.0	STAFF POLICIES AND PROCEDURES	127
5.1	RECRUITMENT AND SELECTION	127
5.1.1	Advertising	127
5.1.2	Selection and Employment	127
5.1.2.1	Application for Employment	127
5.1.2.2	Interview Process	127
5.1.2.3	Recommendation for Employment	127
5.1.2.4	Employment	127
5.1.3	Follow-Up	128
5.1.4	Conditions of Employment	128
5.1.4.1	Employee's Withholding Allowance Certification (W-4)	128
5.1.4.2	Employment Eligibility Verification (I-9)	128
5.1.4.3	Drug-Free Workplace Policy	128
5.1.4.4	Health Policy	128
5.1.4.5	Background Screening	129
5.1.5	Types of Appointments	129
5.1.5.1	Full-time Salaried Employees	129
5.1.5.2	Part-time Salaried Employees	129
5.1.5.3	Hourly Employees	129
5.1.5.4	Volunteers	130
5.1.6	Overload Teaching for Staff	130
5.1.7	Outside Employment and Activities	130
5.2	EMPLOYMENT POLICIES	131
5.2.1	Management Provisions	131
5.2.2	Employee Provisions	131
5.2.3	Falsification	132
5.2.4	Vacancies	132
5.2.5	Definitions	132
5.2.6	Promotions and Transfers	133
5.2.7	Employment of Retirees	133
5.2.8	Reinstatement	133
5.2.9	Re-Employment	133
5.2.10	Probationary Period	134
5.2.10.1	Promotion	134
5.2.10.2	Transfer or Demotion	134
5.2.11	Performance Evaluations	134
5.2.11.1	Probationary and Annual Evaluations	134
5.2.12	Termination Clearance Process	135
5.3	COMPENSATION AND CLASSIFICATION	135

# 2017-2018

5.3.1	Job Descriptions	135
5.3.2	Employee Classification	135
5.3.2.1	Exempt Classification	135
5.3.2.2	Non-Exempt Classification	136
5.4	HOURS OF WORK	136
5.4.1	Work Week	136
5.4.2	Absenteeism	136
5.4.3	Tardiness	136
5.4.4	Abandonment of Position	136
5.4.5	Lunch Period	137
5.4.6	Work Breaks	137
5.4.7	Monthly Time and Leave Reporting	137
5.4.8	Overtime Pay or Compensatory Time for Non-Exempt Employees	138
5.4.8.1	Rate and Computation	138
5.4.8.2	Authorization	138
5.4.8.3	Time Limits	138
5.4.9	On Call	139
5.4.10	Remote Access/Cell Phones/Smartphones	139
5.4.11	Travel Time	139
5.5	CONDUCT	139
5.5.1	General Conduct	139
5.5.2	Confidentiality	139
5.5.3	Insubordination	139
5.5.4	Trustworthiness	139
5.5.5	Initiative	140
5.5.6	Restrained Socialization	140
5.5.7	Distracting Incidents	140
5.5.8	Legal Charges	140
5.6	DISCIPLINARY ACTION	140
5.6.1	Verbal Warning	140
5.6.2	Written Warning	141
5.6.3	Suspension	141
5.6.4	Disciplinary Violations	141
5.6.5	Termination Procedure	141



## 1.0 INTRODUCTION

This handbook includes college policies, administrative procedures, and other information you will need as a Northern Oklahoma College employee. It is designed to assist in understanding responsibilities and privileges as a member of the College community. This handbook does not, by itself, create a contract of employment. All Federal and State laws referenced in the handbook are subject to change without notice based on revisions, amendments, changes in the law, state regents guidelines and/or accreditation requirements.

## 1.1 HISTORY OF THE COLLEGE

The history of Northern Oklahoma College began in 1901 when the Honorable James Wilkin realized the need for a college in the Tonkawa, Oklahoma area. Thus, the sixth Territorial Legislature passed an appropriation bill on March 1, 1901, for the establishment of the University Preparatory School at Tonkawa. The doors opened to 217 students and 7 faculty members.

During the first two decades, the school served primarily as a “feeder” institution for the University of Oklahoma and paralleled the university curriculum of music, foreign languages, business, literature, and military science. In addition, the school served as a cultural center for the performing arts, a distinction that continues today with the 2006 dedication of the Kinzer Performing Arts Center.

Of utmost importance was the school’s first accreditation by the North Central Association of Colleges and Universities in 1948. Then, with the passage of the Higher Education Code in 1965, the institution received its present name, Northern Oklahoma College, and the three-person Board of Regents was expanded to five members. During the last two decades, Northern has expanded its physical plant, broadened its curriculum, increased its student enrollment, and developed locations in Enid and Stillwater.

Additionally, Northern is a leader among Oklahoma colleges in developing multiple on-line and interactive television courses that serve students in rural and remote areas who could not otherwise attain a college degree. The educational achievements of this school, and the opportunities it affords for the expansion of knowledge, culture, and training, are manifest in the recognition and support currently and historically given it by area residents and businesses, by state agencies, and by Oklahoma peer institutions.

### **Tonkawa**

The Tonkawa campus, established in 1901, serves as the administrative center for Northern with additional locations in Enid, and Stillwater. All program oversight in academic, financial, student service, personnel, development, physical plant, and information technology is housed in Tonkawa. Students attend class on campus, by ITV, via online, or at technology centers. Offering over 70 degrees with an array of courses, Northern distinguishes itself as a leading community college in Oklahoma.

## Enid

The Enid location was established in 1999 in conjunction with the Oklahoma State Regents for Higher Education (OSRHE) and the City of Enid. This NOC location has grown in offering multiple two-year liberal arts degree programs to students each semester. The Enid location continues to expand its faculty, curriculum, and numerous clubs and activities.

## Stillwater

The Stillwater location, established in 2003, serves multiple missions to area students. Primarily a Gateway Program, serving students who would otherwise not be admitted to Oklahoma State University, NOC Stillwater also admits students seeking general education courses that transfer to other comprehensive colleges and universities.

## 1.2 MISSION AND CORE VALUES

### 1.2.1 Mission Statement

Northern Oklahoma College, the State's oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

### 1.2.2 Vision Statement

Northern Oklahoma College will be recognized as a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness.

### 1.2.3 Core Values

- a. Personalized Education
  1. We believe in providing individualized services leading our students to achieve their academic goals in a welcoming and safe environment.
  2. We believe in providing support to students in and out of the classroom so that they receive a full college experience with diverse opportunities.
  
- b. Community and Civic Engagement
  1. We believe educated citizens are necessary for a healthy, democratic society, and that free and open expression and an appreciation for diversity are cornerstones of higher education.
  2. We believe in economic and environmental sustainability and the importance of enriching the intellectual, artistic, economic, and social resources of our communities.

- c. Continuous Improvement
  - 1. We believe in the inherent value of intellectual pursuit for both personal and professional growth, as well as the need to prepare students for 21st century professions.
  - 2. We believe that a knowledge-centered institution is vital to a knowledge-based economy, and we measure our success against national models and standards of excellence.

### 1.3 ORGANIZATION

The governing boards for Northern are the Oklahoma State Regents for Higher Education and the Northern Oklahoma College Board of Regents.

#### 1.3.1 Oklahoma State Regents for Higher Education

The Oklahoma State System of Higher Education was established on March 11, 1941, when the people of the state adopted an amendment to the State Constitution, Article XIII-A, which provided that *“All institutions of higher education, supported wholly or in part by direct legislative appropriations shall be integral parts of a unified system to be known as the Oklahoma State System of Higher Education.”* The same amendment also created the Oklahoma State Regents for Higher Education and identified that group as the coordinating board of control for the entire system. The nine-member board is vested with the constitutional authority to *“prescribe the standards of higher education applicable to each of the various institutions and determine the functions and courses of study for each one.”*

Northern Oklahoma College, as a part of the State System of Higher Education, is subject to a series of legal controls, some of which are enumerated:

The Oklahoma State Regents for Higher Education

- a. Composition:  
Nine members appointed by the Governor, confirmed by the State Senate, serving nine-year overlapping terms.
- b. Responsibilities:
  - 1. Determine functions and courses of study
  - 2. Prescribe standards of education
  - 3. Grant degrees and other forms of academic recognition
  - 4. Recommend to the State Legislature budget allocations
  - 5. Allocate funds appropriated by the State Legislature
  - 6. Allocate revolving funds
  - 7. Approve student fees and tuition
  - 8. Provide general coordination
  - 9. Coordinate research, study, and planning

#### 1.3.2 Northern Oklahoma College Board of Regents

The Northern Oklahoma College Board of Regents has a cooperative relationship with the State Regents for Higher Education. The State Regents act as a coordinating board for members of the state system in such areas as

## 2017-2018

program approval and fund allocations. The Northern Oklahoma College Board is empowered with statutory authority for governance of its own institution.

The Northern Oklahoma College Board of Regents

- a. Composition:  
Five members appointed by the Governor with the advice and consent of the Senate, serving five-year overlapping terms.
- b. Responsibilities:
  1. Employ President
  2. Contract for other services as needed
  3. Have custody of records
  4. Acquire and hold title to property
  5. Assume general responsibility for operations of the institution
  6. Develop general academic and administrative policy
  7. Advance student life
  8. Oversee budget administration
  9. Coordinate planning and construction of buildings
  10. Monitor purchasing
  11. Regulate auxiliary purchases
  12. Recommend rates for tuition and fees
  13. Recommend actions regarding legal matters, harassment or grievance issues, etc., as needed.

### 1.4 ACCREDITATION

Northern Oklahoma College is an institution which is accredited by the Higher Learning Commission of the North Central Association (Chicago, Illinois) to award the following degrees: the Associate of Arts, the Associate of Science, and the Associate of Applied Science. The Nursing Division is additionally accredited through the National League for Nursing. The Business Division is accredited through the Accreditation Council for Business Schools and Programs.

## 2.0 ADMINISTRATIVE ORGANIZATION

### 2.1 ADMINISTRATIVE OFFICES

The central task of administration is to foster organization of the College faculty, staff, and students which will best attain its purposes. The administration serves to combine a diversity of interests into an effective whole; to allocate resources equitably and effectively; to keep a proper balance in the overall educational program and upon occasion foster changes; and to provide leadership and direction.

#### 2.1.1 President

President The President of the College is the Chief Executive Officer of the institution and of its governing board and maintains the authority to administer policies and laws of the State of Oklahoma and the Oklahoma State Regents for Higher Education. Under the auspices of the Oklahoma State Regents for Higher Education, the President is charged with the overall responsibility for Northern Oklahoma College.

Among the duties of the President are:

- a. Working cooperatively with administrative officers, faculty, staff, students, and various committees. The President is charged with leading the institution and developing the necessary long range plans, data, and strategic recommendations needed for the Board to effectively govern the College;
- b. He/She is accountable to the governing board for Northern Oklahoma College, its personnel, and all its official educational and business activities;
- c. He/She represents the institution with the Oklahoma State Regents for Higher Education, state and federal agencies, public bodies and organizations, and other entities;
- d. He/She is the intermediary between NOC employees and students and the governing board;
- e. The President has extensive delegated authority from the Northern Oklahoma College Board of Regents to conduct business affairs, to handle personnel matters, and to meet other situations as they occur;
- f. The President has the power, on behalf of the Regents, to perform all acts and execute all documents to make effective the actions of the Board and its Executive Council, and has authority to hire, supervise, and discharge any person employed by the College.

#### 2.1.2 Executive Council

The Executive Council serves as an advisory group to the President. Composed of the Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Development and Community Relations, Vice President for Student Affairs, Vice President for NOC Enid, Vice President for NOC Stillwater,

and Vice President for Enrollment Management, the Council's primary function is to provide open discussion of institutional matters on which the President seeks advice and counsel. On most matters, a consensus rather than a formal action may be sought.

### **2.1.3 Administrative Council**

The Administrative Council serves as an advisory group to the President. Composed of the Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Development and Community Relations, Vice President for Student Affairs, Vice President for NOC Enid, Vice President for NOC Stillwater, Vice President for Enrollment Management, Associate Vice President for Physical Operations, Director of Information Technology, Dean of Students (Tonkawa), Dean of Students (Enid), Athletic Director, Director of Development and Donor Relations, Dean of Academic Services, and the Diversity Officer and Coordinator of International Students, the Council's primary function is to provide open discussion of institutional matters on which the President seeks advice and counsel. On most matters, a consensus rather than a formal action may be sought.

## **2.2 ORGANIZATIONAL CHART**

The organizational chart for Northern Oklahoma College defines the chain of command for the institution. The organizational chart can be viewed on the NOC website at <http://northok.publishpath.com/organizational-chart>.

## **2.3 INSTITUTIONAL STANDING COMMITTEES AND APPEALS BOARDS**

Northern Oklahoma College has institutional standing committees in such general areas as assessment, employee policies, academic standards, curriculum, and other recognized areas of continuous institutional concern. Special committees may be appointed as the need arises.

The lines of reporting of standing and special committees will be defined by their charge and may vary somewhat as to the nature of the matter, thus involving some discretion of the chairman and the membership. If initiated internally and the matter is of a procedural nature, the recommendation may go jointly to the office which might implement the change and then to administrative officers of the institution. Other policy recommendations will ordinarily be directed to the President of the institution, who then may act on these, recommend them to the Board of Regents, or refer the matter to the Faculty Association for discussion and a vote on a recommendation.

Minutes of committee meetings are furnished to the administrative officers of the institution for information and filing. Minutes which embody a recommendation do not constitute the official conveyance of that recommendation. Where possible, student representatives will be invited to participate in institutional committees.

Significant matters of an academic nature will be routed through the entire faculty association. Routine or procedural recommendations in this same area may go directly to committee to study a certain matter; then the recommendation will be made back to that initiator. If the committee itself initiates the study, then it often tends to take the most direct route, which may mean directly to the President of the institution.

## **2017-2018**

### **2.3.1 Assessment of Student Learning**

The mission of the Assessment of Student Learning Committee is to recommend policies and procedures designed to support assessment of student learning and institutional effectiveness and to demonstrate Northern's accountability to its many internal and external constituencies. This committee annually evaluates practices focused on entry-level and mid-level instruments to determine effectiveness and validity, review the process by which they are administered, evaluate effectiveness of those processes, and recommend changes for improvement of these processes.

### **2.3.2 Curriculum – Teaching and Learning**

The mission of the Curriculum Committee is to study curriculum proposals from all academic divisions and to serve as a recommending body to the administration for new programs or courses. All course and degree option proposals are presented to the committee by the chair of the appropriate division. Subcommittees of the Curriculum Committee include Global Education and Service Learning.

### **2.3.3 Grants**

The mission of the Grants Committee is to identify funding opportunities and coordinate efforts to submit grant applications for the development of programs in academics, student services, and other areas as needed.

### **2.3.4 Employee Policies and Procedures**

The mission of the Policies and Procedures Committee is to study and recommend to administration new policies or the revision of existing policies and procedures related to employee service and welfare. The Faculty Affairs Subcommittee serves as a recommending body for policies and procedures as they relate to faculty. The Staff Affairs Subcommittee serves as a recommending body for policies and procedures as they relate to staff and should include a representative from each staffing area. Professional Development Subcommittees for Faculty and Staff function as two Ad hoc committees; other Ad hoc committees are formed as required.

### **2.3.5 The Technology and Learning Resources**

The mission of the Technology and Learning Resources Committee is to plan, evaluate, and suggest policy in the implementation and usage of technology (computer, Portal, Internet, ITV, etc.), library, media, and other learning resources; to identify developments that might be of interest to Northern and make recommendations to administration as appropriate.

### **2.3.6 Student Affairs**

The mission of the Student Affairs Committee is to study and recommend changes in areas such as student conduct policy, campus food service, student activities, Wellness Center and ADA compliance. The committee acts as a referral hearing body for student affairs/conduct appeals.

### **2.3.7 Institutional Scholarship Program**

The mission of this committee is to recommend policies and procedures designed to support the Institutional Scholarship Program. Additionally, the individual campus committees will work with the Institutional Scholarship Office on the awarding of institutional and foundation scholarships. Subcommittees will be formed to address specific needs.

### **2.3.8 Employee Social Committee**

The mission of the Employee Social Committee is to enhance the social environment for faculty and staff in our workplace. This committee plans and carries out employee extracurricular activities each year which include but are not limited to the following: beginning of school and end of school social activities, holiday luncheons, and retirement receptions. This committee can function independently per campus or as an institutional committee under the direction of the Vice President for Development and Community Relations.

### **2.3.9 Affirmative Action**

The mission of the Affirmative Action Committee is to review and implement policies that ensure affirmative action and fair employment practices.

### **2.3.10 Crisis Management Committee**

The mission of the Crisis Management Committee is to review and update as needed the emergency response plan for Northern's three locations, including the emergency alert system used for closing campuses and other emergency alerts. Membership of this committee is made up of a majority of the Administrative Council members.

### **2.3.11 Appeals Boards**

In addition to committees listed above, the following boards have been established to act as hearing bodies for case appeals:

- a. Academic Appeals Board acts as hearing body on case appeals in academic probation, academic suspension, and transcript changes.
- b. Admission Appeals Board acts as hearing body on admissions appeals for students with disciplinary records at prior institutions attended and/or criminal records.
- c. Scholarship Appeals Board acts as hearing body on scholarship appeals for students not in compliance with the institutional policies affecting their scholarship awards.

### **2.3.12 Diversity Council**

The mission of the Diversity Council is to assist in developing a culture of diversity acceptance across the campus community.



### **2.3.13 Wellness Committee**

The mission of the Wellness Committee is to promote overall healthy lifestyles to all members of the NOC community by providing leadership, initiative, and support for wellness improvement through continuing education and program development.

### **2.3.14 Retention**

The mission of the Retention Committee is to recommend policies and procedures designed to improve retention and graduation rates in support of the institutional mission and regional and state goals for degree completion. This committee will review practices related to enrollment, academic advisement, and student support services that have been identified as instrumental in improving retention.

### **3.0 INSTITUTIONAL POLICIES AND GENERAL INFORMATION**

#### **3.1 EQUAL OPPORTUNITY**

Northern Oklahoma College does not discriminate on the basis of race, religion, disability, color, national origin, sex, age, sexual orientation, political affiliation, or status as a veteran in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6240; 8 a.m. to 5 p.m. Monday through Friday.

#### **3.2 AFFIRMATIVE ACTION**

The Northern Oklahoma College Affirmative Action Program reflects the commitment of the College to equal opportunity and outlines the procedures necessary to fulfill this commitment. Northern is committed by policy of its Board of Regents to promote equal opportunity in all phases of college life for all persons within its constituency. The Northern Oklahoma College Affirmative Action Program complies with the legal requirements for federal and state civil rights laws and implements directives. The principal objectives are to:

- a. Assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, national origin, sex, age, sexual orientation, political affiliation, or status as a veteran;
- b. Meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375;
- c. Take positive actions in the recruitment, placement, development, and advancement of women and racial minority members in college employment;
- d. Affirm a commitment to continue and expand positive programs which will assure the strengthening efforts with respect to the selection, placement, training, and promotion of all employees and with respect to personnel actions such as compensation, transfers, layoffs, education, tuition assistance; and other appropriate programs.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Program.

#### **3.3 TITLE IX**

Northern Oklahoma College, as a public educational institution, must abide by Title IX regulations because it receives federal funding through federal financial aid programs

## 2017-2018

used by students. Specifically, Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Both Title IX and College Policy prohibit discrimination in services or benefits offered by the College based upon gender and stipulate that any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender should discuss these concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator.

Title VII of the Civil Rights Act prohibits employment discrimination on the basis of race, color, religion, sex, and national origin. Title IX further supports Title VII with an emphasis on preventing sexual harassment and sexual violence. Any higher education employee who works with students has a federally-mandated responsibility to report possible incidents covered by this legislation. **All NOC Employees have been designated as responsible employees and as a result are expected to take mandatory annual training on Title VII and Title IX.**

### **Faculty, staff and students may report incidents to:**

Title IX Coordinator for NOC:  
Jason Johnson 580-628-6240  
[Jason.Johnson@noc.edu](mailto:Jason.Johnson@noc.edu)

In addition to contact above, NOC Stillwater students at Cowboy Mall should also report incidents to:

Student Conduct Office  
328 Student Union  
405-744-5470  
[student.conduct@okstate.edu](mailto:student.conduct@okstate.edu)

## **3.4 COMPENSATION POLICIES**

### **3.4.1 Salary Changes**

Administration reviews the salaries of all employees at the beginning of each fiscal year dependent upon available budget resources. The Office of Human Resources will issue an Annual Appointment Letter to all full-time employees. Any adjustments are based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints. Northern Oklahoma College is an “at will” employer. “At will” employment is for no specified term and is terminable at the will of either the employee or employer.

The institution reserves the right to make selective or general salary changes for these reasons and for budgeting or financial reasons. The right to make layoffs and to furlough without pay is also reserved by the institution. Salary increases of modest amounts may be granted at any time by the President.

### 3.4.2 Reduction in Force

In accordance with, and complimentary to, the official College policies dealing with budget reduction(s) or other reasons such as technological replacement and/or program discontinuance, these policies and procedures will be implemented at such time(s) it becomes necessary to have a reduction in work force, commonly referred to as “layoff.”

It is the policy of the College to provide stable employment to personnel. However, there may be occasions which necessitate a reduction in the work force.

A reduction in work force resulting in employee layoff(s) shall be among the last options implemented. It may be instituted in cases of bona fide budget reduction, lack of work, lack of funds, program discontinuation, technological replacement, obsolete job qualification requirements, or any other condition of serious financial distress that may be determined or declared at any time in the future. When such conditions exist, the President will announce or declare the implementation of this policy.

The decision as to the extent of the reduction in work force within the affected division/department shall be discussed with the appropriate division chair, director, or department head (with prior review by the College’s Office of Human Resources) by the appropriate Vice President and/or President.

Employees who are scheduled for layoff do not routinely have the right to enter formal grievance charges in regard to layoff action, except for reasons of alleged violation of these policies and procedures governing such reduction of work force, or for alleged acts of illegal discrimination. This provision supersedes normal grievance procedures adopted by the College.

All employees affected by a Reduction in Force shall be notified in writing as early as possible or at least 30 days prior to the enforcement action. However, it is noted that in the case of funding by a grant or contract, shorter notice may be appropriate. The Reduction in Force notice shall be composed by the Office of Human Resources for the President’s signature.

The written layoff notice shall contain the following information:

- The effective date of the layoff.
- A statement advising the employee of eligibility to apply for unemployment compensation at the Office of Oklahoma Employment Security Commission
- The College shall extend the option of continuing eligible insurance coverage to employees and/or dependents at their own cost for a specified period after their date of termination in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). This is administered through our Third-party administrator. For additional information, contact the Office of Human Resources. The College reserves the right to conduct an audit of dependent coverage eligibility.

### 3.4.3 Direct Deposit/Payroll

The Office of Human Resources issues direct deposit notifications of payroll for full-time and part-time salaried employees on the last working day of the month for the pay period beginning the first day of that month. Direct deposit of a paycheck is mandatory for all employees. To directly deposit a payroll warrant in the financial institution of choice, the employee must sign an Automatic Deposit Transmittal Form in the Payroll Office. The Office of Human Resources posts employee pay information through *myNOC* under the Employee tab. In addition, the Office of Human Resources mails the pay notification to hourly employees.

Hourly employees will receive payment from one mid-month to the next mid-month on the last working day of the month.

### 3.4.4 Payroll Changes

Any change in the amount of a payroll deduction should be submitted to the Office of Human Resources by the fifth of the month in order for it to be effective with the next paycheck.

Changes in address, banking account information, life insurance beneficiaries, and fringe benefits should be made promptly in the Office of Human Resources. Failure to report changes may result in a delay of receiving information, receiving pay, and/or benefit coverage.

Employees may elect to make contributions to annuities, savings bonds, and the Northern Oklahoma College Foundation through payroll deduction.

### 3.4.5 Debt Obligation

Each employee is expected to take care of his/her financial obligations independent of the College. The employee is expected to pay any outstanding debts owed to the college prior to termination/resignation/retirement.

### 3.4.6 Garnishments

The College must process and respond to court-ordered wage assignments, garnishments, and tax levies in the legally prescribed manner. Employees are required to acknowledge these garnishments immediately upon notification from the Office of Human Resources.

### 3.4.7 Compliance with Oklahoma Tax Commission

Pursuant to the requirements of Section 238.2 of Title 68 of the Oklahoma State Statutes, employees must be in compliance with the Oklahoma Tax Commission. Employees who are non-compliant will be notified in writing by the Office of Human Resources. Employees who are non-compliant for a third or greater occurrence shall be given 15 business days to become compliant as determined by the Oklahoma Tax Commission. Failure to meet this requirement will result in termination of employment with Northern Oklahoma College.

**3.5 SEXUAL CONDUCT / HARASSMENT POLICY**

**3.5.1 Statement of Policy**

The Northern Oklahoma College Board of Regents affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the College community, including students, faculty and staff, is a violation of both law and the Board policy and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the College community and as such will be dealt with promptly and confidentially by the College administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

**3.5.2 Definition of Sexual Harassment**

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

- a. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- b. when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- c. when such conduct 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.

**3.5.3 Examples of Prohibited Conduct**

Conduct prohibited by this policy may include but is not limited to:

- a. unwelcome sexual flirtation, advances or propositions for sexual activity;
- b. continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- c. sexually degrading language to describe an individual;
- d. remarks of a sexual nature to describe a person's body or clothing;
- e. display of sexually demeaning objects or pictures;
- f. offensive physical contact, such as unwelcome touching, pinching, brushing the body;
- g. coerced sexual intercourse;

- h. sexual assault;
- i. actions indicating that benefits will be gained or lost based on response to sexual advances.

### **3.5.4 Retaliation**

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy.

### **3.5.5 Sanctions**

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion, or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the NOC complaint procedure.

### **3.5.6 Complaint Process**

This policy is in addition to the current Board and College policies concerning discrimination and applies to all students, employees, guests, or visitors. Complaints alleging violation of sexual harassment policy will be reviewed and investigated by the appropriate College office.

Complaints may be resolved informally or may proceed through applicable formal complaint proceedings. Complaints may be filed in the following manner in accordance with the appropriate process as established by the College policy:

- a. Complaints against students or student organizations shall be filed with the Vice President for Student Affairs for review and investigation. A designated administrator may assist in the informal resolution of the complaint or in processing a complaint through the applicable procedures.
- b. Complaints against faculty shall be filed with the Vice President for Academic Affairs. The Vice President for Academic Affairs may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable procedures for college faculty. An administrator can be designated as the Academic Affairs representative to resolve any complaints in conjunction with the Vice President for Academic Affairs.
- c. Complaints against staff shall be filed with the Vice President for Financial Affairs. The Vice President for Financial Affairs may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable procedures for college staff. An administrator may be designated as a representative to assist in resolving any complaints in conjunction with the Vice President for Financial Affairs.
- d. Complaints against visitors or guests should be directed to the Vice President for Student Affairs. An administrator may be designated as a representative to assist in resolving any complaints in conjunction with the Vice President for Student Affairs.

## 2017-2018

- e. Complaints involving any combination of students, faculty, staff, guests, or visitors shall result in the appropriate vice presidents being included in the processing and/or resolution of the complaint.

### 3.6 RACIAL AND ETHNIC HARASSMENT POLICY

The Northern Oklahoma College Board of Regents is committed to a multicultural, multiethnic, and multiracial environment. Diversity is one of the hallmarks of a great college. Promoting dignity and respect among all members of the College community is a responsibility each of us must share. Acts of racial or ethnic harassment are repugnant to the Board's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted on campus. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so.

#### 3.6.1 Statement of Policy

It is the policy of the Board that racial and ethnic harassment shall be prohibited and is subject to disciplinary action as set forth in this policy: Racial and ethnic harassment is defined as:

Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action.

#### 3.6.2 Sanctions

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion, or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of NOC complaint procedures.

#### 3.6.3 Retaliation

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

#### 3.6.4 Complaint Process

This policy is in addition to current Board and College policies concerning discrimination and applies to all students, faculty, staff, and guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate college office. The Vice President



## 2017-2018

for Student Affairs serves as the Affirmative Action Officer (AAO). Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- a. Complaints against students or student organizations shall be filed with the Affirmative Action Officer for review and investigation. The AAO, or their designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable complaint procedures.
- b. Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO, or their designee, may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable complaint procedures for faculty and staff.
- c. Complaints against visitors or guests shall be filed with the Affirmative Action Office. The AAO, or their designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable complaint procedures.

### 3.7 DRUG-FREE WORKPLACE POLICY

#### 3.7.1 Statement of Policy

Northern Oklahoma College is a drug free workplace. All college employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance on any and all properties owned or leased by Northern Oklahoma College including buildings, land, and vehicles; or as part of any on campus college-sponsored activity. It is the policy of NOC that state employees who use or possess illegal drugs in the workplace or abuse controlled substances will be subject to disciplinary action up to and including termination.

#### 3.7.2 Reference

2.01 Drug-Free Workplace Act of 1988 / §40-551. Standards for Workplace Drug and Alcohol Testing Act. / Sections 551 through 563 "Standards for Workplace Drug and Alcohol Testing Act". Added by Laws 1993, c. 355, § 1, emerg. eff. June 10, 1993. Amended by Laws 2011, c. 180, § 1, eff. Nov. 1, 2011/ Merit Rule, Discipline 455:10-11-1. / Merit Rule, Employee Assistance Program 260:25-21-1.

#### 3.7.3 Definitions

Workplace – Northern Oklahoma College owned or controlled property or the site for performance of work.

Controlled Substance – Cocaine, marijuana, opiates, amphetamines, and any other substance designated a “controlled substance” including prescription drugs in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

Alcohol – Means any intoxicating beverage or liquor.

## 2017-2018

**Criminal Drug Statute** – A federal or non-federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

**Conviction** – A finding of guilt (including judicial acceptance of a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of federal or non-federal criminal drug statutes.

**Employee** – Shall include Northern Oklahoma College faculty, administrative and professional staff, classified staff, volunteers, and student appointments.

**Contractors** – The College shall require contractors performing services for or on behalf of the institution in amounts exceeding \$25,000, to provide certification that said contractor has filed a current plan with the appropriate federal agency assuring the maintenance of a drug free work environment.

### 3.7.4 Procedures

The College publishes and distributes to all employees a written statement regarding controlled substance prohibition in the workplace, with descriptions of disciplinary actions which may be taken against employees for violation of such prohibition.

The legal use of prescription drugs is permitted on the job only if they do not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner as prescribed that does not endanger other individuals in the workplace. Employees using prescribed medication that may impair ability to operate equipment and vehicles are not authorized to drive or use equipment.

Employees with drug or alcohol addiction, that have not resulted in and are not the immediate subject of disciplinary action, may request approval to take leave (paid or unpaid) to participate in a rehabilitation program.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Northern Oklahoma College of any criminal conviction for any drug related activity occurring in the workplace. The report must be made within five (5) days of the conviction.

They may also wish to discuss the matter with their supervisor, vice president or Human Resources to receive assistance or referrals to the appropriate resources. Employees with questions or concerns about substance/alcohol dependency or abuse are encouraged to use the resources available in the Counseling and Career Services Department.

The consumption or storage of alcohol by college employees on the property of Northern Oklahoma College is prohibited and may result in discipline up to and including discharge from employment.

Violations of this policy may lead to disciplinary actions up to and including immediate termination of employment. Such violations may also have legal consequences.

### 3.8 LOYALTY OATH

All College employees must sign a loyalty oath prior to commencing employment.

### 3.9 STUDENT RIGHTS TO PRIVACY OF RECORDS – FERPA POLICY

All student records are subject to federal guidelines for student privacy under the FERPA regulations as summarized from the FERPA website below with the institutional name inserted.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Northern Oklahoma College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Northern Oklahoma College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Northern Oklahoma College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if

## 2017-2018

the official needs to review an education record in order to fulfill his or her professional responsibilities for Northern Oklahoma College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northern Oklahoma College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Northern Oklahoma College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their 6 authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

## 2017-2018

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. ((§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. §99.31(a)(15)) <http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondary-institutions>

### 3.10 GRIEVANCE PROCEDURES

Grievances, as well as constructive criticism, should be discussed with the immediate supervisor. If an employee’s dissatisfaction continues, the matter is to be discussed with the appropriate vice president or the Director of Human Resources. Complaints may be resolved informally or may proceed through applicable formal complaint proceedings. Employees should first utilize the organizational chain of command in resolving matters. If an employee wishes to proceed through formal complaint proceedings, the employee must complete a formal written grievance form for submission to the Director of Human Resources. The grievance form can be accessed by logging on to *myNOC* at [www.noc.edu](http://www.noc.edu).

If the employee requests that a Grievance Committee make an investigation of the matter, a written request must be submitted to the Director of Human Resources. Upon receiving notification, the Director of Human Resources in conjunction with the President shall designate personnel to comprise the Grievance Committee as necessary and dependent upon the allegation. A grievance is an allegation by an employee that there has been a violation, misinterpretation, misapplication, or inequity in administering the policies, practices, procedures, or guidelines which govern the College in its relationship with the employees.

The Grievance Committee shall make a full investigation of the matter by questioning all parties involved and obtaining any documents pertinent to the problem. They shall then make a report to the President regarding all information given as well as their findings and recommendations. The President shall respond in writing to the parties involved within 30 days with a final resolution. These grievance procedures shall be utilized for all grievances including Civil Rights or external matters.

**3.11 INSURANCE****3.11.1 Group Health Insurance Program**

The College provides continuous group health insurance coverage for all eligible full-time employees, and, at the employee's option, eligible dependents. The College reserves the right to verify the eligibility of all dependents covered under our group health insurance plan. Employee coverage is provided at the employer's expense and eligible dependents may be covered, at the employee's option, at the insured employee's expense through payroll deduction of premiums. Employees can choose a lower tier of available coverage at a lesser premium and apply the remaining allowance to the cost of dependent medical, dental and/or vision coverage. Changes to the employee's health insurance may only be made during option period or when a qualifying event occurs as specified by the plan. Dependent coverage is subject to timely enrollment and payment of premiums. Failure to pay premiums timely may result in termination of coverage in accordance with the terms of the group health insurance program. Part-time, salaried employees and/or hourly employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for health insurance coverage. Coverage begins on the first day of the month following the start of employment.

Employees terminating their service with Northern Oklahoma College who have ten years of consecutive service are considered vested in the health insurance program consortium and may stay on the group health insurance plan. Vested employees remaining on the group health insurance plan are responsible for coverage premiums. Employees under age 65 will remain on the group health insurance plan. Employees age 65 and older will transition to the supplemental group health insurance plan.

Coverage for employees receiving health insurance benefits ceases the last day of the month in which the employee is either physically working on campus or instructional classroom responsibilities are fulfilled for the semester.

For faculty members working a nine (9) month contract, coverage ends in the month that final grades are due and submitted. If a faculty member is contracted to teach a summer course, coverage ends the last day of the month when the session ends. If an employee does not notify or delays notification to the institution of his/her separation from the College, the employee will be required to repay the costs that the institution incurred.

The College shall extend the option of continuing eligible insurance coverage to employees and/or dependents at their own cost for a specified period after their date of termination in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). This is administered through our Third-party administrator. For additional information, contact the Office of Human Resources. The College reserves the right to conduct an audit of dependent coverage eligibility.

Employees who are eligible to retire through the Oklahoma Teachers Retirement System may continue on the group health insurance program. Employees under age 65 will remain on the group health insurance plan. Employees age 65 and older will transition to the supplemental group health care plan. Employees

## 2017-2018

attaining age 65 (or the currently established age required by the federal government) should apply for Medicare. If an employee qualifies for the Oklahoma Teachers Retirement health insurance subsidy, it will be used to fund a portion of the health insurance premium as long as the employee remains on the group health insurance plan. If an employee leaves the group plan, they may not return into the plan and the subsidy is forfeited. The portion of the health insurance paid by the employer, if applicable, is stated in the guidelines established in Section 3.12 RETIREMENT. The employee is responsible for any remaining premiums for coverage.

### 3.11.2 Group Dental Insurance Program

The College provides continuous group dental insurance coverage for all eligible full-time employees, and, at the employee's option, eligible dependents. The College reserves the right to verify the eligibility of all dependents covered under our group health insurance plan. Employee coverage is provided at the employer's expense and eligible dependents may be covered, at the employee's option, at the insured employee's expense through payroll deduction of premiums. Employees can choose a lower tier of available coverage at a lesser premium and apply the remaining allowance to the cost of dependent medical, dental and/or vision coverage. Dependent coverage is subject to timely enrollment and payment of premiums. Failure to pay premiums timely may result in termination of coverage in accordance with the terms of the group dental insurance program. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for dental insurance coverage. Coverage begins on the first day of the month following the start of employment.

Employees terminating their service with Northern Oklahoma College who have ten years of consecutive service are considered vested in the dental insurance program consortium and may stay on the group dental insurance plan. Vested employees remaining on the group dental insurance plan are responsible for coverage premiums.

Coverage for employees receiving dental insurance benefits ceases the last day of the month in which the employee is either physically working on campus or instructional classroom responsibilities are fulfilled for the semester.

For faculty members working a nine (9) month contract, coverage ends in the month that final grades are due and submitted. If a faculty member is contracted to teach a summer course, coverage ends the last day of the month when class grades are due and submitted. If an employee does not notify or delays notification to the institution of their separation from the College, the employee will be required to repay the costs that the institution incurred.

Employees who are eligible to retire through the Oklahoma Teachers Retirement System may continue on the group dental insurance program. Changes to dental insurance may only be made at option period or when a qualifying event occurs as specified in the plan. The portion of the dental insurance paid by the employer, if applicable, is stated in the guidelines established in Section 3.12 RETIREMENT. The employee is responsible for any remaining premiums for coverage.

### **3.11.3 Group Vision Insurance Program**

The College offers group vision insurance coverage at the employee's expense for all eligible full-time employees, and eligible dependents, at the insured employee's option through payroll deduction of premiums. Failure to pay premiums timely may result in termination of coverage in accordance with the terms of the group vision insurance program. Dependent coverage is subject to timely enrollment and payment of premiums. Changes to vision insurance may only be made at option period or when a qualifying event occurs as specified in the plan. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for vision insurance coverage. Coverage begins on the first day of the month following the start of employment.

### **3.11.4 Group Life Insurance Program**

The College provides group life insurance coverage for all full-time employees in the amount of two times an employee's annual salary at the employer's expense. Group Life Insurance coverage decreases by 35% at age 65 and again by 15% of the original amount at age 70 and again by 15% of the original amount at age 75 for active employees. Group life insurance decreases or terminates at retirement as specified in the plan. Additional supplemental life and dependent life insurance coverage is available at the insured employee's expense through payroll deduction of premiums. Coverage is subject to timely enrollment and payment of premiums. Dependent life insurance coverage varies by options available from the provider. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for life or dental insurance coverage. Coverage begins on the first day of the month following the start of employment.

### **3.11.5 Directors and Officers Liability Insurance**

Pursuant to 74 O.S. 85.58A(l) all employees are covered at state expense under the comprehensive professional risk management program administered by the Office of Management and Enterprise Services.

### **3.11.6 Group Long-Term Disability Insurance Program**

Pursuant to 70 O.S. 3510(k) the College provides group long-term disability insurance coverage on all full-time employees at the employer's expense. The policy covers sixty percent (60%) of the full-time salaried personnel salary on a disability illness, injury, or otherwise incapacitated for a duration of more than one hundred eighty (180) days. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for group long-term disability insurance coverage. Coverage begins on the first day of the month following the start of employment.

### **3.11.7 Unemployment Compensation**

All full-time employees are covered by unemployment compensation insurance at the College's expense.



### 3.11.8 Workers' Compensation

Pursuant to 85 O.S. 2b, Workers' Compensation Insurance is provided to all employees at the employer's expense. If the employee is injured while working, or contracts an illness believed to be job related, the employee should immediately notify the supervisor and the Office of Human Resources. The employee should not perform any tasks which might result in an injury. Failure to report the incident in a timely manner may result in denial of the claim and impact coverage. If needing medical attention during working hours, contact the Office of Human Resources for designated first responder facilities. If employees need to seek medical attention after hours at an emergency room, this must be reported to their supervisor and the Office of Human Resources within 24 hours.

### 3.11.9 Governmental Tort Claims Act

Governmental Tort Claims Act Pursuant to 51 O.S. 151 et seq., all employees are covered at state expense under the Governmental Tort Claims Act, effective October 1, 1985.

## 3.12 RETIREMENT

### 3.12.1 Policy Coverage and Definitions

This policy shall pertain to regular salaried employees working twenty (20) hours or more a week who have assigned duties and responsibilities and who are treated by all standard conventions as an employee of the College; and who receive compensation commensurate with the responsibilities of the position. Temporary, adjunct, seasonal, supplemental, student and other employees employed on a limited or short-term basis are not regular employees and are thus ineligible unless otherwise enrolled through other employment. Years of creditable service will be calculated in accordance with the Oklahoma Teachers' Retirement System Rules and Laws.

All O.T.R.S. contributions provided by statute for eligible employees on salaries and compensation amounts will be paid by the employer as authorized by state law. The College assumes payment of seven (7%) percent of salary into the Teacher Retirement System for each employee effective immediately upon hiring. The College pays a statutory contribution fee of 9.5 percent and for members whose compensation are paid from federal funds there is an additional federal matching fee. Refer to [www.ok.gov/TRS](http://www.ok.gov/TRS). Each eligible employee is required to belong to the Teacher Retirement System. If the employee remains at Northern Oklahoma College, or any other Oklahoma school, until retirement, the Oklahoma Teachers' Retirement System will calculate the retirement pay based upon the criteria established. Employees should consult the Oklahoma Teachers' Retirement System at [www.ok.gov/TRS](http://www.ok.gov/TRS) for specific information related to their employment and creditable years of service.

### 3.12.2 Retirement

Employees considering retirement should contact Oklahoma Teachers' Retirement System to obtain specific information in relation to their employment and retirement options available. Employees may periodically inquire with Oklahoma Teachers' Retirement System prior to actual retirement to ensure that

## 2017-2018

reported information is accurate. Employees must contact OTRS a minimum of 30 days prior to their retirement date to allow sufficient time for processing. In addition, employees must inform the Director of Human Resources of their intent to retire to ensure that all documentation is in order to coordinate a seamless transition.

Normal retirement age for employees is considered to be the end of the fiscal year during which age 65 is attained or June 30 prior to age 65 if that age is attained before the convening of regularly scheduled classes for the following fall semester.

Early retirement is considered to apply to those persons who leave the service of the institution prior to age 65 after long and creditable service and who are entitled to considerations defined elsewhere in this policy statement. Not all employees voluntarily leaving the service of the College early are considered to be retirees.

The institution reserves the right to evaluate the services of all employees, including those who have passed the ages of early and normal retirement, and to retire or otherwise separate those whose services are below acceptable performance levels.

### 3.12.3 Early Retirement

A full-time salaried employee may elect to retire prior to the normal retirement age of 65 through one of the following retirement options.

- a. Official early retirement from Northern Oklahoma College must meet all of the following conditions: (1) ceasing to be a salaried employee of this or any other public college or school in the State of Oklahoma; (2) qualifying on the basis of age and/or other criteria for full retirement benefits under the then current statutes and regulations governing the Oklahoma Teacher Retirement System; (3) completion of twenty-five (25) years of service creditable at Northern Oklahoma College under definitions in this policy; and (4) active service with the College until the attainment of age 62 or the then current age for eligibility for Social Security benefits under federal law, whichever is older.

Retirees qualifying for and exercising the official early retirement option may request that their individual employee health and dental insurance premiums under the then current college plan be paid until age sixty-five (65) by Northern Oklahoma College and that continued dependent coverage be provided at employee expense. The institution will also continue until age sixty-five (65) group life insurance premiums under the then current college plan at one-half the coverage immediately prior to retirement. Upon reaching age sixty-five (65) health insurance coverage, dental insurance coverage, and group life insurance coverage ceases upon Medicare eligibility. When a retiree reaches age sixty-five (65) and has a dependent who has not, the College will allow continuation of dependent coverage on its health plan employee/retiree expense.

- b. Personal early retirement may be elected by any full-time salaried employee provided the following conditions are met: (1) ceasing to be a

## 2017-2018

salaried employee of this or any other public college or school in the State of Oklahoma; (2) qualifying for full or partial retirement benefits under the then current statutes and regulations governing the Oklahoma Teacher Retirement System; and (3) completing fifteen (15) years of actual continuous service at Northern Oklahoma College immediately prior to exercising a personal early retirement option.

Retirees who choose to exercise the personal early retirement option at age fifty-eight (58) or older may request that health, dental, and life insurance be continued as above with the College paying one-half the employee premiums and the retiree paying for the other half and for dependent coverage (if desired) until age sixty-five (65). Upon reaching age sixty-five (65) health and dental insurance coverage ceases upon Medicare eligibility and the group life insurance will terminate. When a retiree reaches age sixty-five (65) and has a dependent who has not, the College will allow continuation of dependent coverage on its health plan employee/retiree expense.

Employees separating or terminated from the College employment not meeting stated conditions for retirement will not receive retirement benefits. Employees may continue on the College health insurance plan for up to eighteen (18) months at their own expense under the provisions of COBRA. Employees separating or retiring from the College prior to age sixty-five (65) forfeit all benefits, except those specifically granted and stated under the early retirement provision. Upon review it may be determined that an institutional advantage may exist by offering incentives for early retirement to an individual or group of individuals. Such incentives shall be clearly stated in writing to the specific individuals and in no case shall be interpreted as being generally applicable or continuing unless a Board of Regents policy is adopted. The policy statement shall apply only under the conditions stated and for the time period indicated.

### 3.12.4 403B Annuity Plans

The Northern Oklahoma College Board of Regents adopted the 403B Annuity Plan for employee designated contributions. A third party administrator serves as the administrator for the 403B plans. Plan documents should be consulted for specific information. Employees wishing to establish a 403B annuity should contact the Director of Human Resources.

## 3.13 LEAVE POLICIES

### 3.13.1 Sick Leave

A full-time employee is entitled to sick leave at the rate of 10 hours or 1 1/4 days per month to a total of 15 days for a complete year of service and a total of 12 days for an academic year. Unused days may be accumulated up to 45 workdays. While a physician's certificate as evidence of illness or disability is not required each time an employee does not report for duty because of illness or disability, the College reserves the right to require such certificate from the employee's physician and/or a physician of the College's choosing. 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 an immediate supervisor. For the purpose of this policy, immediate family is defined as father, mother, sister,

## 2017-2018

brother, spouse, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.

An employee who expects to be absent from work due to sick or medical leave must notify the supervisor of the absence and an Employee Absence Report form must be completed and submitted following an absence. Incapacitated employees may have a designee contact the Office of Human Resources. Failure to contact immediately is considered immediate job abandonment.

Unused sick leave is not compensated upon termination. However, accrued sick leave may be used to the employee's advantage at retirement or in the event of a disability claim. Sick leave is non-transferable.

Absences may be charged to sick leave entitlement for an illness or injury which incapacitates an employee and prevents him/her from performing his/her duties or exposure to a contagious disease which, in the judgment of the College, would jeopardize the health of fellow employees and students.

Sick leave may not be earned by an employee during a leave of absence with or without pay, family medical leave, shared leave, suspension, layoff, not under contract, or removal from the payroll for any reason. Hourly personnel do not earn sick leave.

Excessive absenteeism will be noted on the Employee Performance Evaluation Form and may lead to disciplinary action, including dismissal.

### 3.13.2 Bereavement Leave

Full-time employees who wish to take time off due to the death of an immediate family member should notify his/her supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Full-time employees are allowed up to three consecutive working days off from regular scheduled duty with pay in the event of the death of a related person in the immediate family. For the purpose of this policy, immediate family is defined as father, mother, sister, brother, spouse, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.

Full-time employees are allowed one day off from regular scheduled duty with pay in the event of the death of a related person not in the immediate family. For the purpose of this policy, related person not in the immediate family is defined as an aunt, uncle, niece, nephew, or first cousin of the employee. (Such relatives are regarded as members of the immediate family only if in residence in the employee's household.)

Full-time employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow employee or retiree of the College, provided such an absence will not interfere with normal operations of the College. To be eligible for pay under this provision, the employee must attend the funeral of the deceased employee or retiree.

To verify the relationship of the deceased to the employee, a funeral program or obituary may be required by the Office of Human Resources.

## 2017-2018

In such cases where the three days of funeral leave are not sufficient, additional leave with pay may be authorized by the President or additional time off may be requested either as annual leave or as authorized time off without pay.

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 bereavement leave will supersede the other type of leave.

Full-time employees must use accrued leave or personal leave to attend the funeral of persons not included in this policy unless they are attending as the representative of NOC as designated by the appropriate vice-president. The President and Vice Presidents are designated college officials to attend funeral services for community and college stakeholders, leaders, donors and alumni.

### **3.13.3 Leave of Absence Without Pay**

The Board of Regents authorizes the College to grant leaves of absence without pay. A leave of absence ensures the employee the same or a similar job upon returning to NOC. Such leave may be approved initially for up to three months. The period may be extended in three-month increments, not to exceed a total of 12 consecutive months. The employee must apply in writing to the President.

All accrued annual leave must be used before the effective date of a leave of absence. Sick leave and annual leave do not accrue during a leave of absence without pay. Insurance benefits may be continued during a leave of absence with the employee paying the entire premium.

The employee is obligated to return to duty within or at the end of the time granted. If the employee will not return to work, the supervisor should be notified immediately. At least thirty (30) days prior to the end of the leave, the employee must give written notice of intention to return to work; otherwise, the supervisor is not required to provide such reinstatement but may do so if feasible. Failure to report at the expiration of a leave without pay, unless an extension has been approved, is considered a resignation.

### **3.13.4 Catastrophe Leave**

An employee who suffers individual, personal misfortune as a result of an event such as fire, explosion, flood, or violent weather will be granted up to three working days of paid administrative leave if the event occurs while the employee is not on leave without pay. An employee shall not accrue or receive payment for unused catastrophe leave.

### **3.13.5 Personal Leave**

Twelve-month, full-time salaried employees shall receive 16 hours of personal leave beginning each January. New employees will receive a prorated number of hours based on their start date. A personal day may not be scheduled during professional development time, peak student enrollment times, or commencement. Employees cannot accrue personal days from year to year. Personal leave is granted upon approval by the appropriate supervisor and vice president. Forty-eight (48) hours notice must be given in order to request

## 2017-2018

personal leave and the Employee Absence Report form must be completed prior to leave.

### 3.13.6 Annual Vacation Leave

Twelve-month, full-time salaried employees shall be entitled to annual vacation leave for each month employed. Annual vacation leave is accrued on the last working day of the month as follows:

Accumulation Rates based On Years of Service	Accrual Rate for a Full Month of Work	Days Per Year	Maximum Accumulation
0-5 years (1-60 months)	1 day (8 hours)	12	14 (112 hours)
6-10 years (61-120 months)	1.25 day (10 hours)	15	20 (160 hours)
11+ years (121-180 months)	1.50 day (12 hours)	18	30 (240 hours)

Annual leave may be used during the period(s) mutually agreeable to the employee and his/her supervisor, and at the convenience of the College. If an employee resigns or is discharged, full payment for unused annual leave will be made provided the employee has worked for a continuous six-month period. Annual leave will be paid out at the rate of salary at the time of separation from employment. Holidays and other non-working days falling within one's annual leave shall not be charged against one's accumulated leave. Final payment of unused annual leave will be available on the normal pay date the month following termination, contingent on successful completion of the termination procedure. Annual leave may not be used until it has been accrued.

Northern does not credit an employee for accrued annual leave earned at another state agency. Annual leave may not be earned by an employee during a leave of absence with or without pay, family medical leave, shared leave, suspension, layoff, termination of employment prior to the last working day of the month, or removal from the payroll for any reason.

Excessive absenteeism will be noted on the Employee Performance Evaluation Form and may lead to disciplinary action, including dismissal.

The President may grant exceptions to this policy.

### 3.13.7 Leave Sharing Program

The purpose of the Northern Oklahoma College leave sharing program is to permit Northern Oklahoma College employees to donate annual or sick leave to a fellow Northern employee who is eligible for and requires family leave, or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment. For questions please contact the Director of Human Resources.

## 2017-2018

As used in this section, the following are defined as:

- a. "Relative of the employee" shall be limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;
- b. "Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune;
- c. "Severe" or "extraordinary" means serious, extreme, or life threatening; and
- d. "Northern Oklahoma College employee" means a permanent, full-time salaried employee with over one (1) year continuous service with Northern Oklahoma College. It does not include temporary, part-time, or hourly employees or other limited term appointments.

An employee may be eligible to receive shared leave pursuant to the following conditions:

- a. The President or the Vice President for Financial Affairs determines that the employee meets the criteria described in this section; and
- b. The employee has abided by Northern Oklahoma College policies regarding the use of sick leave.

An employee may donate leave to another employee pursuant to the following conditions:

- a. The receiving employee has exhausted, or will exhaust, all annual leave and sick leave due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, and involves the employee, a relative of the employee or household member;
- b. The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment, and;
- c. The President or the Vice President for Financial Affairs permits the leave to be shared with an eligible employee.
- d. The donating employee may donate any amount of annual or sick leave provided the donation does not cause the annual or sick leave balance of the employee to fall below eighty (80) hours.
- e. Employees may not donate excess leave that the donor would not be able to otherwise take.

The Vice President for Financial Affairs shall determine the amount of donated leave an employee may receive and may only authorize an employee to use up to the maximum of two hundred sixty-one (261) days of shared leave during total Northern Oklahoma College employment.

## 2017-2018

The Vice President for Financial Affairs shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

Donated leave is transferable between employees in different college entities with the agreement of both chief administrative officers of the entities.

Donated leave is transferable between employees on an hour to hour basis irrespective of the hourly wage of the donating or receiving employee.

Any donated leave may be used only by the recipient for the purposes specified in this section.

All forms of paid leave available for use by the recipient must be used prior to using shared leave.

Any shared leave not used by the recipient during each occurrence as determined by the Vice President of Financial Affairs shall be returned to the donor. The shared leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to the annual leave balance of each donor.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of the leave sharing program.

Employees should consider the impact that donating leave will have on accumulation of sick leave for Teacher Retirement purposes.

### **3.13.8 Family and Medical Leave**

In compliance with the Family and Medical Leave Act (FMLA), Northern Oklahoma College provides up to a total of twelve (12) weeks of unpaid leave in a 12-month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Northern Oklahoma College for at least one year and for at least 1,250 hours over the previous twelve months. Unpaid leave may be granted for any of the following reasons:

- a. to care for the employee's child after birth, or placement for adoption or foster care
- b. to care for the employee's spouse, son or daughter, or parent who has a serious health condition
- c. for a serious health condition that makes the employee unable to perform the employee's job.

#### **3.13.8.1 Requirements**

Taking of leave may be denied if the following requirements are not successfully met:



## 2017-2018

1. The employee must provide 30 days advance notice when the leave is “foreseeable”
2. The College will require medical certification to support a request for leave because of the serious health condition and may require second or third opinions (at the College’s expense) and a fitness for duty report to return to work

For information regarding the need for reasonable accommodation under the Americans with Disabilities Act, contact the Vice President for Student Affairs.

### 3.13.8.2 Benefits and Protection

For the duration of FMLA leave, the College will maintain the employee’s health coverage under the group health plan as it was prior to the commencement of FMLA leave. The employee is responsible for paying by check or money order all premiums that normally would be withheld from pay.

An employee may use accrued annual vacation, personal, and/or sick leave to receive partial compensation during the 12-week period.

Sick leave and annual leave do not accrue during FMLA Leave.

On returning from a leave, the employee must be restored to his/her position or to an equivalent position with equivalent benefits, pay, and other terms of employment. However, a salaried employee belonging to the higher-paid 10 percent of the employees within 75 miles of the facility where the employee works may be denied restoration if:

1. The denial is necessary to prevent a substantial and grievous economic injury to the employer’s business;
2. The employee is notified at the time that the employer determines that such an injury would occur; and
3. In the case where a leave has started, the employee elects not to return to work after receiving the notice.

The employer can recover the premiums paid for maintaining the employee’s health coverage if the employee:

1. Fails to return from the leave after it has expired; and,
2. Fails to return to work for reasons other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the employee’s control.

Employers cannot interfere with or deny the exercise of any rights provided under the law and cannot discharge or discriminate against employees who oppose the employer’s unlawful practices or who are involved in any proceedings under the law.

### 3.13.9 Paid Holidays

An employee must be a full-time, twelve-month salaried employee and be in paid status the day before and the day after a holiday in order to receive holiday pay. Employees, when terminating, are not eligible for any holiday pay beyond the date of termination, even though accumulated annual leave time may encompass the holiday.

If a designated holiday falls within an annual leave period for a full-time salaried employee, the holiday shall not be charged against annual leave time. If a full-time salaried employee is on paid sick leave when a college-approved holiday occurs, the employee will receive holiday pay instead of sick leave pay.

Unpublished holidays or partial days prior to a holiday will not be adjusted for employees who have previously submitted a leave request for that time period.

A full-time, twelve-month salaried employee scheduled to work on a college-approved holiday will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and department supervisor. If an employee is scheduled to work on a college-approved holiday and becomes ill, the employee should request sick leave for that day and receive his/her holiday as previously scheduled by the supervisor. Holiday hours must be used in the same fiscal year as accrued.

### 3.13.10 Military Leave

Pursuant to 72 Oklahoma Statute paragraph 48, all salaried full-time employees who are members, either officers or enlisted, of the Reserve Components to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, the Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled work days of such leave during the federal fiscal year, the employee shall receive full regular pay. During the remainder of such leave in any federal fiscal year, the state may elect to pay the employee an amount equal to the difference between his/her regular pay and his/her military pay. Military leave does not affect the accumulation of any other type of leave.

Prior approval must be obtained by submitting a copy of the duty orders to the supervisor/division chair and the Office of Human Resources.

Northern Oklahoma College also abides by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) in employment issues concerning members of the armed forces.

### 3.13.11 Court Leave

When in obedience to a subpoena or direction by proper authority, an employee appears as a jury member for the federal government or state of Oklahoma, he/she shall be entitled to a leave of absence for such duty with full pay from the College. The employee must submit a copy of the subpoena to his/her supervisor who shall then forward it to the Office of Human Resources (for the employee's

## 2017-2018

personnel file) prior to the start of the leave. If an employee is not selected for jury duty after reporting each of the required days, he/she must return to work for the remainder of the day. After completing jury duty, the employee must provide the supervisor with evidence of having served on a jury for the time claimed. Fees paid by the court in connection with the jury panel duty may be retained by the employee. The employee is responsible for reporting to the IRS monies earned by the jury duty. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her NOC employment. The employee shall be entitled to receive court reimbursement for mileage.

A leave of absence with pay shall be granted when the court appearance is the result of an act by the employee as a part of his/her official duties as an employee of the College. In no case shall a leave of absence with pay be granted to any employee when the court appearance is the result of the employee being involved in a personal litigation case outside his/her scope of employment.

When jury duty occurs while the employee is on leave without pay, paid court leave is granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

### **3.13.12 Voting Leave**

A reasonable amount of time off with pay will be given for the purpose of voting in national, state, and local elections, not to exceed two hours in most instances. If the employee works at such a distance from the voting place that more than two hours are required, then the employee shall be allowed a sufficient time in which to cast a ballot. The supervisor should be notified no later than the day before the election of the employee's need to have time off for voting. When necessary, the law allows supervisors to adjust employees' work schedules in order to allow sufficient time off for voting.

### **3.13.13 Inclement Weather Policy**

At times, usually in winter, travel to and from the campus for work may be difficult due to inclement weather. Employees are encouraged to use extreme caution when commuting to work during inclement weather. The ultimate decision as to how the employee will safeguard his/her safety is at the employee's discretion. If the employee feels unsafe commuting to work the employee is encouraged to use his/her best judgment. Individual decision does not exempt the employee from proper notification of an absence to the department supervisor.

#### **3.13.13.1 Inclement Weather and No College Closing**

Full-time and part-time salaried employees will use annual leave, personal leave or compensatory leave to cover the absence. If annual leave, personal leave or compensatory leave is not available, the leave will be without pay. If sick leave is claimed by the employee, the department head may require satisfactory proof of illness or disabling injury. Employees should continue to maintain contact with the department supervisor regarding the need for an inclement weather absence and expected date/time of return to work.

## 2017-2018

If the College, due to poor weather conditions, decides to allow employees to leave early at their own discretion to ensure their safety in returning to their homes, then the time will be charged as annual leave, personal leave or compensatory leave since it is at the employee's discretion. Employees should notify their department supervisor in advance of leaving when exercising this option.

### 3.13.13.2 Inclement Weather with College Closing

In certain instances, the administration of the College may make the decision to close all offices except those recognized as necessary to maintain essential services. In the event of the College closing, information will be disseminated through the NOC Alert System as well as posted on the NOC website. In addition, any decision will be communicated to College offices, local radio stations and local and state television stations. Because Northern Oklahoma College is a multi-location institution, one location may have different hours of operation than another NOC location due to inclement weather.

If the College closes, administrative leave will be recorded for full-time and part-time salaried employees who were scheduled to work during the time of closing. If an employee is scheduled in advance for annual leave, personal leave, compensatory leave or sick leave, the individual will be charged annual leave, personal leave, compensatory leave or sick leave since the inclement weather did not impact the employee's plans to work. Although not encouraged, an employee choosing to work even though a closing has been announced will be paid for working as usual, whether or not the employee was aware of the closing.

While the College is closed, a department may require certain employees to work to maintain essential services or assist in special necessary functions, such as snow removal. Employees working in response to a request by a department supervisor will receive normal pay and will not receive compensatory time for hours worked during College closing. If an employee works in excess of normal work day hours of operation, compensatory time will be allowed.

If an employee is scheduled for work, due to emergency snow removal or other essential work, and does not show up for work and fails to call the supervisor to report the absence, the employee will be subject to disciplinary action as under any other circumstances when an employee fails to report for work and fails to call.

If the College decides to close during the work day and sends employees home early, the time worked will be paid according to the number of hours worked and the remaining time will be considered administrative leave. If an employee decides to leave work because of concerns over commuting in inclement weather prior to an actual closing time, annual leave, personal leave or compensatory leave will be charged for leave prior to closing. Likewise, if an employee arrives late at work due to concerns over commuting in inclement weather after the College has resumed activity, annual leave, personal leave or compensatory leave will be charged for

## 2017-2018

the time while the College is actually open. Time during the actual closing will be charged as administrative leave.

### 3.13.13.3 Inclement Weather Policy for Hourly Employees

Hourly employees are paid only for hours actually worked. If unable to work due to the College closing or to inclement weather, these employees may not receive anticipated compensation. The same situation may exist for employees who elect not to work during inclement weather while the College remains open and do not have or are not able to use annual leave, personal leave or compensatory leave. Departments may choose to allow these employees to work additional hours at another time to make up the shortage of pay; however, such an arrangement would require approval by the supervisor in advance of actual hours being worked.

### 3.14 POLITICAL ACTIVITIES OF EMPLOYEES

Northern follows laws and guidelines established by the Oklahoma Ethics Commission in the conduct of state employees, campaigns for state office and state questions, and lobbying – see Ethics Laws and Guidelines

[https://www.ok.gov/ethics/Ethics\\_Laws,\\_Guides\\_&\\_Forms/index.html](https://www.ok.gov/ethics/Ethics_Laws,_Guides_&_Forms/index.html)

An employee of the College who participates in political activity must do so in a manner that complies with State law and the Oklahoma Ethics Commission guidelines. Violation of these statutes or policies may be considered cause for disciplinary action and/or dismissal.

Additionally, the Vice President for Development and Community Relations shall represent the College and serve as the legislative liaison with the Oklahoma Ethics Commission and follows lobbyist disclosure and reporting standards as required – see Oklahoma Ethics Commission <https://www.ok.gov/ethics/>.

Display of political literature, campaign placards, signs and posters on campus will be regulated and supervised by the Dean of Students in Tonkawa and Enid, and the Vice President for NOC Stillwater. Such material may not be displayed on educational buildings, trees, sidewalks, handrails or grounds but must be limited to display in the student center or student-housing complex. The Dean of Students in Tonkawa and Enid, and the Vice President for NOC Stillwater will be responsible for communicating and enforcing appropriate and reasonable regulations to control display of political material and prevent litter of the campus. The spirit of this policy is not to suppress political activity by students but to preserve the aesthetic value and appearance of the campus and prevent unnecessary public expenditures because of litter.

### 3.15 CHANGE OF EMPLOYEE INFORMATION

The Office of Human Resources must be promptly notified of changes of address, telephone number, marital status, number of dependents, beneficiaries, marriage or graduation of insured dependents, bank account information, etc. Whenever possible, such changes should be reported before they occur to allow the Benefits Coordinator time to notify the appropriate companies and to allow time for the Payroll Officer to make necessary changes in the payroll computer system. Failure to report these changes to the Office of Human Resources may result in denial or delay of benefit coverage, non-receipt of pertinent information, and/or delay in receiving payroll deposits.

## 3.16 DRESS GUIDELINES

Northern Oklahoma College Employees have constant interaction with students, persons from outside the College, and with other employees. A professional, well-groomed appearance creates a positive reflection on the employee as well as the College. Clothing and grooming should be appropriate for your particular work environment. Safety precautions should receive primary consideration. Northern Oklahoma College has identified two work environments, Office/Classroom and Trades. The following guidelines apply to both work environments. Each work environment will be more specifically discussed following the general guideline section.

### 3.16.1 General Dress Guidelines

An employee's supervisor may adjust the level of dress required depending on the employee's level of position or activities required for the job. Employees should consult their supervisor regarding any dress code requirements specific to their department.

Northern Oklahoma College has established the following dress guidelines. These are intended to be used as guidelines; however, your specific work environment dictates the appropriate attire.

The key to dressing successfully is the use of common sense and good judgment. If you question the appropriateness of any attire, it should not be worn to work.

Fridays during Fall and Spring semesters are designated as NOC Pride Day. Attire on Fridays or other institutionally designated NOC Pride Days should be:

**Tonkawa & Enid:** "NOC" logo or mascot shirt in college colors or other shirt in college colors. As referenced in the NOC Graphic Standards Guide, official college colors are red and white. Other acceptable colors are black and gray. Clean jeans or casual pants in good condition are acceptable. Clothing articles that are frayed, ripped, patched, or extensively faded are not allowed.

**Stillwater:** "NOC" logo or "NOC/OSU Gateway Program" logo shirt in orange or college colors or other shirt in college colors. As referenced in the NOC Graphic Standards Guide, official college colors are red and white. Other acceptable colors are black and gray if it is a Gateway logo. Clean jeans or casual pants in good condition are acceptable. Clothing articles that are frayed, ripped, patched, or extensively faded are not allowed.

The last working day of a short work week is not considered as NOC Pride Day unless institutionally designated as such.

During unusual inclement weather, such as snow and ice, dress exceptions in footwear and attire may be appropriate.

As part of professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors are offensive. Employees who are unable to maintain proper hygiene may be formally counseled by supervisor. Many fragrances can be harmful to some people with allergies. Employees may be required to eliminate fragrances if deemed necessary.

## 2017-2018

Tattoos, and piercings (other than in the ears) are not to be prominently displayed while representing the institution.

If an employee's attire or appearance is unsuitable, the employee may be asked to return home to change before resuming regular duties. The use of accrued annual leave is appropriate for such absences. In keeping with a professional image, reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible.

Employees are not allowed to wear halter tops, one-shoulder tops, midriff tops, beachwear, extremely low rise pants, or extremely form fitting attire. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. Shirts cannot display alcohol, tobacco products, offensive words, offensive pictures, or offensive logos.

Supervisors are responsible for enforcing the dress guidelines. Failure of a supervisor to enforce dress guidelines may result in the next level of supervisor to enforce policies.

Please refer to the Dress Guidelines List at the end of this section for acceptable and unacceptable items.

### **3.16.2 The Office/Classroom Environment**

Northern Oklahoma College supports business casual attire. Business casual is crisp and neat. It should not look like cocktail or party or picnic attire. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week.

When an employee's workday involves a lot of moving or lifting of materials, bending, filing, or working in confined spaces, a more casual appearance is appropriate. This is referred to as "Manual Work Day." The immediate supervisor must give prior approval for manual work day attire which may include jeans and athletic shoes.

### **3.16.3 The Trades Environment**

Departments that perform a service or trade for NOC may not require the stricter guidelines that have been established for the office/classroom environment. Trades Environment may include laboratories, printing services, athletics, creative arts and physical plant. Within these departments it is acceptable and at times recommended that the employees wear jeans, t-shirts, hats, athletic attire or athletic shoes as approved by their supervisor. This is to provide ease, protection, and comfort while doing the job that is asked of the employee. Jeans that are frayed, ripped, patched, or extensively faded are not allowed. T-shirts must be "NOC" logo shirts in school colors. No clothing articles may display alcohol, tobacco products, offensive words, offensive pictures, or offensive logos. Athletic shoes must be in good condition. Hats displaying the NOC logo are preferred; however, hats must remain appropriate for the work environment and for the College.

## 2017-2018

Employees who are required to wear uniforms are expected to keep them neat and clean in appearance.

Employees are to abide by the safety policies and procedures of their department and to wear required protective clothing and safety equipment. An employee's

### Northern Oklahoma College Dress Guidelines

Tops	Acceptable	Unacceptable	Exceptions
			NOC Pride Day/Manual Work Day
Banded collar sport shirts	X		
Casual shirts with collars	X		
Halter tops/one-shoulder/midriff tops		X	
Polo/Henley/Golf shirts	X		
Sweaters	X		
Turtlenecks	X		
Short or long sleeve dress shirts	X		
Short sleeve blouses/sleeveless blouses*	X		
Spaghetti strap tops*	X		
Tank tops*	X		
T-shirts**		X	X
Sweatshirts**		X	X

\*Form fitting shirts may not gap open. Spaghetti strap dresses/tops must be covered by a blouse, sweater, or jacket at all times. Tops may not show the midriff when sitting, standing or reaching.

\*\*If you choose to participate in NOC Pride Day a shirt or sweatshirt with an NOC Logo, or school colors must be worn. Sweatshirts and t-shirts must be non-offensive, contain no profanity, must not advertise alcohol or tobacco.

#### Bottoms

Capri/Crop/Flood/Skinny Pants*	X		
Cargo/Carpenter Pants*	X		
Dress slacks	X		
Dress skorts**	X		
Dresses***	X		
Skirts***	X		
Denim Dresses, Skirts and Jackets	X		
Denim Jeans****		X	X
Khakis/Docker type/Casual slacks	X		
Leggings*****	X		
Overalls		X	
Spandex		X	
Sweatsuits		X	
Walking or Bermuda shorts	X		

\*Length must be below the knee & resemble trouser/slack design.

\*\*Must not resemble shorts from behind and be an acceptable skirt length.

\*\*\*Dresses/Skirts/Shorts must be no shorter than 2-3" above the knee cap while standing.

\*\*\*\*Jeans worn on NOC Pride/Manual Work Days must be clean and in good condition.

\*\*\*\*\*Leggings must be worn under a dress, skirt or long shirt that is no shorter than 2-3" above the knee cap while standing.

#### Footwear

Athletic shoes*		X	X
Boots	X		
Canvas shoes*	X		
Clogs/Mules	X		
Dress sandals	X		
Flats	X		
Flip-flops or thongs**	X		
Crocs/Garden shoes		X	
High-heels	X		
House slippers		X	
Leather shoes/boots lace up or slip on	X		
Loafers	X		
Open-toe dress shoes	X		
Orthopedic shoes	X		

\*Athletic/Canvas shoes must be clean and in good condition.

\*\*If the shoe is entirely made of rubber, plastic, and/or foam, it is unacceptable

**Proper undergarments must be worn beneath clothing**



## 2017-2018

supervisor may adjust the level of dress required depending upon the employee's level of position or activities required of the job.

### 3.17 PROFESSIONAL DEVELOPMENT

Professional development is recognized as an important function of the College to assist in overall educational growth and development. Professional development is designed to establish programs for instructional and skills improvement and to facilitate the maintenance of a healthy institutional climate.

#### 3.17.1 NOC Educational Opportunities

Northern Oklahoma College encourages employees to take classes to improve themselves and to increase skill level in their work. Employees should seek official approval from their immediate supervisor for an appropriate time schedule that does not conflict with regular working hours. If classes are offered at times which conflict with regular working hours, employees must submit a plan to adjust the employee's work schedule. This plan must be approved by the supervisor and appropriate vice president, and then forwarded to the Office of Human Resources to be placed in their personnel file.

There are no restrictions for employees taking classes outside of the employee's regular working hours. However, such course work cannot interfere with the employee's duties as determined by the supervisor and the Vice President for Financial Affairs.

##### 3.17.1.1 Employee Associates Degree Scholarship Program

The Employee Associates Degree Scholarship Program is available to regular, full-time Northern employees for NOC courses deemed beneficial to the College and the employee professionally. This waiver becomes available after three months of full-time employment with the College. The Employee Associates Degree Scholarship Program covers up to 100% of NOC only tuition, fees, and books towards the completion of the employee's first Associate Degree earned at Northern Oklahoma College.

This program allows for an employee to apply for a scholarship for a maximum of seven (7) Northern Oklahoma College credit hours for the fall and spring semesters and nine (9) credit hours for the summer session. Based on the interest of the College, supervisors may approve an employee to take up to one (1), three (3) credit hour course during scheduled work hours. All time missed from scheduled work hours must be made up or taken as annual leave. A request for rescheduled hours must be approved by the immediate supervisor with the original request placed in the employee personnel file for documentation. All class-related activities (admission, enrollment, advising, homework, discussions with classmates, etc.) must be done outside work hours. To remain eligible for the scholarship program, after the first semester, an employee must maintain a cumulative GPA of 2.0 in all course work attempted. Reinstatement in the program after the cumulative GPA falls below 2.0 is allowed only after the employee raises his or her cumulative GPA to 2.0 or greater.

## 2017-2018

Degree scholarship participants are encouraged to apply for Federal financial aid. Students who are eligible for the scholarship program may also accept other Northern scholarships, Federal Pell Grants, SEOGs, and state-supported scholarships and grants. Please note, however, that if the student chooses to accept these other grants and scholarships, the degree waiver will only be applied to increase the total amount of grants and scholarships up to the 100% benefit.

The employee must obtain approval from his or her supervisor before enrolling each semester. Employee Enrollment Request Form is available on the NOC website at <http://www.noc.edu/scholarships>. The completed online form must be approved and submitted before the last day of the drop/add period. Requests received after this date will not be considered. If employment with Northern Oklahoma College ends during a semester the employee is enrolled in course work covered under the program, the student may be required to reimburse the College for the tuition, fees, and books previously paid for by the College. Reimbursement will be at the discretion of the College after review of employment history, relevant circumstances, and length of employment.

Requests may be denied when budget limitations dictate and/or for employees with unsatisfactory job performance or disciplinary issues, or for employees who have previously withdrawn or failed courses for which assistance was provided.

Courses fill up quickly. Please enroll in a timely manner. Employees are not entitled to special treatment when enrolling.

### **3.17.1.2 The Employee, Spouse, and Dependent Scholarship Program**

All full-time employees, their spouses and dependent children up to age of 24 based on Federal Aid Guidelines are eligible to enroll in NOC courses and receive a waiver for one-half of the resident tuition charge for up to 15 credit hours and \$625 towards room charges. The employee or their dependent is responsible for the remaining tuition, fees, and/or book costs. Please note, if the student has accepted other Northern scholarships, state-supported scholarships or grants, the waiver will be applied after all other scholarships have been applied. The online scholarship form can be found on the NOC website at <http://www.noc.edu/scholarships>.

Courses fill up quickly. Please enroll in a timely manner. Employees, their spouses and children are not entitled to special treatment when enrolling.

### **3.17.1.3 Educational Partnership Opportunities**

Northern Oklahoma College has developed relationships with other higher education entities and those entities have extended educational incentives to encourage full-time employees to pursue degrees from those institutions. Full-time employees who are interested in educational partnership opportunities should contact the Office of Human Resources for current opportunities.

## 2017-2018

### 3.17.2 Professional Development Reimbursement Program

The purpose of the Professional Development initiative at Northern Oklahoma College is to provide an incentive for continuous improvement for full-time employees.

#### 3.17.2.1 Rationale

Northern encourages employees to commit to professional improvement by providing reimbursement for professional development activities when funds are available. In the case of a greater number of applicants than funds, reimbursements will be made according to the following criteria: (1) value to the institution and its mission; (2) value of the experience to the individual; and (3) practicality of the activity. In order to qualify for possible reimbursement, the professional development activity must in some way improve the credentials of the employee, for example:

Coursework (within a plan of study) toward an advanced degree.

Coursework allowing the employee to strengthen a particular academic or work-related responsibility.

Special practical experience allowing the employee to strengthen a particular academic or work-related responsibility.

#### 3.17.2.2 Process

An application for reimbursement must be submitted to the Office of the President by June 1 following the year the coursework/activity is completed. All applications must be accompanied by appropriate receipts indicating that payment has been made. Additional supporting documentation includes, but is not limited to, the following: (1) a plan of study for completing an advanced degree must be on file in the President's office (no later than March 1 of the year in which reimbursement is requested); (2) official transcripts indicating completion of coursework (to accompany the application); and (3) certificate of completion indicating continuing professional education credits earned (to accompany the application). Applications not received, postmarked, or incomplete by June 1st will not be considered.

Reimbursement will be made only on an annual basis for coursework/activities completed during the immediate prior 12-month period (i.e., an activity completed in June 2015 would be included on the application to be submitted by June 1, 2016). Reimbursements will be approved annually, and the President will make all final decisions based on available funding at the end of the fiscal year in June with reimbursements paid by the end of July. Employer-paid educational assistance may be taxable per IRS guidelines.

If the employee is reimbursed by the College for greater than fifty (50%) percent of the cost of an advanced degree, and then decides to leave the College prior to completing two years of service following the completion

## 2017-2018

of the degree, he/she may be required to repay the College the amount of funds that were provided from the College through the Professional Development Reimbursement Program.

### 3.18 STUDENT AFFAIRS

#### 3.18.1 Use of Student Labor

Departments may be allocated a budget for wages for student help dependent upon available funding. Faculty/supervisors must have student workers approved by the Dean of Students for College Work Study employment and/or the Director of Financial Aid for Federal Work Study employment. The Office of Student Affairs in Tonkawa or the administrative offices in Enid or Stillwater will notify the Office of Human Resources prior to when the student begins or ceases work. The student must complete the following documents in the Office of Student Affairs and have on file with the Office of Human Resources:

- a. NOC Employee Handbook Acknowledgement, Loyalty oath, W-4 form, and I-9 signed by student.
- b. Copy of student's Social Security card and driver's license or other photo I.D. such as a student I.D.
- c. Acknowledge Employee Handbook

If a student does not have a Social Security number, he/she should apply with the nearest social security office, presenting required documents. Students should not start working until they have a Social Security number issued to them by the Social Security Administration. The faculty/supervisor for who the student works is responsible for making sure these procedures are followed. Student workers can only be included on the bi-monthly student payroll if procedures have been followed and a time sheet has been properly signed and submitted to the Office of Human Resources by the official deadline for the given work period. Students are paid by direct deposit and may request payment information from the Office of Human Resources.

#### 3.18.2 Student Sponsors

All student activities or organizational functions sponsored by the College should be attended by at least one employee sponsor. If an employee is scheduled to attend the event and then later finds that he/she is unable to attend, he/she is responsible to ensure that a substitute attends. The purchase or use of alcohol by sponsors or students while participating in student activities or functions sponsored by the College is prohibited.

#### 3.18.3 College Newspaper

The Maverick and the Red and Silver are digital student publications. Students in journalism classes form the staff of the paper and are assigned as reporters each semester. Faculty and staff members are requested to supply information for articles to student reporters. Failure of reporters to make periodic contact with any faculty member may be reported to the journalism instructor/advisor.

### 3.18.4 Religious Activities

Various faiths and denominations sponsor college-age fellowship groups.

### 3.18.5 Student Handbook

The Vice President for Student Affairs prepares a student handbook for Tonkawa and Enid. NOC/OSU Gateway students follow the guidelines established in conjunction with Oklahoma State University as well as the guidelines established by NOC in the NOC Student Handbook. The purpose of the handbook is to provide information to the student body on conduct, rules, regulations, and policies. The book also provides information concerning student organizations and activities. The Student Handbook can be viewed on the NOC website at <http://northok.publishpath.com/student-handbook>.

### 3.18.6 Counseling and Career Services

Career Services are maintained by the Counseling Office as a service agency without cost to the NOC community, employees, and employing agencies. All College departments cooperate with the Counseling Office to aid students in their pursuit of educational opportunities. Individuals can check [www.noc.edu/hirenortherngrads](http://www.noc.edu/hirenortherngrads) for potential job opportunities.

### 3.18.7 Alumni

The Alumni Association provides our alumni the opportunity to stay connected to NOC. The association establishes membership dues to support the Alumni Legacy Scholarship, all alumni activities, such as the annual alumni reunion, distinguished alumni hall of fame induction and alumni athletic events. Additionally, it maintains good communication between the alumni and NOC and encourages alumni involvement to strengthen ties to their alma mater.

### 3.18.8 Recruitment

Employees should assist in student recruitment through planned campus contacts during the year. Campus contacts are made generally throughout the year by means of such events as athletic tournaments, music and speech contests, science fairs, and curricular contests. It is the responsibility of all NOC employees to assist in the recruitment of students and to help retain current students to complete degrees.

### 3.18.9 Regulations Concerning Student Trips

The following criteria apply to organizations planning off-campus trips to conventions, concerts, sports days, or any such activities involving students and to help retain current students to complete degrees.

- a. A trip is not a college-sponsored trip unless the employee sponsor or employee substitute sponsor is making and chaperoning the trip. Only approved full-time NOC employees may be primary sponsor of student trips.
- b. Events should be placed on the calendar prepared by the Dean of Students and facilities reserved if necessary in the Office of Financial

## 2017-2018

Affairs in Tonkawa or the Administration Office in Enid or Stillwater as soon as possible in order to secure use of facilities. The sponsor is also responsible for making necessary travel arrangements upon approval and securing a signed waiver of liability for each student participating in the activity.

- c. The purchase or use of alcohol by employees or students during college-sponsored activities or student trips is prohibited.

### 3.18.10 Scheduling of Student Activities

All scheduling of student activities is done through the Dean of Students in Tonkawa or Enid or the Vice President for NOC Stillwater. Arrangements must be made for date and place at least two weeks in advance. Facilities must be reserved through the Office of the Vice President for Financial Affairs or the Administration Office in Enid or Stillwater to verify that the facilities at the respective sites are available. If possible, the activity should be scheduled in time for the activity to be placed on the College calendar. Final approval is by the Dean of Students in Tonkawa or Enid or the Vice President for NOC Stillwater.

### 3.18.11 Community Relations

The Development and Community Relations Department operates the College news bureau which keeps campus news flowing into offices of newspapers, radio and television stations. This department is ready to help with informational or promotional opportunities as they arise. Service of a photographer is available to help with photography coverage of publicity-worthy events. The photo request form can be found at [www.noc.edu/printshop](http://www.noc.edu/printshop). Employees wishing to utilize services of this department to promote, report, or publicize college events should confer with the Vice President for Development and Community Relations at their earliest opportunity.

## 3.19 GENERAL SERVICES

### 3.19.1 Purchase Requisitions

All purchases must be made in accordance with the Purchasing Policies and Procedures which is available on the NOC website by logging on to *myNOC* at [www.noc.edu](http://www.noc.edu). Purchase Requisitions for all supplies, equipment, repairs, or other items must be approved prior to the actual expenditure through written requisitions by appropriate officials. Purchases are not authorized except by this procedure.

### 3.19.2 Travel

The Northern Oklahoma College travel policy has been developed in accordance with Oklahoma statutes. The Travel Rules are available on the NOC website by logging on to *myNOC* at [www.noc.edu](http://www.noc.edu). The policy covers state officials and employees who are performing substantial and necessary services for the State of Oklahoma. No travel expenses shall be incurred or reimbursed except for official business, which has been approved in advance.

### 3.19.2.1 Procedure

The employee should submit a completed Requisition for Travel to the division chair or supervisor as soon as possible, listing dates and times of travel, purpose for the trip, and items requested for reimbursement. The division chair or supervisor is responsible for verifying the essential nature of the trip. Upon signing, the Requisition for Travel should be forwarded to the appropriate vice president. The Requisition for Travel should then be forwarded to the Office of Financial Affairs for indication of budget available and verification of required documentation. Upon approval by the President or the Vice President for Financial Affairs, travel accommodations may be reserved. Flight arrangements will be made by the Administrative Assistant for Financial Affairs. Vehicle reservations can be made using TripDirect at <http://www.noc.edu/facilities>. The employee is responsible for making hotel reservations, completing registration, and submitting college vehicle requests. An employee scheduled to enter travel status before the maintenance garage is open, after hours, on weekends, or on holidays, must make arrangements with the Physical Plant Department.

During the trip, the employee should ask for receipts for lodging, parking, toll road, workshop registration fees, etc. Lodging receipts must be itemized, showing name, single room rate, number of people in the room, arrival/departure dates, and listing a zero balance. Registration receipts should show the actual amount paid and the number of meals included in the fee. Continental breakfasts and snacks are not considered meals.

Upon completion of the trip, the employee should complete and submit to the Office of Financial Affairs an Application for Travel Reimbursement, accompanied by required receipts and a copy of the workshop agenda, listing the designated meeting place for the workshop. All required original receipts must be firmly attached to this form and cannot be returned to the employee. It is the employee's responsibility to keep photocopies of all documents for personal reference. From the submitted information, Finance Affairs personnel prepare Office of State Finance Claim Form 19 for the employee to sign before electronic submission to the State. The resulting warrant is printed and sent to the employee by the Office of Financial Affairs.

### 3.19.2.2 Special Air Travel Procedure

When the mode of travel must be flight, the airline ticket arrangements must be made through the College. Employees who need a flight are required to submit a Flight Request Form. The employee can check information for the best price and times, but the final arrangements must be approved by the President and arrangement made by the Administrative Assistant for Financial Affairs. The least expensive ticket must be purchased. However, the employee can pay the difference in amounts if another flight is more convenient or preferred. When traveling by air, it is recommended that a personal vehicle is used for transportation to and from the airport. Employees may submit a travel reimbursement claim for personal mileage reimbursement in accordance with state travel guidelines.



### 3.19.2.3 Limitations

Reimbursement for college travel is based on actual expenses incurred, subject to limitations set forth by legislation and College travel policy. Reimbursements may not be claimed for personal services, such as haircuts, dry cleaning, etc. Reimbursements for medications, tobacco products, alcoholic beverages, personal clothing, souvenirs, entertainment, repairs to privately owned vehicles, or other similar purchases are also excluded.

### 3.19.3 College Fleet Vehicles

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. College policy states that unauthorized passengers shall not be transported in state vehicles or private vehicles used for state business. Spouses, children or grandchildren of employees are prohibited from riding in college vehicles. Only authorized college employees are allowed to drive state-owned vehicles. When carpooling to various college locations, college vehicles shall be parked at reputable, well-maintained, and safe locations. College vehicles may be parked at designated official meeting locations.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. In compliance with Oklahoma statute, smoking is prohibited in college-owned vehicles. Persons using college vehicles are required to use seat belts and to comply with all Oklahoma Department of Highway Safety regulations.

Executive orders signed by the Governor prohibit Oklahoma state employees from text messaging when driving government vehicles, driving private vehicles on government business or when using electronic equipment supplied by the state while driving. The directive defines "texting" or "text messaging" as reading from or entering data into any handheld or other electronic device.

College vehicles can be reserved on the NOC website using SchoolDude's TripDirect at <http://www.noc.edu/facilities>.

### 3.19.4 Employee Handbook

Employees are responsible for being familiar with the policies and procedures of Northern Oklahoma College. A copy of the employee handbook is available on the NOC website by logging in to *myNOC*. Substantive changes in the handbook will be communicated to all employees and updated on the website version.

### 3.19.5 Mail and Postage

Incoming mail is distributed to the employee mailboxes Monday through Friday by 10:00 a.m. All outgoing mail must be left at the respective campus mailrooms no later than 3:00 p.m. Letters relative to college business may be left at the mailroom to be stamped and posted. Postage expense will be charged to each department. Personal mail, with postage affixed, may be left at the mailroom.



## **2017-2018**

A courier service between NOC locations operates daily Monday through Friday when the administrative offices are open. Mail for the courier service may be left in the mail room. Courier service during the summer will be adjusted accordingly.

### **3.19.6 Social Opportunities**

All employees and their immediate family are admitted free of charge, with proper identification, to most athletic, theatre, and music events on campus sponsored by the College.

### **3.19.7 Photo I.D.**

College identification cards are issued in the Registrars' Office in Tonkawa and Enid for employees in order to gain admission to most College-sponsored activities without charge. NOC identification cards are issued in the NOC/OSU Gateway Offices for Stillwater personnel.

### **3.19.8 Lost and Found**

The Office of Student Affairs in Tonkawa, the Administration Office in Enid, and the Main Office in Stillwater serve as the clearing center for lost and found articles.

### **3.19.9 Housing**

The College owns housing in Tonkawa and Enid that may be rented by employees based on availability. Rental payments are required to be withheld by payroll deduction.

Residence Hall Directors are required to live in their respective residence halls as a condition of their employment at no additional cost. Spouse and dependents are allowed to reside in the residence hall as long as they are adhering to college policies and procedures and do not pose any concern for the student residents. Summer residents may require shifts to designated summer dorm/residence halls.

### **3.19.10 Pet Deposit and Pet Charge**

A \$250 non-refundable pet charge and a \$25 per month per pet charge to be assessed in addition to damage/security deposit of \$100 and monthly rental fee.

### **3.19.11 Parking**

The College does not have designated employee parking. Contact the Office of Student Affairs in Tonkawa, and the Administration Office in Enid or the Main Office in Stillwater to obtain a parking decal. Parking on sidewalks or lawns is prohibited. Parking personal property such as trailers or boats on NOC property is prohibited and the property will be towed at the owners expense.

### **3.19.12 Solicitors**

Solicitations, disseminations of literature, picketing, or drawing of assemblages or meeting for the purpose of promoting either sales or causes may not be done by

## 2017-2018

an official group, organization, or person without clearance and permission from the Office of Student Affairs.

### 3.19.13 Keys

All building keys will be checked out from and returned to the Administrative Assistant for Financial Affairs on the Tonkawa campus, the Office of Registration/Finance in Enid, or the Administration Office in Stillwater. A fee will be charged for replacement of any lost key. Employees should not give their keys to students at any time or for any reason.

### 3.19.14 Copy Paper and Supplies

Copy paper is to be ordered through the NOC Bookstore. Paper will be delivered as needed; two - three days of prior notification is requested. Employees should purchase departmental office supplies through the bookstore. If the bookstore does not carry the supply the employees may purchase off campus through authorized purchase requisitions.

### 3.19.15 Copy Codes

Each employee is allowed a copy code to use on campus-wide copiers. Employees should contact the Office of Financial Affairs at each respective location to receive their copy code. College employee copy codes are for the use of the employee to whom they were issued. Any abuse of a copy code is the financial responsibility of the department. Copiers are not for personal or commercial use.

### 3.19.16 Printing Services

The Printing Services Department provides the College's community of learners with the highest standard of excellence in printing, copying, bulk mailing, design, photography, bindery services and customer service while maintaining the lowest possible cost in an innovative, dependable, and professional manner. This is done through informed and interactive communication between the Printing Services staff and their customers to support and promote the mission, vision, and values of Northern Oklahoma College and its stakeholders.

All official college publications and materials must comply with the institution's graphic standards guide to present a unified and professional image of the College. All copying jobs of more than 100 sheets and all college printed materials must be procured from the College Print Shop. A detailed list of services available can be found at [www.noc.edu/printshop](http://www.noc.edu/printshop).

All printing needs will be given priority in the order in which they are received in the office, date sensitivity and special circumstances. Once completed, copying and printed projects will be wrapped and sent out for delivery by the College Courier. *Two weeks' lead-time is necessary for all printed jobs.*

Any office or department requesting printed pamphlets, brochures, or other material intended for distribution will submit all copy and markup or dummy format to the Vice President for Development and Community Relations. All text must be submitted electronically in a Word, InDesign or Photoshop file. All photos and artwork utilized in the file must be provided with the file. Files may be submitted

## 2017-2018

on flash/USB drives or sent via e-mail. All printed items except copying will require the signature or email approval of the requester prior to printing. A proof copy will be provided prior to printing the full request. The requestor must sign off on the printing and design. Changes made during or after printing will be billed to department budgets for the cost of materials used.

Two forms may be used for various printing and copying needs. A copy request form will be used for all copying; a printing authorization form will be used for all other printing jobs. All requests must be approved by the appropriate department head and the Vice President for Development and Community Relations. Requests can also be made on the website at [www.noc.edu/printshop](http://www.noc.edu/printshop).

### **3.19.16.1 Email Signature for Desktop/Tablets**

As a part of our athletic mascot brand, use the style shown here for all athletic department employee email signatures. Backgrounds, background color and/or watermarks are not allowed on your NOC athletic email. Additionally, the Enid Dean of Students and Enid Coordinator of Residence Life & Student Activities may have access to the Jets athletic email signature. This is the example of how your electronic signature should appear on your email and the type is as follows:

Name: Arial Bold 8 pt. on 9 pt. leading  
Title: Arial Regular 7 pt. on 9 pt. leading  
College: Arial Regular 7 pt. on 9 pt. leading  
P.O. Box: Arial Regular 7 pt. on 9 pt. leading  
Location: Arial Regular 7 pt. on 9 pt. leading  
Phone: Arial Regular 7 pt. on 9 pt. leading  
Fax: Arial Regular 7 pt. on 9 pt. leading  
Email: Arial Regular 7 pt. on 9 pt. leading  
Website: Arial Regular 7 pt. on 9 pt. leading

### **3.19.16.2 Email Signature for Mobile Devices**

Follow above guidelines. Addition of NOC logo is optional when mobile device does not allow for placement.

### **3.19.16.3 Letterhead and Envelopes**

All stationery provides a consistent look using the official College colors and must be procured from the College Print Shop. Departments or individuals needing letterhead and/or envelopes are to provide the Printing Services Department with a request form. Institutional letterhead and envelopes may not be utilized for personal use.

Digital files of the department letterhead are available upon request with the approval from the Office of Development and Community Relations. Digital letterhead is designed as a supplement to the official NOC stationery that is printed in the Printing Services Department and should ONLY be used for electronic purposes when the printed stationery is not viable. Personalized note cards, letterhead, or envelopes will not be printed by the Printing Services staff.

### 3.19.16.4 Acronyms

Acronyms, such as NOC, are permitted only after the complete name appears. They should never appear with periods following the letters “N.O.C.”. When used in conjunction with the locations, the preferred use is the letters “NOC”, no hyphen and the location name – as “NOC Enid”.

### 3.19.16.5 Copying Services

Copy request forms must be submitted with all copy jobs on the appropriate NOC location form or by email at [copy@noc.edu](mailto:copy@noc.edu). For regular classroom materials for Tonkawa, allow three working days' lead-time. For Enid and Stillwater allow four working days, which includes courier time. Study guides and/or syllabi sold through the Bookstores must be submitted no later than eight weeks before the delivery date. Copy request for weekend seminars should allow one work week. Courier service to Enid and Stillwater is available. An extra day is required to facilitate delivery.

Employees are responsible for obtaining publisher or copyright permission prior to submitting a job to the Printing Services Department. The Director of Library Services will provide training to employees who need updates on copyright laws.

Camera-ready materials submitted directly to the Print Shop by departments are subject to rejection if they do not meet accepted standards of appearance and content.

The copying of tests will be handled in a secure environment as possible. Tests may be hand delivered, couriered or e-mailed into the office. Students may not copy and/or deliver tests. Tests will be packaged and secured prior to delivery. All concerns about test security, while in the print shop, should be directed to the Director of Printing Services for further review of the situation.

### 3.19.16.6 Bulk Mail Services

Bulk mail services is an available option to all NOC departments. To qualify as bulk mail the mailing must meet the following criteria: minimum of 200 recipients, non-personalized mail piece, domestic mail, standard letter/postcard. Bulk mail must be indicated when submitting a print authorization form. Bulk mailings must be planned early to allow time to arrive before the deadline of the event/promotion happens. The post office has up to 3 weeks to process and deliver bulk mail once they receive it. Any questions about bulk mail services, contact the Development and Community Services Office or Printing Services.

### 3.19.16.7 Photography

Photographs used should be carefully reviewed for the following criteria: The photo represents the purpose of the publication, the integrity of the College and does not infringe on any copyright or trademark laws; or permission has been granted by the originator. All photos should be no less than 300 dpi and should be in CMYK mode. File formats suggested

## 2017-2018

are: jpg, tif and eps. Photography services may be requested by forms submitted electronically on the website or by calling the NOC photographer.

### **3.19.16.8 Off-Campus Printing**

Printing orders too large for the Printing Services Department to handle will be offered at bid to off-campus printers by the Director of Printing Services and must be approved by the Vice President for Development and Community Relations. The Director of Printing Services will secure bids, set deadlines, and make arrangements for delivery and return to the print shop. Items sent off-campus will be billed to the Printing Services Department and, in turn, billed back to the department at the end of the month.

### **3.19.16.9 Budget**

Each department is given a printing/copying allotment each fiscal year. Individuals may have items printed, with written approval of the department head, as long as the department does not exceed its printing budget. Cost effectiveness should be considered in making such decisions to ensure good stewardship of state funds in the area of publications and print material. Cost and completion estimates may be obtained from the Print Shop prior to the submission of requests for printing services.

### **3.19.16.10 State and Federal Law**

#### *1. Notice of compliance*

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, political beliefs or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580.628.6240 8 a.m. to 5 p.m. Monday through Friday.

#### *2. Notice of printing cost*

“This publication, issued by Northern Oklahoma College as authorized by (originator) was printed by (printer) at a cost of (cost of printing only). (number printed)/ (month printed)/(year printed).”

## 2017-2018

### 3.19.16.11 Community Service Jobs

Requests for printing services in support of externally-funded projects must be approved by the Vice President for Development and Community Relations. A community service printing authorization form must be completed and approved before community service orders will be processed. Charges will be determined so as to recover cost of the services, which must be paid by the community service organization. Printing services that fall into this category will be accomplished on a time available basis and invoices will be mailed.

Jobs for an outside/professional organization may be submitted for approval as a Community Service job if the event or project meets the following criteria:

1. The organization or event has a direct tie to our institution, programs or employees.
2. The College has some level of involvement in the event.

### 3.19.16.12 Disclaimer

Printing Services reserves the right to refuse any printing/copying item that violates copyright laws, that does not meet quality control measures, that has not been approved by department chairs, that does not comply with the institutional graphic standard guide or that contains erroneous information that may be seen by the public. Printing Services will forward any item to the Vice President for Development and Community Relations if it is inappropriate until the person or department is contacted and the item in question is discussed. The Vice President for Development and Community Relations will determine if the item will be printed or returned to the department or individual. Printing Services does not police copyright laws or censor publications, but the staff will not be held accountable for information that does not meet the established standards.

### 3.19.17 Website and Content Management

The NOC website ([www.noc.edu](http://www.noc.edu)) is an essential source of information and a communication medium for all College audiences: current and prospective students, faculty, colleagues at other academic institutions, NOC Foundation, parents, alumni and media. Our website is a medium of communication that defines who we are today and who we will be in the future.

The Webmaster maintains content and oversees day-to-day management as well as assures quality and integrity of the college's presence on the World Wide Web. The Webmaster reports to the Vice President for Development and Community Relations.

Each department or division will be responsible for appointing a person(s) who are web liaisons. Web liaisons are responsible for maintaining department or divisional office web pages, keeping content up-to-date and following NOC's graphic standards guidelines. Liaisons are expected to attend periodic training

## 2017-2018

from the College's Webmaster to ensure proper maintenance and accessibility compliance with the Web Content Accessibility Guidelines (WCAG) 2.0/AA.

### 3.19.17.1 Content Management System (CMS)

The Content Management System is the system that stores and displays official College web content. Management and use of the CMS will comply with all official policies of the College, including but not limited to, discrimination and harassment policies, compliance with all federal, state, and local laws, statutes, and regulations, brand standards, confidentiality of records, positive data security and appropriate use of computing facilities. Any official College information made available to external users is subject to review by the College to ensure consistency with laws and College policies.

### 3.19.17.2 Web Accessibility

Web accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, by people with disabilities. When sites are correctly designed, developed and edited, all users have equal access to information and functionality. Northern Oklahoma College follows the Web Content Accessibility Guidelines (WCAG) 2.0/AA.

### 3.19.17.3 Third-Party Hosting

Departments or divisions may need to host web services offsite with a third-party vendor. Each department or divisions should contact the Development and Community Relations office to request approval of such offsite services. It is further required that all Northern Oklahoma College faculty or staff in charge of maintenance of a third-party hosted site follow the Web Content Accessibility Guidelines (WCAG) 2.0, AA as well as the graphic standard guidelines of the college. NOC Webmaster should serve as an Administrator on all NOC social networking sites as well as websites affiliated with NOC.

### 3.19.17.4 Inappropriate Web Content

Materials are prohibited on the Northern Oklahoma College's website if they:

- Contain copyrighted information without written consent of copyright owner
- Violate federal, state, or local laws or regulations
- Violate College policies
- Are defamatory to any group(s) or individual(s) or are disparaging of any group(s), organization(s), or institutions(s)
- Are abusive, profane or sexually offensive
- Consist of information that may injure someone else and/or lead to a lawsuit or criminal charges
- Use the College name and logo without official authorization in ways that imply endorsement of commercial organizations, their products, or services
- Are advertisements for commercial products or enterprises
- Represent the operation of a commercial enterprise(s)

## 2017-2018

- May constitute an invasion of privacy of any group or individual
- Violate the confidentiality of college or student records

The types of material listed above or any direct link to another page containing such material should not be included in any Northern Oklahoma College webpage. Northern Oklahoma College reserves the right to remove any page or material that is in violation of any of Northern Oklahoma College's standards or procedures guides.

### 3.19.18 Maintenance Requests

Maintenance Requests Maintenance services requests can be made on the NOC website using SchoolDude's MaintenanceDirect at <http://www.noc.edu/facilities>. Employees should submit electronic requests to report needed repairs.

## 3.20 USE OF BUILDINGS, EQUIPMENT, AND SUPPLIES

The use of all college buildings and facilities is to be scheduled through the appropriate office.

### 3.20.1 Classroom Buildings

Scheduling of classroom space, including changes to meet class expansion or reduction, is to be approved by the Vice President for Academic Affairs in Tonkawa, the Vice President for NOC Enid, or the Vice President for NOC Stillwater. When evening or weekend use of a building is required, NOC Security will open the building according to official instructions.

### 3.20.2 College Facility Use (Other than Classrooms)

Use of the College facilities (other than classrooms) in Tonkawa and Enid is scheduled through the Office of Financial Affairs on the Tonkawa campus, Administration Office in Enid, and the Administration Office in Stillwater.

General regulations regarding the use of the College facilities are as follows:

- a. Use of college facilities for seminars, community service classes, student activities, college organizations or college functions may be utilized at no charge. All courses, meetings, and practice sessions must be properly scheduled through the Office of Financial Affairs in Tonkawa, the Administration Office in Enid, or the Administration Office in Stillwater and must be supervised by the employee scheduling the event or their designated representative.
- b. Employees renting college facilities for personal use should inquire into the availability and applicable rental fees. Extra fees may also be charged for technician services, custodial services, security needs, and any damage to property. The facilities must be properly scheduled through the Office of Financial Affairs in Tonkawa, or the Administration Offices in Enid or Stillwater.
- c. Any external group renting college facilities must submit a request in writing on official letterhead. Rental will be based on availability with scheduled college activities taking first priority. Upon approval by the Vice President for Financial Affairs in Tonkawa, the Vice President for NOC



## 2017-2018

Enid, or the Vice President for NOC Stillwater, applicable rental fees will be due. Extra fees may also be charged for technician services, security needs, and any damage to property. External groups are required to carry liability insurance to cover their group and all of its participants.

- d. All events should be scheduled well in advance.
- e. Technology equipment needs for employee or nonemployee events (microphones, projector, computer equipment, CD or DVD player) will be communicated to the Information Technology Department via the event request form as soon as the rental is confirmed. The event request form can be found on the IT services web page. The Event Request Form is available online at <http://northok.publishpath.com/event-request-form> and the Facilities Request Form is available online <http://www.noc.edu/facilities>.
- f. NOC Security will be notified via the Office of Financial Affairs in Tonkawa and the Administration Office in Enid upon making reservations of arrangements for locking and unlocking facilities.
- g. Tobacco and alcohol use is prohibited on all College properties. The full tobacco policy can be found on the NOC website at <http://www.noc.edu/tobacco-policy>.
- h. Use of candles or open flames is prohibited inside all college properties.

Northern reserves the right to refuse the use of any NOC facilities.

### 3.20.3 Recreational Facilities

Employees may use the College recreational facilities during posted hours. Special arrangements must be approved by the Vice President for Financial Affairs and scheduled through the Athletic Director and the Office of Financial Affairs in Tonkawa and the Administration Office in Enid. Employees and their families may use the Wellness Center, Swimming Pool, and Racquetball Courts. Family is defined as employee, spouse, and natural or adopted children. Children under the age of 16 may use the facilities but must be accompanied by a parent. Kaw Lake facilities may be rented by employees dependent upon availability. Reservations must be made through the Administrative Assistant for Financial Affairs.

### 3.20.4 Furniture and Equipment

Employees should exercise reasonable supervision over furniture, equipment, and apparatus in their rooms. Any malicious damage done to furniture or equipment should be reported immediately to the Vice President for Financial Affairs. Personal furniture and equipment should not be stored or used on campus.

### 3.20.5 Use and Lending of Equipment

If employees desire to use special equipment in another location on campus, they must secure permission from the department responsible for inventory of the

equipment. The use or loaning of College equipment for personal use is prohibited by state statutes. For College equipment to be loaned off campus for civic or public service use only, the President must approve the request for such loans. The Vice Presidents for NOC Enid and NOC Stillwater may approve loans of equipment off campus for civic or public service.

### 3.21 COMMUNICATIONS

#### 3.21.1 Information Resources Acceptable Use Policy

Northern Oklahoma College relies on networked computers and the data contained within those systems to achieve its missions. This Acceptable Use Policy is to protect these resources in accordance with state law and OneNet rules. All individuals granted access to Northern Oklahoma College Electronic Information Resources must follow the acceptable use rules. Employees should refer to the Information and Instructional Technology Policy. A copy can be found on the IT Services web page located at <http://www.noc.edu/planning-policies>.

##### 3.21.1.1 General Use

Electronic information resources are provided for the express purpose of conducting the business and mission of the College.

Information resources must not be used to: engage in acts against the mission and purposes of the College, intimidate or harass, degrade performance, deprive access to a college resource, obtain extra resources beyond those allocated, or to circumvent computer security measures.

Information resources must not be used to conduct a personal business enterprise or for the exclusive benefit of individuals or organizations that are not a part of Northern Oklahoma College. Any exceptions must be in support of college missions and require the prior written approval of the President of Northern Oklahoma College.

Illegal activities, such as harassing other users, accessing or distributing threatening or obscene material, and intentional spread of computer viruses or other destructive information, malicious service disruption, unauthorized attempts to break into any computer system or use resources or access or destroy data belonging to Northern Oklahoma College or any other organization or individual, or unauthorized use or retrieval or distribution of copyrighted material are strictly prohibited. Any illegal use of Northern Oklahoma College-provided electronic mail and Internet/Intranet services will subject the user to prosecution to the full extent of the law. Users can also be held personal liable for any and all damages caused by such activities and may be subject to immediate discharge.

Faculty, staff, and students must not copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on college-owned computers or use software known to cause problems on college-owned computers.

### 3.21.2 Electronic Mail and Internet Services

Northern Oklahoma College-provided electronic mail and Internet/Intranet services are valuable business tools that enhance productivity and communication, but these tools cannot be abused. While incidental and occasional personal use of provided electronic mail and Internet/Intranet services are permitted, they are valuable corporate resources and must not be used for personal solicitation of non-college business, advancement of individual views, or illegal activity. All use and product of such use, including e-mails, is the property of Northern Oklahoma College, not the individual and is subject to the Open Records Act.

As part of our visual brand, employees are required to use the official email signature. Email signature links are available at [www.noc.edu/graphicstandards](http://www.noc.edu/graphicstandards).

Electronic information on Northern Oklahoma College-provided electronic mail and Internet/Intranet services is an asset of Northern Oklahoma College, not the individual user. The College has the right at all times to monitor all electronic activity and information on the provided electronic mail and Internet/Intranet services. This Policy serves as notice to each user that the College may monitor activity on provided electronic mail and Internet/Intranet services without any advance notification to or consent by the user. Northern Oklahoma College reserves the right to disclose any information or communication transmitted or received using the provided electronic mail and Internet/Intranet services as may be appropriate, including disclosure to management, internal security, and law enforcement.

The full policy can be found on the NOC website at <http://www.noc.edu/planning-policies>.

### 3.21.3 Incidental Use of Information Resources

Incidental personal use of email and Internet access is permitted by college policy but is restricted to employees (it does not extend to family members or other acquaintances). It must not interfere with normal performance of an employee's duties, must not result in direct costs to the College and must not expose the College to unnecessary risks.

All messages, files and documents stored on college computing resources including personal messages, files and documents are owned by the institution and are subject to review.

Any files, messages or documents residing on college computers may be subject to public information requests and may be accessed in accordance with this policy. Therefore, a college email account should not be used for personal email correspondence that is confidential in nature.

The full policy can be found on the NOC website at <http://www.noc.edu/planning-policies>.

### 3.21.4 Official College Seal

The Official College Seal combines the firm foundation and rich traditions represented in the original seal of 1933 with a modern, progressive image.

## 2017-2018

It is important to realize the pride and heritage that the College Seal represents. It should not be used as a logo. Its use is limited to official Northern Oklahoma College business – official certificates, legal documents, diplomas, transcripts and other uses as approved by the Office of Development and Community Relations.

### 3.21.5 NOC Logo and Graphic Standards Guide

The Northern Oklahoma College and graphic standards guide reflects our comprehensive exploration of ways in which we can build consistent visual impressions of NOC and expand our reputation for providing quality education to our growing audiences.

This system promotes clear and consistent use of these standards across our sites, branding Northern Oklahoma College as an institution that, although in three separate locations, works together to carry out a common mission. The standards guide covers use of the logo, signature colors, type fonts and other matters that strengthen NOC's visual identity. The graphic standards guide represents the authorized guidelines for using our current identity system for the College, including the identity system for the athletic programs. The guide is available at <http://northok.publishpath.com/graphicstandards>.

### 3.21.6 Wayfinding Signage

Wayfinding signage is a hierarchy of identifying landmark, identity and directional elements with a visual identity system for exterior/interior buildings, parking, fire safety, regulatory and other miscellaneous signage. As part of the wayfinding master plan, the exterior/interior signage shall:

- Promote simple and effective navigation throughout the locations by students, faculty, staff, and visitors.
- Create an identity at each gateway to the locations.
- Have a theme that incorporates existing logos and colors in accordance with the Graphics Standards Guide.
- Maintain compliance with ADA regulations. For a detailed wayfinding master plan or for additional guidelines on usage, contact the Vice President for Financial Affairs.

### 3.21.7 College Catalog

The College Catalog is the official publication of the College. It describes the instructional program of the College and is the official guide and authority for instructional requirements and regulations. The College Catalog supersedes all other publications regarding official policy of the College. The Catalog is available on the NOC website at <http://northok.publishpath.com/catalog>.

### 3.21.8 Telephone

This policy is designed to help employees understand the importance of phone usage for Northern Oklahoma College land lines and cellular telephone use. NOC employees rely on the telephone system and cellular telephones to conduct daily business and to better serve the NOC community. The full Telephone Usage Policy can be found on the NOC website at <http://www.noc.edu/planning-policies>.

## 2017-2018

### 3.21.8.1 Local Calls

All Northern Oklahoma College owned or operated telephone systems should be used only to conduct official business. Employees should limit personal telephone calls, in frequency and duration, to the greatest extent possible. This includes incoming as well as outgoing telephone calls. Personal calls should not interfere with an employee's duties or with the duties of others and should not impact an employee's productivity. Certain personal phone calls may be allowed including:

- a) Calls to notify or contact family members and/or physician in the case of an emergency;
- b) Calls to notify family members of a scheduling change or travel delay that is a result of NOC business including calls to make alternate child care or transportation arrangements;
- c) Brief calls to an employee's residence or family members, and
- d) Brief calls to local businesses (including government agencies, physicians, auto or home repair) that can only be reached during working hours.

These calls should always be kept to a minimum and only be made using an NOC owned telephone if they cannot reasonably be made on a personal cell phone.

### 3.21.8.2 Long Distance Calls

Long distance telephone calls using NOC owned telephones should only be made for official college business. Students are not authorized to make long distance calls on NOC owned telephones. Collect calls to the College are not authorized unless the employee accepting the call has full knowledge of the intent of the call and that it is college business related. Long distance calls should not be made for personal reasons.

### 3.21.8.3 Cellular Phone

Cellular phone use in the work place shall fall under the same policy standards as listed previously. Employees should limit personal cell phone calls, in frequency and duration, to the greatest extent possible. This includes incoming as well as outgoing cell phone calls. Personal calls should not interfere with an employee's duties or with the duties of others and should not impact an employee's productivity.

In addition, NOC employees that use cellular phones to conduct business should be aware of the laws and regulations that pertain to the use of cellular devices while operating a motor vehicle. These laws and regulations differ among states. Employees should act in a manner that is in accordance with these laws and regulations while operating a motor vehicle. Confidential information should not be discussed on a cellular phone in a public place where the information could be overheard.

### 3.21.9 Emergencies

For emergencies, call 911 and then immediately inform the Office of Student Affairs in Tonkawa, the Administration Office in Enid, or the Administration Office in Stillwater regarding the emergency. These offices will then notify the President's Office of the situation. Employees should be familiar with the College Emergency Response Plan and refer to the emergency response guide for summarized instructions and contact numbers. Emergency information can be found on the NOC website at <http://www.noc.edu/emergency>.

### 3.21.10 Academic Calendar

The official academic calendar announcing the opening and closing dates of all terms and all observed holidays is available in the Office of the Vice President for Academic Affairs or on the NOC website at <http://northok.publishpath.com/academic-calendars>.

### 3.21.11 Media Relations

Each employee plays a part in shaping the College's public image. The actions and comments of each employee reflect on the College. Each employee must be conscious of this fact.

The President and the Vice President for Development and Community Relations are the official media spokespersons for the College.

### 3.21.12 Social Networking and Social Media

Northern Oklahoma College recognizes the need for a strong presence in the social media realm. The use of social networking and social media websites are increasingly common for departments, students and employees, and these communication tools have the potential to create a significant impact on organizational and professional reputations. Northern Oklahoma College has developed a social network and social media policy and application process to ensure that any and all interactions on behalf of Northern represent the College's best interests. The intent of the policy is to properly portray, promote and protect the institution and to assist Northern entities in creating and managing their social media accounts. The policy also provides suggestions on how to protect personal and professional reputations while using social media. The full policy is available on the NOC website at [www.noc.edu/socialmedia](http://www.noc.edu/socialmedia).

### 3.21.13 Emergency Alert System

To ensure the safety of all students and employees during an emergency situation (e.g. impending severe weather, intruder on campus, etc.), Northern Oklahoma College has implemented an emergency alert system. The NOC Alert System uses text, voice and email messages to alert the NOC community in these events.

Northern employees and students are automatically signed up for the "NOC Alert". If you need to make changes to your account, add a number or opt out, please sign in to *my*NOC at [www.noc.edu](http://www.noc.edu). After logging in with your username and password, click on the tab that reads "NOC Alert", and then click on the "Alert" icon. You will be asked to "Agree to the Terms", then the screen following

## 2017-2018

will allow you to add or change numbers and/or emails (your NOC email will always remain the same and cannot be deleted from your account). Click the "Help" tab for information on how to opt out.

NOC conducts a test of this system the first working day of each month. If you do not receive a test text message on your cell phone, please contact the Webmaster at 580.628.6330.

### 3.21.14 Bring Your Own Device (BYOD) Usage Policy

#### 3.21.14.1 Purpose

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate requirements to access college data from a mobile device connected to an unmanaged network outside of Northern Oklahoma College's direct control. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook/tablet computers
- Mobile/cellular phones
- Smartphones
- Home or personal computers used to access institutional resources
- Any mobile device capable of storing corporate data and connecting to an unmanaged network

The policy applies to any hardware and related software that could be used to access institutional resources, even if said equipment is not college sanctioned, owned, or supplied.

The overriding goal of this policy is to protect the integrity of the private and confidential institutional data that resides within Northern's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be accessed by unsanctioned resources. A breach of this type could result in loss of student or employee information, damage to critical applications, and damage to the institution's public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Northern's direct control to backup, store, and otherwise access corporate data of any type must adhere to college-defined processes for doing so.

#### 3.21.14.2 Applicability

This policy applies to all Northern Oklahoma College employees, including full and part-time staff, contractors, freelancers, and other agents who utilize either company-owned or personally-owned mobile devices to access, store, back up, relocate or access any department or student-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust Northern has built with its students, employees and community. Consequently, employment at Northern does not automatically guarantee the initial and ongoing ability to use these devices to gain access to institutional networks and information.

## 2017-2018

It addresses a range of threats to or related to the use of institutional data:

- a) Loss - Devices used to transfer or transport work files could be lost or stolen.
- b) Theft - Sensitive institutional data is deliberately stolen and sold.
- c) Copyright - Software copied onto a mobile device could violate licensing.
- d) Malware - Viruses, Trojans, Worms, Spyware and other threats could be introduced via a mobile device.
- e) Compliance - Loss or theft of financial and/or personal and confidential data could expose the College to the risk of non-compliance with various identity theft and privacy laws.

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed and issued at the sole discretion of the Department of Information Technology.

### **3.21.14.3 Affected Technology**

Connectivity of all mobile devices will be centrally managed by Northern's Information Technology Department and will utilize authentication and strong encryption measures. Although Northern is not able to directly manage external and mobile devices which may require connectivity to an external network, end users are expected to adhere to the same security protocols when connected to non-institutional networks. Failure to do so will result in immediate suspension of all network access privileges so as to protect the College's infrastructure.

### **3.21.14.4 Policy and Appropriate Use**

It is the responsibility of any employee of Northern who uses a mobile device to access institutional resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied here. It is imperative that any mobile device that is used to conduct college business be utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be observed:

- a) Access Control

Northern reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to institutional and institutional-connected systems. Northern will engage in such action if it feels such equipment is being used in such a way that puts the College's systems, data, employees, and students at risk.

Prior to initial use on Northern's network or related infrastructure, all college owned mobile devices must be purchased through and registered with the Information Technology Department.



## 2017-2018

All mobile devices attempting to connect to the corporate network through an unmanaged network (i.e. the Internet) will be inspected using technology centrally managed by Northern's Information Technology (IT) Department. Devices that have not been previously approved by IT, are not in compliance with IT's security policies, or represent any threat to the College network or data will not be allowed to connect. Laptop computers or personal computers may only access the College network and data using a Secure Socket Layer (SSL) Virtual Private Network (VPN) connection. The SSL VPN portal Web address will be provided to users as required. Smart mobile devices such as smartphones, PDAs, and UMPCs will access the corporate network and data using Mobile VPN software installed on the device by IT.

### b) Security

Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a strong password (See Section 3 of IT Policy). Employees agree to never disclose their passwords to anyone, particularly to family members if institutional work is conducted from home.

All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain college data. Any non-college computers used to synchronize with these devices will have installed up to date anti-virus and anti-malware software deemed necessary by Northern's IT Department.

Any mobile device that is being used to store Northern Oklahoma College data must adhere to the authentication requirements of Northern's IT Department.

IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass said security implementation will be deemed an intrusion attempt and will be dealt with in accordance with Northern's Information Technology policy.

Employees, contractors, and temporary staff must erase all college related data permanently from personally owned devices once their use is no longer required. Divisions and departments must notify the IT Department when a college-owned device needs a transfer in users, be replaced or is no longer needed.

In the event of a lost or stolen mobile college device it is incumbent on the employee to report this to IT immediately. IT will attempt to remotely wipe all data and lock the device to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning.

## 2017-2018

Usage of location-based services and mobile check-in services, which leverage device GPS capabilities to share real-time user location with external parties, is prohibited within the workplace. This applies to corporate-owned mobile devices being used within the College premises.

### c) Help & Support

Northern's IT Department will support its sanctioned hardware and software, but is not accountable and will support such devices on a very limited basis and at the discretion of the Director of Information Technology for conflicts or problems caused by the use of unsanctioned media, hardware, or software. This applies even to devices already known to the IT Department.

Employees, contractors, and temporary staff will make no modifications of any kind to company-owned and installed hardware or software without the express approval of Northern's IT Department. This includes, but is not limited to, any reconfiguration of the mobile device.

IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.

### d) Organizational Protocol

IT can and will establish audit trails and these will be accessed, published and used without notice. Such trails will be able to track the attachment of an external device to a device, and the resulting reports may be used for investigation of possible breaches and/or misuse. The end user accepts that his or her access and/or connection to Northern's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. This is done in order to identify accounts/devices that may have been compromised by external parties. In all cases, data protection remains Northern's highest priority.

Northern employees must immediately report to his/her manager and Northern's IT Department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.

Northern Oklahoma College will not reimburse employees if they choose to purchase their own mobile devices. Employees will not be allowed to expense mobile network usage costs.

## 3.22 EMPLOYEE SERVICE RECOGNITION

In order to celebrate the Northern Oklahoma College employee's commitment to excellence, the administration will host an annual employee recognition ceremony in late spring. Lapel pins of appreciation will be awarded at this time to full-time employees

## 2017-2018

completing one year and five year increments. These will be engraved with NOC and the number of years of service in the following increments:

Years of Service	Award
5	Bronze Lapel Pin
10	Silver Lapel Pin
15	Gold Lapel Pin
20	Bronze Lapel Pin with Ruby
25	Silver Lapel Pin with Ruby
30	Gold Lapel Pin with Ruby
35	Watch
40+	To be determined

Years of service include the accumulation of full-time years of service and pro-rated years of part-time service. A year of service is based upon the fulfillment of a nine-month contact period for faculty and a twelve-month contact period for staff. Adjunct years of service are not included in the accumulated years of service. Service awards are determined at the end of the fiscal year. In conjunction with the annual employee recognition ceremony, the NOC Social Committee will host a group retirement reception or luncheon.

### **3.23 WEAPON, FIREARMS, AMMUNITION, FIREWORKS, EXPLOSIVES, AND DANGEROUS CHEMICALS**

#### **3.23.1 Purpose and Scope**

The students, faculty, and staff of Northern Oklahoma College can best learn, work, and live in an environment free from the dangers and constraints, both physical and psychological, which can arise from the presence or use of weapons, firearms, ammunition, fireworks, explosives, and dangerous chemicals on the campus. It is therefore the policy of the College to prohibit or strictly regulate the possession or use of any of the items on campus, in college vehicles or on college-sponsored trips.

#### **3.23.2 Definitions**

- a. Campus shall include any real property, buildings, or other structures or improvements owned or controlled by the College. Note: By definition of the Higher Learning Commission, for state budgeting purposes, Northern has a campus in Tonkawa and locations in Enid and Stillwater; however, campus is used in this document to mean an NOC location, or any space leased by the College or foundation for functions.
- b. Firearm shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. By way of example and without limitation, firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other similar devices.
- c. Weapon shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, bayonets, clubs, knives other than small pocket or kitchen knives, and other similar devices.

## 2017-2018

- d. Fireworks shall mean any combustible or explosive composition, or any substance or combination of substances, or article, prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation. By way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles, and other similar devices.
- e. Ammunition shall mean any device which contains gunpowder or any other substance designed to propel a projectile and intended for use in a firearm.
- f. Explosives and dangerous chemicals shall mean any substance whose chemical properties make them inherently dangerous. By way of example without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane. Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facility maintenance function or in the operation of equipment or motor vehicles.
- g. Certified police or peace officer shall include those persons employed by municipal, county, state, or national agencies who comply with the statutory requirements for certification as a police or peace officer.

### 3.23.3 Policy

Except as expressly provided in this policy, no person is allowed to possess, display, or use firearms, weapons, ammunition, or fireworks on campus at any time.

### 3.23.4 Procedures and Exceptions

- a. No person in possession of any concealed handgun pursuant to the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon any college property, except as provided below.
- b. Police and peace officers employed by the College and those who have been called to assist or to perform law enforcement duties on campus may possess or use firearms, ammunition, or weapons in a manner consistent with professional standards which prevail in the State of Oklahoma and in accordance with state statutes.
- c. Police and peace officers, who in their official on-duty capacities and in the performance of their duties find it necessary to come on campus, may possess firearms. In all such instances, the officers must coordinate their efforts with the Office of Student Affairs.
- d. Police and peace officers who have been invited to demonstrate or lecture to a class may carry a firearm, ammunition, or weapon on campus. College employees responsible for extending these invitations should advise the Office of Student Affairs.
- e. Police or peace officers who are also students shall not be permitted to possess or display firearms, ammunition, or weapons in class.

## 2017-2018

- f. Certain classes and activities both on campus and off involve the use of weapons, firearms, ammunition, dangerous chemicals, or fireworks. Authorization and conditions for these classes and activities and other appropriate exceptions shall be submitted for consideration to the Vice President for Student Affairs with final decision given by the President.
- g. Employee authorized by written consent of the College president, provided the written consent is carried with the handgun and the valid concealed handgun license while on college property.

### **Guidelines for Presidential Authorization For Request Under O.S. 21 53 1277, D3**

Process for requesting Authorization to Carry a Firearm with a Concealed Carry License on Northern Oklahoma College Property.

A request for authorization to carry a firearm at any Northern Oklahoma College property must be made in writing to the President. A written request may be submitted in person or mailed to:

Northern Oklahoma College  
Office of the President  
1220 East Grand Avenue  
Tonkawa, OK 74653

Upon receipt, the request will be reviewed and considered for authorization by meeting the following requirements:

- A copy of the requestor's valid concealed handgun license must be attached to the request.
- The requestor must disclose any mental health diagnoses and medication currently being taken. Documentation must be submitted from a licensed Medical Doctor and/or Psychiatrist.
- The request must be made for specific period of time. If authorized, the dates within which a requestor may be authorized to carry a handgun on campus will be determined by the circumstances.
- The requestor must specify the type of gun, maximum capacity of the clip/magazine, type of ammo in use.
- The requestor must specify which Northern Oklahoma College properties the authorization is being requested for.

Upon meeting the requirements listed above, a background check will be conducted for any recent convictions that would otherwise revoke licensure under the Oklahoma Self-Defense Act. The request will be made available to the Northern Oklahoma College Student Affairs Office as well as other Police Departments within the Northern Oklahoma College service area.

Requests for authorization will be reviewed within the scope of the following determinants:

- The level of immediate threat to the requestor,
- Whether or not, the threat is an internal or external threat,

## 2017-2018

- The relationship of the requestor to the College, e.g., part-time, contractor, etc.
- A complete and full disclosure must be made surrounding the relationship of the requestor to the threat, the circumstances, and the reasons for the request,
- The ability of the Northern Oklahoma College Security Department to provide safety measures to the requestor,
- The background of any student requestor with regard to violations of the Student Code of Conduct.
- The background of any employee requestor with regard to violations of the Employee Handbook.

Any request submitted in compliance with the procedure described here will be acted upon within 30 working days from the Office of the President. False or misleading statements within the request will be grounds to dismiss the request for authorization to carry a firearm with a Concealed Carry License on Northern Oklahoma College property.

Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the College president while the vehicle is on any college property.

### 3.24 BACKGROUND SCREENING

Northern Oklahoma College conducts background checks on all final job candidates and volunteers excluding students. All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related. Northern Oklahoma College may also use a third party administrator to conduct background screenings. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, social security trace, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

The College will ensure that all background screenings are held in compliance with all applicable federal and state statutes, such as the Fair Credit Reporting Act (FCRA).

Northern Oklahoma College reserves the right to make the sole determination concerning information or any employment decision arising out of the background screening.

#### 3.24.1 Offer of Employment Process

All offers of employment, oral and written, shall include the following statement. *“This offer is contingent on the College’s verification of credentials and other information required by state law and Northern Oklahoma College policies, including the completion of a criminal history check.”* Final candidates may not start employment until the hiring department is notified by the Human Resource Department that the background screening has been successfully completed.

### 3.24.2 General Guidelines

- a. **New Hires:** Background screenings are required for all new hires excluding students. The background screenings must be completed and verified **before** any employee begins work. At no time should an employee begin work until the Human Resource Department has verified the results of the background screening.
- b. **Rehires:** A background screening is required for all rehires that have been separated for longer than 120 days.
- c. **Current Employees:** A background screening on employees will be required when they transfer to, or are promoted to a new position or role which includes new or first-time responsibilities. Background screenings can be required for other current employees at the discretion of the President with consultation from the Vice President for Financial Affairs and the Human Resource Department. The results of the previously performed verifications and/or history check will be considered in any pending employment decision.
- d. **Employment Contingency:** Background screenings are to be processed after a **contingent** offer of employment has been extended to the applicant.

*Note: The offer of employment is contingent upon the successful results of the background screening.*

- e. **Authorization by Applicant:** The candidate must authorize the background screening. This is done by having the applicant complete the **Fair Credit Reporting Act Disclosure and Candidate/Employee Authorization** form. This form is available to the applicant on the Northern Oklahoma College website and can be sent via e-mail to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the Human Resource Department.
- f. **Background Screening:** The standard background checks for final candidates will include social security trace, criminal records search, and sexual offender search. For those individuals who will occupy a position that may expose the College to significant liability, a standard background screening including a credit report will be required.

### 3.24.3 Verification of Background Screening

- a. The results of the background screening will be sent directly to the Human Resource Department.
- b. The Director of Human Resources will review the report. If any discrepancies or criminal history are noted, the Director will notify the hiring department and President for final determination.
- c. If the background screening is favorable, the Human Resource Department will notify the hiring department that the candidate is approved to begin employment.

### 3.24.4 Adverse Action Notification

- a. If a background screening is returned with unfavorable results, the Human Resource Department will notify the hiring department.
- b. The hiring department will contact the candidate to inform him/her that Northern Oklahoma College is rescinding its contingent offer of employment and that he/she will receive written notification that the Northern Oklahoma College third party administrator will send a summary of the candidate's rights under the Fair Credit Reporting Act. The third party administrator will give the candidate the opportunity to review a copy of the report, which informs him/her of his/her rights to dispute inaccurate information.

### 3.25 NOC SECURITY

Northern Oklahoma College maintains full-time CLEET-certified security officers in Tonkawa and Enid who work directly with the Office of Student Affairs. The Tonkawa and Enid Police departments are available for assistance with campus security matters. The Stillwater location works directly with the Oklahoma State University Police Department, Stillwater Police Department and the Payne County Sheriff's Department. The essential function of NOC security officers is the protection of persons and property on the College campuses.

### 3.26 PET POLICY

A pet is any domesticated or tamed animal that would normally be expected to belong to someone whether or not there is any acknowledged ownership.

Pets under the control of an adult are permitted on College property, but are not permitted within College-owned or leased buildings, or College-owned or leased vehicles.

- a. Exceptions:
  1. Animals trained to assist persons with disabilities as defined in Title II and Title III of the Americans with Disabilities Act. The Service Animal Policy can be found on the NOC website at <http://www.noc.edu/compliance>.
  2. Animals used for classroom or observation purposes.
  3. Animals used in instruction at the Agricultural Center.
- b. Animals must be leashed and under the control of an adult.
- c. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult.
- d. Animals which are unleashed, or leashed and unattended, on College property are subject to impoundment.



## 2017-2018

- e. Animals left unattended in motor vehicles on College property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened.
- f. Any pet found within a college-owned or leased building may be impounded. Impounded pets may be reclaimed by the owner at the local animal shelter upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

### 3.27 VISITORS AND CHILDREN IN THE WORKPLACE

The practice of family members or friends spending excessive time with an employee during the employee's work period is discouraged and may lead to disciplinary actions. Employees should not bring their children to the worksite as a substitute for childcare, and faculty are asked to include the following statement in their syllabi: "To insure a classroom environment conducive to learning, children are not permitted to attend class with their parents."

### 3.28 TOBACCO-FREE POLICY

#### 3.28.1 Purpose

The purpose of this institutional policy is to eliminate all tobacco use whether indoors or outdoors on property owned, leased or contracted for use by Northern Oklahoma College and in state vehicles used for College business.

#### 3.28.2 Tobacco-Free Environment

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco including chewing on an unlit cigar, or other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned, leased, rented, maintained, or under the control of the College, including parking lots owned or under the control of the College, facilities leased by the College and in College vehicles. This policy also prohibits the use of e-cigarettes as well as herbal tobacco products, and simulated tobacco products that imitate or mimic tobacco products.

This policy applies to all faculty, staff, students, guests, contractors, vendors, visitors, or anyone else on Northern Oklahoma College property. NOC will not accept donations, gifts, money, or materials intended to promote the use of tobacco. NOC will not participate in any activity that promotes the use of tobacco. The sale of tobacco products or tobacco-related merchandise on NOC property is prohibited.

Northern Oklahoma College employees will not use tobacco products while providing services regardless of location.

Northern Oklahoma College is committed to providing support to all College employees and students who wish to stop using tobacco products. The College is committed to ensuring that its employees and students have access to several types of assistance, including cessation options and telephone counseling through the Oklahoma Tobacco Helpline (1-800-QUIT-NOW 1-800-784-8669). Individuals are encouraged to refer employees or students to the Helpline as appropriate or to the NOC Counseling Office at their respective NOC location.

## 2017-2018

Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Faculty shall be directed to and handled by the Office of Academic Affairs. Staff shall be directed to and handled by the Office of Human Resources.

Noncompliance by students will be cause for intervention and may result in corrective or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Students shall be directed to and handled by the Office of Student Affairs. Violations occurring within College Housing shall be directed to and handled by the Office of Student Affairs. College Housing may refer complaints to the Office of Student Affairs.

Noncompliance by guests, contractors, vendors, visitors or anyone else on Northern Oklahoma College property shall be directed to and handled by NOC Security or the Office of Student Affairs.

### 3.29 OPEN RECORDS REQUEST

As a state agency, Northern Oklahoma College is subject to the Open Records Act. This law is set out in Title 51, Section 24 of the Oklahoma State Statutes. Northern welcomes the public's right to know and be informed about certain operations of the College. The College is committed to protecting that basic right and upholding the state's Open Records Act. The following details Northern Oklahoma College's policy for fulfilling the public's right of accessibility, review, and copying of records relating to business operations.

In promoting openness in its operations, Northern Oklahoma College also has a legal responsibility to deny public access to certain records. Records that are confidential and sealed to public accessibility include proprietary information, information which is privileged and non-discoverable, and information that is of private interest to individuals, or other information restricted by state or federal statutes. Records in these restricted categories include, but are not limited to, the following:

- a. Teacher lesson plans, tests, and other teaching material\*
- b. Individual student records\*
- c. Personal communications about individual students\*
- d. Material gathered in anticipation or preparation for trial or adversarial administrative proceedings\*
- e. Records protected under law, such as attorney-client and physician-patient
- f. Records of meetings that occurred during lawfully closed meetings as authorized under the Oklahoma Open Meeting Act
- g. Personnel records of individuals relating to internal personnel management considerations and including examination and selection material for employment, hiring, appointment, promotion, performance evaluations, discipline, resignation or retirement

## 2017-2018

- h. Personnel records that would constitute an invasion of personal privacy. This category includes employee evaluations, payroll deductions, and employment applications submitted by persons not hired
- i. Contents of sealed bids prior to date established for public opening
- j. Computer software and programs
- k. Donor records
- l. Records controlled by confidentiality agreements

The format of the information being supplied will be determined by Northern Oklahoma College to be the most appropriate and least disruptive to the functions of the unit(s) providing the information.

\*If kept, statistical information not identified with a particular student and directory information shall be open for inspection and copying. The items below are designated as directory information and may be released for any student for any purpose at the discretion of Northern Oklahoma College unless a written request for non-disclosure is on file:

Category I: Student, address, telephone listing, dates of attendance, classification, NOC email

Category II: Most recent previous institution(s) attended, major field of study, awards, honors, degree(s) conferred

Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth.

### 3.29.1 Procedure

Requests for copying and document review are to be made to the office of the Vice President for Development and Community Relations, Northern Oklahoma College, Vineyard Library Administration Building, Rm. 107B, Tonkawa, OK 74653-0310 during regular business hours. The office of the Vice President for Development and Community Relations will coordinate with the College President and other appropriate unit(s) to fulfill the request. Some requests may be referred to legal counsel for advice on accessibility.

Northern Oklahoma College charges a fee for the direct cost of copying. Any request for materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work will be charged at a rate to recover the direct costs of document search plus copying costs.

Fees for copying and excessive document search are set out on a schedule displayed on the Public Notice Board in the Office of Financial Affairs, 1220 East Grand Avenue in Tonkawa, Oklahoma as well as under the compliance section of the NOC Website.

### 3.30 HANDLING OF GIFTS TO THE COLLEGE

The Northern Oklahoma College Foundation, Inc. (Tax ID 73-0770227) is a charitable and nonprofit corporation organized under the laws in the state of Oklahoma and

## 2017-2018

existing solely for the purpose of promoting and benefiting Northern Oklahoma College. It is a 501(c)3 organization headquartered in Tonkawa, Oklahoma.

It is the intention and desire of the Northern Oklahoma College Board of Regents to collaborate with the Northern Oklahoma College Foundation, Inc. to the fullest extent, to promote and encourage contributions to the Northern Oklahoma College Foundation, Inc.

It is the belief and judgment of the Northern Oklahoma College Board of Regents that all gifts of money, security, and other funds to Northern Oklahoma College can be handled most economically and expeditiously and can be invested to the greatest advantage of the College if said gifts are made to the Northern Oklahoma College Foundation, Inc. for the use and benefit of Northern Oklahoma College rather than directly to the College.

### **3.30.1 Procedure**

To the fullest extent permitted by law and by any controlling documents, all gifts and donations to Northern Oklahoma College should be managed, invested, reinvested, and distributed by and through the Northern Oklahoma College Foundation, Inc.

The Board of Regents recommends to all persons or corporations desiring to make gifts or donations for the benefit of Northern Oklahoma College that such gifts or donations are made to the Northern Oklahoma College Foundation, Inc. rather than to Northern Oklahoma College.

Gifts should be delivered to the following address:

Northern Oklahoma College Foundation, Inc.  
PO Box 310  
1220 East Grand Avenue  
Tonkawa, Oklahoma 74653-0310

### **3.31 NEPOTISM**

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement at Northern Oklahoma College or, in the case of faculty members, to eligibility for tenure. The College recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the College of having an employee supervise a family member outweighs the potential harm.

Therefore, no two persons who are related by consanguinity or affinity within the third degree shall be given positions in which either is directly responsible for making recommendations regarding employment, promotion, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the appropriate vice president and approved by the President.

### 3.31.1 Policy

The basic criteria for appointment and promotion of all College faculty, staff, and student employees will be appropriate qualifications and performance. The intent of this policy is to emphasize that selection of personnel will be based on job-related qualifications. Relationship by family, marriage, or domestic partnership will not preclude hiring or promotion/transfer, as long as the individual meets and fulfills the appropriate appointment standards.

Family members, whose qualifications rank them first for the positions under consideration may be employed, so long as neither family member is immediately responsible for or influences any employment action. In such instances, all decisions will be referred to the Human Resource Department and the appropriate vice president; this includes dual career, spouse/partner, and any other family hiring. All decisions will be sent to the President for final approval.

### 3.31.2 Definitions

#### a. Nepotism

Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in the policy.

#### b. Employment Action

Hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.

#### c. Family Member

Family member Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties, and responsibilities) to the employee as a child.

### 3.31.3 Procedure

#### a. Disclosure

1. Individuals must notify their supervisor if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy.

## 2017-2018

2. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.
3. Individuals who do not notify their supervisor are in violation of this policy and will be subject to corrective action in accordance with college policies and procedures.

b. **Waiver**

In recommending the waiver, the appropriate vice president must make a written statement of the facts that have led him or her to conclude that the benefit to the College in granting the waiver outweighs the potential harm. In addition, the appropriate vice president must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee, and must state in writing how that means will avoid the conflict of interest. Waiver requests will be sent to the President for final approval.

c. **Duty to Act**

Any employee of Northern Oklahoma College who becomes aware of information regarding nepotism must notify the appropriate vice president within five work days of becoming aware of the information. The appropriate vice president will work with the Human Resource Department to determine how to eliminate the conflict. All decisions will be sent to the President for final approval.

d. **Accountability**

Individuals violating this policy will be held accountable through the selection and corrective action processes, with consequences ranging from non-selection to discipline up to and including termination.

### 3.32 FUNDRAISING

This Policy applies to any and all members of Northern Oklahoma College, as well as to any other individuals or organizations who may represent themselves to be members of the College or who claim to be acting on behalf the College. This Policy does not apply to members of the College when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the College. This Policy also pertains to Northern Oklahoma College Foundation, Inc.

#### 3.32.1 Definition of “College Fundraising” Activities

A College fundraising activity is one that employs the name, image or reputation of Northern Oklahoma College in an effort to secure financial contributions and also meets at least one of the following criteria:

- a. The activity claims to be for the benefit of Northern Oklahoma College and/or its students, employees, or programs;

## 2017-2018

- b. The activity does in fact benefit the College;
- c. Checks are made payable to Northern Oklahoma College Foundation, Inc. or Northern Oklahoma College;
- d. Donors expect a gift receipt for tax purposes or are promised a gift receipt;  
or
- e. The organization uses the College's taxpayer identification number or the Foundation's federal identification number.

### **3.32.2 Process for Seeking Approval of Fundraising Activities**

All fundraising activities meeting the definition of "College fundraising activity" must be approved in advance utilizing the Institutional Fundraising Activity Request Form. To avoid duplication and proliferation, all Northern Oklahoma College faculty, staff, and student organizational fundraising shall be coordinated through the Office of Development and Community Relations. Any potential fundraising activities on behalf of a college program or initiative must first be formally communicated to the Vice President for Development and Community Relations. When seeking grant assistance, notify the Vice President for Development and Community Relations and follow procedures outlined by the Grants Oversight Committee. Upon approval, all fundraising activities will be reported to the NOC Executive Council.

### **3.32.3 Gift Receipting**

Receipts will be issued by the NOC Foundation only when a donor's gift has been given for a purpose consistent with the College's mission and when the donor has not retained any control over the gift's use or demanded goods or services in consideration for their gift.

### **3.32.4 Use of College or Foundation Name on All Fundraising Materials**

Letters, brochures, and all materials to be used in fundraising campaigns must include the logo of Northern Oklahoma College and/or the Northern Oklahoma College Foundation, Inc. as outlined in the Graphic Standards Guide. All promotional materials for NOC fundraising efforts shall be approved by the Office of Development and Community Relations.

### **3.32.5 Lists of Donors and Potential Donors**

Northern Oklahoma College Foundation, Inc. will not share lists of donors or other constituents with individuals and organizations not affiliated with approved College fundraising activities. Lists may be provided to the fundraising coordinator working on approved fundraising projects. The College will honor the wishes of donors who request their giving to the College be anonymous.

## 2017-2018

### 3.32.6 Contributions to Northern Oklahoma College Foundation, Inc.

All private contributions are to be made directly to Northern Oklahoma College Foundation, Inc. and may be specifically designated to the College program of the donor's choice.

Northern Oklahoma College Foundation, Inc. is a non-profit corporation (Oklahoma) for support of NOC and has been granted 501c status. Contributions to the Northern Oklahoma College Foundation for scholarship programs and other uses related to NOC are tax deductible under IRS regulations. Some contributions may not be tax-deductible or only a portion of the contribution qualifies as a tax deduction. Contact the Foundation for clarification on all types of contributions to the College. The Northern Oklahoma College Foundation shall receive contributions, acknowledge receipt to the donor(s), and will credit contributions to accounts established for approved fundraising groups.

### 3.32.7 Processing of Gifts

Contributions submitted to the Foundation office must be received within 48 hours. Cash contributions must be accompanied by the original envelope in which they are received. The donor's name and address must be clearly written on the envelope. In cases where at-will contributions are made, or in any other case where the donor cannot be identified, such cash contributions will be classified as anonymous. All monies deposited must be verified with a receipt completed by the Foundation office.

In conformity with IRS regulations, the NOC Foundation must process and record all gifts received by the College. This includes producing a written acknowledgement for any contribution of \$1.00 or more, less the value of any *quid pro quo* benefits received by the donor.

Contributions submitted to Northern Oklahoma College shall be deposited with the Northern Oklahoma College Bursar office into a properly designated account on the same banking day as received. (Title 62, Oklahoma State Statutes, Section 7.1, C, 1 2000 Supplement). If contributions are collected during a weekend or holiday, the monies must be kept in a secured environment and deposited with Northern Oklahoma College Bursar office on the ensuing working day.

### 3.32.8 Disbursement of Designated Funds from the Foundation

Funds given to the NOC Foundation, but designated for academic or other College programs, may be disbursed by a written request utilizing the purchase authorization form process. Costs associated with the fundraising campaign (i.e. banners, liability insurance, printing, postage, etc.) will be expensed from the fundraiser revenue generated.

## 3.33 NAMING OR RENAMING OPPORTUNITIES

Naming opportunities exist to recognize the dedication, accomplishment, or generosity of extraordinary individuals and entities whose support is valuable to the mission and programs of Northern Oklahoma College. This procedure will guide the President, the Northern Oklahoma College Board of Regents, and the Northern Oklahoma College



## 2017-2018

Foundation in establishing consistent definitions, minimum standards and general guidelines to be used in approving naming proposals. Nothing in this policy is intended to restrict the Board of Regents from initiating and approving a naming action for any naming opportunity covered by this policy. The following guidelines will apply for naming or renaming facilities.

### 3.33.1 Definitions

- a. Donor: The person, including a person's estate, or entity [a corporation, a foundation or other organization] that is seeking to make a significant gift to the College.
- b. Nominee: A person (currently alive) or entity for whom or for which a building, space, or program is proposed to be named, including the donor him or herself.
- c. Honoree: A deceased person for whom a building, space, or program is proposed to be named.
- d. Facility: Buildings, areas or rooms within buildings, streets, courts, athletic fields, etc.
- e. Gift: A voluntary, philanthropic transfer of assets received from an individual or entity. A gift may be made through a number of vehicles, including but not limited to cash, stock, estates, trusts, in-kind and real estate.
- f. Naming: The conferral of an individual's or organization's name to a building, room, or another initiative or property to honor the philanthropic support and/ or distinguished contributions of that individual or organization.
- g. Programs: Credit or non-credit curricula, administrative units, or the cultural or civic activities of the College.
- h. Positions: Faculty or staff titles. Positions may include endowed chairs.
- i. Permanent: Life of existence of the named facilities, positions, or programs, absent any exceptional circumstances.

### 3.33.2 Policy/General Conditions

- a. The final responsibility for naming or renaming of any facility, position, or program at Northern Oklahoma College for a person or entity rests with the Board of Regents and must follow established administrative procedures.
- b. The Board of Regents shall consider all relevant circumstances and it reserves the right to determine naming rights on a case-by-case basis.
- c. Facilities may be named for persons who have rendered significant service to education in Oklahoma or the nation; or who have distinguished themselves in the work of a college, discipline, department or elsewhere; or who are indigenous to the area and hold a unique place in history.

## 2017-2018

- d. Facilities also may be named for persons who have made a substantial gift to the College through the Northern Oklahoma College Foundation. A “substantial gift” is usually defined as at least 50 percent of the cost of a construction project, although it is appropriate to negotiate this percentage with the College through the NOC Foundation. A financial gift will not necessarily result in the naming of a building in honor of a donor.
- e. College facilities shall not be named for persons active as NOC faculty, staff or administrators, active members of the Board, or persons active in positions relating to College operations, such as legislators and members of the State Regents for Higher Education.
- f. A prospective donor may indicate to the President of Northern Oklahoma College and/or Executive Director of the Northern Oklahoma College Foundation an interest in making a gift of significance to benefit the College, either in response to a formal solicitation by the College or on his, her, or its own volition. The President and/or Executive Director of the Foundation will determine the exact nature of the gift and the intentions of the donor and will discuss the College’s Naming Policy with the donor to identify naming opportunities that may be of interest to him, her, or it.
- g. A specific proposal for naming will be developed by the Facilities and Program Naming Taskforce appointed by the President in accordance with the College’s naming policy and the naming procedures described herein, as well as with the NOC Foundation’s Gift Acceptance policy and procedures and the Oklahoma State Regents for Higher Education policies and procedures.
- h. To minimize exterior lettering and space required for listings in databases, directories, mailing addresses, class schedules, and so forth, the Board prefers (but does not require) that a building name assigned to honor an individual should include the person’s surname only, such as “Wilkin Hall” and “Kinzer Performing Arts Center”.
- i. When buildings are named to honor individuals, the designation of “Hall” also should be considered. In some instances, the “Hall” designation is not appropriate. In those cases, it may be best to include in the building name a preference to its use or function, e.g., “Gantz Student Center”.
- j. Institutional buildings, or parts thereof, and streets shall not be named for persons active as faculty members or administrators, active members of the Board, or persons active in positions relating to institutional operations such as legislators and members of the State Regents for Higher Education.
- k. If the proposed donor, nominee, and/or honoree is one or more individuals, or the estate of one or more individuals, the proposal must include:
  - 1. the full name and contact information for the donor (or his/her estate) and for the nominee or honoree;
  - 2. the date of birth of the donor and of the nominee or honoree and, in the case of a proposed honoree, the date of death;

## 2017-2018

3. relevant history, information, and experience of the donor;
  4. relevant history, information, and experience of the proposed nominee or honoree which would justify naming a building, space, or program for him, her, or it;
  5. list of significant honors received by, and a resume of the proposed nominee or honoree;
  6. the gift that is proposed to be given – if a financial gift, the amount must be specified;
  7. the name of the building, space, or program to be considered for naming;
  8. other information related to the nomination, as may be requested.
- I. In the case of a proposed donation by, and/or a nominee that is a business or corporation, the proposal must include, in all cases, for both the proposed donor and prospective nominee:
1. name(s) of the business or corporation and its leadership;
  2. summary of community standing;
  3. relationship of the business or corporation to the College;
  4. previous and/or proposed contributions of service or gifts to the College;
  5. the gift that is proposed to be given – if a financial gift, the amount must be specified;
  6. the name of the building, space, or program to be considered for naming;
  7. other information related to the nomination, as may be requested.

### 3.33.3 Procedure

- a. Proposals for the naming or renaming of any facility, position, or program must be directed to the office of the President.
- b. The President will then submit his/her recommendation to the College's Board of Regents for its consideration. Upon approval of the naming opportunity by the Board of Regents, the President and/or the Executive Director of the Foundation may accept the proposed gift.
- c. Upon agreement, a formal contractual commitment will be executed that sets forth the gift in support of the College, as well as the named recognition.

### 3.33.4 Responsibility

- a. The credentials, character, and/or reputation of each individual, corporation, or group for whom or which naming is being considered, as well as the credentials, character, and/or reputation of each prospective donor, will be researched thoroughly. The College President, upon advice and consent from the College Board of Regents, may require that a background check be performed on a donor (living or deceased) or prospective nominee or honoree based upon particular facts and circumstances. If a background check is determined to be necessary, the donor (or donor's executor) or prospective nominee or honoree shall be required to sign an authorization allowing the background check.

## 2017-2018

- b. Only the College President and/or the Executive Director of the Foundation may negotiate a gift with a donor. It is the responsibility of the President and/or Executive Director of the Foundation, when leading or negotiating on behalf of the College, to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with College and/or Northern Oklahoma College Foundation, Inc. policy and procedures.
- c. No commitment regarding naming will be made to a donor or a non-donor prior to approval of the related proposal for naming. Formal proposals, naming recommendations, and final naming agreements will be in writing and maintained as part of the permanent archives of the College. Official communication with donors or nominees during the proposal and negotiation process will originate from the President and/or Executive Director. No individual unit of the College may independently negotiate or commit to a naming opportunity. All negotiations and commitments will follow College policies and procedures. Levels of support for naming buildings, spaces, or programs will be determined by the Executive Committee of the Northern Oklahoma College Foundation, Inc.
- d. The College President, in collaboration with the Northern Oklahoma College Foundation, has the right to:
  - 1. determine the content, timing, location and frequency of any public announcements associated with the gift;
  - 2. approve the color, design, and size of any physical marker that provides information about the donor, prospective nominee or honoree and/or nature of the gift of the donor;
  - 3. determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.
- e. A plan for media announcements, additional ceremonial recognitions, installation of signage in accordance to the institutional graphic standards and wayfinding signage guidelines, and other appropriate tasks will be developed by the appropriate College departments (e.g., Marketing and Public Information).
- f. Any signage or exterior memorials to recognize the names and historical significance of Malls, Plazas, and Architectural Landscapes shall be approved only after the Facilities and Program Naming Taskforce Committee has made a thorough investigation into the implications of their construction on campus character, beautification, safety, and site maintenance.
- g. Other than building name lettering affixed to the exterior of a building conforming to sections above, other external memorials to a building name's honoree in the form of free-standing statuary, kiosks, signs, pedestals, and so forth are discouraged.

### 3.33.5 Financial Contributions

Gifts for naming must be realized by the College before naming becomes official or any further action is taken. Legally binding pledges normally should be paid within five (5) years of naming the building, space, or program. Trusts, bequests and other assets will be considered. In general, a completed gift of cash or assets that can be readily converted to cash or its future transfer legally assured is required prior to a naming action being taken. Acceptance of gifts will be in compliance with the Northern Oklahoma College Foundation, Inc.'s gift acceptance policy and procedures.

### 3.33.6 Changed Circumstances and Renaming

At the request of the President and/or Executive Director, and with the approval of the Board of Regents, Northern Oklahoma College may rename a facility based on any of the following conditions and circumstances:

- a. if a donor for whom a facility is named fails to fulfill a financial commitment to the College, the Board may remove his/her name, and the facility may be renamed;
- b. if a donor's reputation changes substantially so that the continued use of the name may compromise the public trust, bring dishonor to Northern Oklahoma College, or be contrary to the best interests of the College, the Board reserves the right to revoke the name, and the facility may be renamed. Northern Oklahoma College would have no financial responsibility to the returning of any received contributions;
- c. when NOC buildings and other facilities are demolished, their names shall be retired from service for historical purposes. The College may offer the original naming donor an opportunity to retain naming rights by making a gift at the requisite level. If a facility is renamed, the College may choose to recognize the previous facility name with a plaque and/ or by naming a space in the renamed facility.

## 3.34 ENERGY MANAGEMENT

Northern Oklahoma College embraces energy conservation and endorses the concept that it is everyone's responsibility to ensure every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

### 3.34.1 Responsibilities

Every person is expected to be an "energy saver" as well as an "energy consumer."

Faculty and staff members are responsible for implementing the guidelines during the time within their classrooms and respective offices.

### 3.34.2 General

- a. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).

## 2017-2018

- b. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- c. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network or sensitive equipment is excluded.
- d. All capable PC's should be programmed for the "energy saver" mode using the *power management* feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.
- e. Air conditioning occupied temperature settings shall NOT be set below 74°F unless that area is identified as a critical environment that requires cooling below 74°F.
- f. During unoccupied times, the air conditioning equipment shall be off.
- g. Air conditioning should not be utilized in classrooms during the summer sessions unless the classrooms are being used for instruction or extracurricular activities.
- h. Heating occupied temperature settings shall NOT be above 72°F unless it is a critically controlled environment.
- i. All unnecessary lighting in unoccupied areas will be turned off. Faculty and students should make certain that lights are turned off when leaving an empty classroom. Utilize natural lighting where appropriate. "Lights off in unoccupied areas" is the theme to spread around campus.
- j. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

The full Energy Policy can be found on the Northern Oklahoma College website at <http://www.noc.edu/facilities>.

### 3.35 GRANTS AND CONTRACTS

In order for Northern Oklahoma College to enhance the College's ability to achieve the vision of *high quality, accessible, and affordable educational opportunities and services*, NOC encourages faculty, staff, and administrators to be aware of external funding opportunities supporting projects, programs, and activities that will deepen and enhance our institutional mission. NOC hopes to strengthen the College's ability to secure a broad base of external funding to assist those in search of such funding. Grants can help you accomplish identified community needs, build strong community partnerships, establish new connections and supporters, and increase sustainability of your personal research goals. NOC also hopes to achieve financial benefits for all departments at NOC, and to enhance the student experience, especially in the areas of recruitment, retention and graduation. Even small grants can be worth the effort as they may be easier to obtain, be a better fit for your project scope and intent, lead to other grant opportunities, and may even result in increased support from community and NOC officials. The full version of the Grants and Contracts Policies and Procedures can be found on the website at <http://www.noc.edu/grant-development>.

### 3.36 OFFICE DÉCOR

Office décor should be professional and collegiate in appearance and representative of NOC pride and shall not promote other collegiate institutions. Office areas should be kept neat and orderly without clutter.

## 4.0 FACULTY POLICIES AND GENERAL INFORMATION

### 4.1 FACULTY PERSONNEL POLICY

Each faculty member files a form supplying personal data to be maintained as confidential information in the Office of the Vice President for Academic Affairs and the Office of Human Resources. Forms for this report are obtainable from the Executive Assistant to the President. Transcripts and personal data forms will not be returned when a faculty member leaves the institution. They are retained as part of the permanent records of the College. All original documents for full-time faculty shall be kept in the Office of Human Resources. Official transcripts for adjunct and part-time faculty are kept in the Office of Academic Affairs.

Employees in higher education institutions who are teachers will not be affected by the Final Rule of the U.S. Department of Education in accordance with the Fair Labor Standards Act. The salary level and salary basis requirements do not apply to bona fide teachers. See 29 CFR 541.303(d),.600(e). Accordingly, the increase in the standard salary level in this Final Rule will not affect the overtime exemptions of bona fide teachers.

Teachers are exempt if their primary duty is teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment. See 29 CFR 541.204(b),.303. Educational establishments include institutions of higher education.

Exempt teachers in higher education may include college and university professors or adjunct instructors. Faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities are still engaged in the primary duty of teaching. In addition, coaches and assistant coaches qualify as exempt teachers as their primary role includes instructing athletes, students in performing arts, and students participating in other organized activities, such as the Livestock Judging Team. Extracurricular activities might include coaching athletic teams or acting as advisors for journalism, academic contests, performing arts groups; such activities are a recognized part of the College's responsibility in contributing to the educational development of the student. In all situations, examining the particular duties of the employee is how the applicability of an exemption must be determined (rather than location, job title, or other criteria).

#### 4.1.1 Membership

The faculty is composed of four categories. These classifications include full-time faculty, part-time faculty, adjunct faculty, contractual faculty.

##### a. Full-Time Faculty

The full-time faculty includes members of the faculty who are full-time employees of the College. Authority to make appointments to the regular faculty is delegated to the President with recommendations from the Vice President for Academic Affairs. Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment. Full-time faculty have instructional and non-instructional duties as assigned by the College. Instructional duties include but are not limited to the teaching of assigned classes, with a 15-credit hour per



## 2017-2018

semester standard load in each of the fall and spring semesters, evaluating the students in the classes, and meeting with those students who require assistance in the classes. Non-instructional duties include but are not limited to advising students toward graduation, serving on committees, sponsoring organizations, and participating in professional organizations, professional development, recruitment and retention of students.

### b. **Part-Time Faculty**

Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students' performance to that instruction, and to meet with those students who require assistance in their classes.

### c. **Adjunct Faculty**

Adjunct appointments are temporary appointments made for one semester or summer session only and involve instructional duties for certain course sections only. A standard maximum load for an adjunct faculty member is 12 credit hours, considered equivalent to  $\frac{2}{3}$  (approximately 24 hours of a 40-hour work week) of the teaching load of a full-time faculty member with the same expectations that instructors will meet with students who need additional assistance in their classes but without the additional obligations of academic advisement or required participation in committee work and student organizations. Adjunct faculty who are employed in hourly positions within the College may be further restricted in teaching load to maintain the workload equivalent to adjunct status and in time slots that do not conflict with other work responsibilities.

### d. **Contractual Faculty**

NOC staff members who also have teaching assignments as a part of their contracted job duties are classified as Contractual Faculty. Job responsibilities will be defined per the individual term of agreement.

## 4.1.2 **Types of Appointments to Faculty**

Full-time faculty hold one of three types of appointments; however, the President may recommend exceptions.

### a. **Tenured**

A tenured appointment is reserved for those full-time faculty members who have been granted tenure after completing the application process and obtaining administrative approval. Tenured faculty members are on continuous appointment unless their appointment is being terminated; however, both tenured and non-tenured faculty will be notified of their annual reappointment through a letter of intent to reappoint sent from the Office of Academic Affairs after board review of faculty rehire list. This letter will be sent no later than May 31 of each year. Tenured faculty are required to have at least an earned master's degree in a field appropriate

## 2017-2018

to their teaching assignment and three years of full-time experience with the master's degree at Northern Oklahoma College.

Note: The procedures for tenure application and the procedures for dismissal of tenured faculty are covered in Sections 4.6.3 and 4.6.4.

### b. **Tenure Track**

Tenure track appointments are for one (1) year, renewable annually at the option of the College. A person on tenure track will be given written notification of non-reappointment by May 15, prior to the termination of the current appointment. Recommendations for tenure are usually made at the close of the spring semester.

### c. **Non-Tenure Track**

A non-tenure track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as on a non-tenure track. Non-tenure track may be assigned for a coaching position or a split staff/faculty position. Faculty with this type of appointment will be given written notification of non-reappointment by May 31, prior to the termination of the current appointment. A non-tenure track appointment may be changed to a tenure-track appointment upon written agreement signed by both the President and the faculty member.

### 4.1.3 **Faculty Credentials**

Institutional, State Regents' and HLC guidelines dictate that faculty members whether full-time, part-time, or adjunct be "appropriately" credentialed or qualified, with a minimum of a master's degree in the teaching field or at least 18 graduate hours in the teaching field.

For accredited programs, such as Business and Nursing, guidelines for faculty credentialing will meet the above guidelines plus any additional standards required by the program accrediting agency (e.g. ACBSP and ACEN) for degrees and/or experience. Examples: Faculty teaching within the Business Division will have a master's degree in a business field, a minimum of 18 graduate hours in the specific Business discipline taught, and/or a bachelor's degree plus in-field research in peer-reviewed journals, licensures (e.g. CPAs), or a minimum of 2 years of documented work experience in the specific field being taught—e.g. Marketing, Computer programming, etc. For the Nursing Program, all full-time faculty will have a minimum of an MSN degree, and will have at least 2 years of experience as a practicing nurse. Clinical supervisors must have a minimum of a BSN degree.

For non-accredited programs (currently all other than Business and Nursing), exceptions to the minimum master's degree will be rare and will be granted only in fields for which a high level of proficiency can be verified through licensures, certifications, or professional experience, as illustrated by examples below approved by faculty within the discipline:

- A minimum of two years of diagnostic laboratory experience in a hospital or government lab

## 2017-2018

- Foreign language proficiency demonstrated by a standardized exam equivalent to college credit at graduate level
- For courses in the humanities that may address multiple content areas (e.g. art, literature, philosophy, music), faculty will have a minimum of 18 graduate hours in one of the fields of study and/or 18 graduate hours in a combination of those fields
- Performing Arts—a bachelor-degreed applicant may meet two of the following to meet the qualifications for master's level instruction in Music and/or Theatre:
  - Hold a chair in a symphony orchestra. Professional or semi-professional.
  - Soloist for a symphony orchestra, professional or semi-professional.
  - Perform in a national tour for two or more years.
  - Perform with major leading actors, recording artists, opera stars, etc., in a professional setting. i.e., Soloist, Canterbury choral, OKC Pops Chorale, Mormon Tabernacle Choir.
  - Play host to own broadcast, television or radio show, on regional or national scene.
  - Director of major productions, theatrical, on the regional or national scene.
  - Set design/construction for major productions on the regional or national scene.
  - Lighting/sound design for major productions on the regional or national scene.
- Dance/Theatre Dance—a bachelor-degreed applicant must meet three of the following to qualify for master's level instruction in dance or theatre dance courses:
  - Be a member of a dance company of professional status for one or more years and in good status.
  - Choreograph or assist in choreographing at a professionally recognized organization for one or more years (i.e. television dance show, major cruise line, Las Vegas main stage show, Broadway or off-Broadway musical).
  - Dance in a professionally recognized organization for one or more years (i.e. television dance show, major cruise line, Las Vegas main stage show, Broadway or off-Broadway musical).
  - Produce, manage, or facilitate dance routine for professional music video, commercial, or film.
  - Perform as a member or solo dancer for a professional music video, commercial, or film.
- Visual Arts—a bachelor-degreed applicant must meet two of the following to meet the qualifications for master's level instruction in Art.
  - Be recognized as an outstanding artist on a state or national level.
  - Have art on exhibit in major galleries in the region.
  - Be featured in publications as an outstanding artist.
  - Have art published in peer-juried publications.

## 2017-2018

- Lectured on art at major events, conventions, or seminars.
- Brought new and/or inventive ideas to art in a regional or national workshop medium.
- For the nursing program, all faculty requirements must comply with those set forth by the Oklahoma Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

All nursing faculty shall:

- hold a valid unencumbered license to practice as a Registered Nurse in the State of Oklahoma;
- present evidence of a minimum of two years full-time equivalent practice as a Registered Nursing in a clinical setting preceding the first date of first employment as a nursing faculty member [Note: per OBN guidelines, this requirement is waived for nursing faculty who were employed as an instructor before September 1, 2016.)

The nursing program's minimal educational requirements shall be as follows:

- At least one-half of the full-time faculty will have a master's or higher degree in nursing; and
- Part-time clinical instructors, regardless of title used, will have a minimum of a BSN (baccalaureate degree in nursing).
- Exceptions for tested experience may be made for the following:
  - A. a baccalaureate degree in nursing plus evidence of continued progress toward a master's or higher degree in nursing with the completion of a minimum of six (6) semester hours per calendar year and
    - a. a national nursing certification, or
    - b. a minimum of three years of supervisory experience in an acute care setting.
  - B. Part-time clinical instructors, under the guidance of full-time instructors will meet requirements with a minimum of a bachelor's degree in Nursing and three years of work experience.

Faculty teaching technical classes in an applied science degree program may be considered credentialed with a bachelor's degree and relevant professional experience, certifications, or licensures, as determined by the division. Faculty teaching non-transferrable coursework (including physical activity courses and remedial coursework) may meet minimum credentialing guidelines with a bachelor's degree in field and master's degree in education and/or prior teaching experience, with additional qualifications determined by the division.

### 4.1.4 Length of Appointments

The Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its employees except as authorized by the Oklahoma Constitution.

## 4.2 FACULTY RESPONSIBILITIES

Northern Oklahoma College establishes the following standards as the minimum requirements of professional academic performance of faculty within the institution. The standards outline the faculty behavior necessary for the College to achieve its mission, goals, and objectives.

### 4.2.1 Roles and Responsibilities of Instructors

- a. Instructors will demonstrate an understanding and support for the philosophy and mission of the comprehensive community college, as stated below:

Northern Oklahoma College, the State's oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

Instructors will be expected to support this mission in the following ways:

1. Developing a basic understanding of transfer, career education, and community service programs of the College.
  2. Being "student-centered" in creating classroom policies and procedures that encourage student success and assist in the recruitment and retention of students through degree completion.
  3. Placing obligations to students ahead of their pursuit of ancillary or vested interests within their professional group or association.
  4. Taking the role of student advisement and retention seriously and working intensively with each advisee.
  5. Being available to students in the office or classroom for individual help during the scheduled and posted office hours of each day.
  6. Being able to explain the role, purposes, and programs of the College to the students and the community.
  7. Using appropriate channels of communication to make positive suggestions for improving functions within division and for the institution as a whole.
  8. Assuming additional responsibilities (e.g. sponsoring student activities or organizations, chairing or serving on committees, etc.) as needed by division and/or institution.
- b. Instructors will demonstrate knowledge of the subject matter being presented in such ways as:
1. Providing evidence of preparation in their academic area(s).

## 2017-2018

2. Indicating familiarity with current research and developments in their area of specialization.
  3. Making the body of knowledge relevant to contemporary life and issues and relating new concepts to previous learning.
  4. Maintaining the respect of colleagues in their discipline area.
- c. Instructors will demonstrate an understanding of the basic elements of the teaching and learning process in such ways as:
1. Preparing measurable instructional objectives for each course and each individual class session.
  2. Developing a variety of methods, techniques, and teaching materials for accomplishing course objectives, including field trips or other environmental experiences when appropriate.
  3. Varying the assignments in class projects each year to keep material fresh.
  4. Preparing appropriate criterion tests for evaluating student performance and updating measurements as needed.
  5. Using instructional techniques that are appropriate for the material being presented.
- d. Instructors will demonstrate that their instructional activities are carefully planned in accordance with the College Catalog descriptions, course outlines, and class schedules in such ways as:
1. Following the standard syllabus template provided by the Office of Academic Affairs and turning in copies of all syllabi to division chairs by the Monday prior to when classes begin (or at the end of the prior semester). Division chairs will review all syllabi prior to submission and submit to Academic Affairs by the first day of class.
  2. Preparing or obtaining relevant instructional material before instruction begins.
  3. Meeting classes for the full duration of the scheduled class period.
  4. Submitting an absence report and, when possible, a plan for who will cover the class missed and what assignment will be done for any days missed. The form for reporting faculty absences can be found under the "Employee Information" link of the portal with Human Resources forms.
  5. Utilizing Blackboard for posting assignments, grade reports and/or notes for any class missed due to inclement weather college closings or other unplanned absences and communicating this procedure to students at the beginning of the semester.

## 2017-2018

6. Submitting no-show reports, midterm grade rosters, and final grades on time, and utilizing the Early Alert System to communicate with students and their advisors when early adjustments need to be made in attendance, classroom participation, and/or quality of work so that tutoring and other resources can be assessed.
- e. Instructors will enhance the student learning environment in such ways as:
1. Providing a safe learning environment.
  2. Setting reasonable and appropriate behavior standards for students in their classes and enforcing those standards in a fair and professional manner.
  3. Challenging students to set realistic goals and purposes in relationship to their learning activities.
  4. Conducting classes in such a manner as to allow students to share in the excitement of learning.
  5. Encouraging participation by all students in classroom learning experiences, rather than allowing a few individuals to dominate a class.
  6. Encouraging the use of the available physical facilities, including the tutoring services available within each discipline.
  7. Enriching the classroom experience through the use of appropriate technology (e.g. the use of Clickers to encourage active learning, the use of the discussion board in Blackboard, etc.).
- f. Instructors will demonstrate the ability to judge student performance in such ways as:
1. Explaining at the beginning of each semester how grades will be determined and informing students, approximately every two weeks, of their progress and ways in which they can improve.
  2. Evaluating student performance as objectively as possible and in relationship to standards established by the College.
  3. Developing and using instructor-made or publisher-based tests that are appropriate for determining whether course objectives have been met.
  4. Using written assignments, projects, oral reports, demonstrations, etc., in determining whether course objectives have been met.
  5. Establishing a systematic plan for evaluation and using tests as a learning experience.
  6. Assigning grades to students on the basis of composite evaluation of student performance based on a clear description of how grades are calculated as stated in the syllabus.

## 2017-2018

- g. Instructors will furnish evidence of professional growth and development in such ways as:
  - 1. Participating in conferences, workshops, seminars, college-sponsored development activities, etc. which focus on their subject matter and/or the improvement of college instruction and college policies.
  - 2. Enrolling for credit in related courses in colleges or universities.
  - 3. Welcoming suggestions and constructive criticism which are intended to improve their role as teachers.
  - 4. Completing the annual faculty service report and self-evaluation, with criteria also evaluated by and discussed with division chairs.
  
- h. Instructors will display personal characteristics which reflect positively on the faculty of the College in such ways as:
  - 1. Respecting all other employees of the institution and observing ethical principles of a faculty member.
  - 2. Participating in community activities and organizations.
  - 3. Using appropriate vocabulary which is free from profanity and slang.
  - 4. Displaying good judgment, tact, and an appropriate sense of humor in meeting situations.
  - 5. Dressing appropriately and recognizing their responsibility to present a favorable personal appearance.
  - 6. Presenting a positive view of the College, its leadership, and personnel in contacts with students, the public, and with outside agencies or persons.
  - 7. Giving a full day's time commitment to the institution.
  - 8. Avoiding involvement of the College in personal legal or business matters (e.g. unsatisfied creditors) and preserving the good image generally enjoyed by all college employees.

### 4.2.2 Time Obligation

The time obligation of a faculty member is that specified in the appointment letter, based upon official action. For most faculty, this is nine months beginning in August and ending in May. Each year the administration will define the beginning and end of the work obligation, giving consideration to the College academic calendar and other relevant matters. A full-time faculty member will generally carry an instructional load of fifteen (15) credit hours per semester (or an equivalent through service responsibilities), and a non-instructional equivalent load of fifteen (15) hours per week for a total of 30 hours on campus each week. Of the 15 non-instruction hours, at least 10 hours must be posted as dedicated



## 2017-2018

office hours. Any exceptions to the prior listed requirements must be approved by the Division Chair, and the Vice President for Academic Affairs.

The administration will also announce holidays and/or days when faculty have no formal class, office, in-service education, or other obligations of a work nature to the College. Under current calendar practices, faculty have three days at Thanksgiving, one (or more) week(s) at Christmas, one week during spring break, two days for fall break, one day at Labor Day, and one day honoring the birthday of Dr. Martin Luther King.

Persons on contracts longer than nine months and/or functioning in administrative, directive, or general services roles may have time obligations for days during class recesses when academic faculty may not. College offices and services are closed only during days and times announced by the President.

Faculty members are required to attend all general faculty meetings and to participate in commencement activities unless excused by prior arrangement with the Office of Academic Affairs.

Any faculty member who will be away from his/her classes or other duties should file a request for leave as early as possible. The faculty member should counsel with the Division Chair and/or Faculty Liaison about arrangements made to take care of classes and clear absences with the Office of Academic Affairs and the respective location vice president. A faculty member who deliberately misses a class, makes a habit of dismissing classes early, does not maintain proper office hours, or who is absent from the campus without clearance will not be retained.

An important aspect of institutional service is participation in campus activities. Faculty will be expected to participate in campus events such as career nights, fair booths, and academic contests. Faculty members are also expected to support student activities such as performing arts, athletic events, lecture series, and cultural enrichment activities. Those persons with identified or shared responsibility for individual programs are expected to exercise initiative and leadership in recruitment and placement of students.

### **4.2.3 Guidelines for Faculty Instructional Loads**

A number of factors influence faculty instructional load. Among these are: (1) number of credit hours taught; (2) total contact hours, including labs; (3) number of students per class or lab; (4) other assignments and duties; (5) number of different preparations; and (6) nature of the discipline taught.

The following are general policy guidelines in this area:

- a. The student and program demands must be met in each academic area even if these create temporary hardships on existing faculty.

Standard faculty instructional loads will be 15 credit hours per semester and evening and online courses can be a part of a normal load.

If the instructional load exceeds 15 credit hours, faculty will be compensated; however, availability of overloads can never be guaranteed as they are dependent upon enrollment.

## 2017-2018

As one example, the Nursing Division is unique in implementing a team approach to instruction. This includes theory lecture, lab instruction, and practicum hours. Each full-time nursing faculty member is required to have 2 clinical groups along with lecture and lab duties. Practicum hours may range from 9-13 hours one to two times per week. This may vary depending on healthcare facility requirements.

The nursing faculty ascertain that the faculty/student ratios are sufficient for adequate teaching, supervision, and evaluation. These ratios adhere to the requirements placed upon NOC by the following bodies: Oklahoma Board of Nursing, the Accreditation Commission for Education in Nursing, and participating hospitals/agencies.

Due to the unique aspect of the nursing program, standard faculty instructional load will be greater than 15 credit hours per semester. Nursing faculty members will be compensated for this additional load.

- b. In fields involving laboratories, contact loads of 18 to 25 hours are normal. Contact loads beyond 25 hours should not occur.
- c. All faculty are subject to assignments which best meet the needs of students. Convenience of faculty is considered but must be subordinate to institutional objectives and student and program needs.
- d. Although every effort is made to accommodate faculty preferences, student needs must take priority and any continuing faculty member of the institution may be required to assume an assignment if deemed necessary to maintain proper offerings. Payment for services will be at the currently prevailing rate of compensation for overload and/or summer instruction. Course days and times are finalized by Academic Affairs.

#### **4.2.4 System for Compensation of Instructional Overloads and Special Assignments**

- a. Payment is made for overloads which are beyond the normal fifteen (15) credit hours per semester.
- b. As of the Fall 2016 term, adjunct/overload payments will be paid at \$1900 per 3-credit hour class for all faculty within the first 5 years of employment and \$2000 for all faculty within the 6<sup>th</sup> or later year of employment. The pay scales below for full-time and adjunct (as approved in Fall 2014) will be reverted to when budget conditions allow.

## 2017-2018

### Full-time Faculty Overload Pay Scale for All NOC Locations

	0-5 years of experience	5+ years of experience	10+ years of experience	15+ years of experience
Master's degree	\$1900	\$2000	\$2100	\$2200
Doctorate degree	\$2150	\$2250	\$2350	\$2450

Note: Amounts are based on payment for a 3-credit hour course. Payment for other than 3-credit hour courses will be prorated.

### Adjunct Pay Scale

1. All NOC Locations

\$1900 per 3-credit hour course (\$633 per 1-credit hour course)  
\$750 per lab hour

\*\$100 additional per 3/4/5 credit hour course with 5+ years (or 10 semesters) of experience

2. Emeritus for all NOC locations (retired having met OTRS requirements and 10 years with NOC)

\$2500 per 3-credit hour course

\*\*All overload, adjunct, part-time, and part-time emeritus positions are determined on a semester basis, renewable as budget permits.

3. Emeritus Returning Full-Time (and fulfilling all duties of a full-time instructor) who no longer have salary cap set by OTRS may be employed in non-tenure track, one-year appointments, renewable annually as needed and as budget permits. Pay will be determined by degree classification and years of experience, with up to 20 years total of prior teaching experience credited.

c. If a course does not meet the required minimum of 12 students, it may be paid at a prorated amount per student based on the current overload rate divided by 12. The contract amount will be based on the number of students enrolled after the add/drop period. Faculty who do not wish to teach an overload course on a per-student rate should notify their division chair when they determine that a course has borderline enrollment; exceptions for full payment of classes with fewer than 12 may be made in instances when a program course is offered only once in an academic year and is needed for graduation. Single sections of summer and evening general education core courses may be allowed to make with a minimum of 10 to allow students the coursework needed to graduate in a timely manner.

d. Instruction for credit offered in alternative formats such as seminars, weekend workshops, independent study, and applied music courses will be paid at the current approved rate.

## 2017-2018

- e. Compensation for community service instruction will be paid by the clock hour at the current approved rate.
- f. Instructors with ITV distant sites or online courses may receive additional compensation based on the number of distant sites and/or the number of students enrolled.

### 4.2.5 Processes Related to Division Chairs and Faculty Liaisons

In selecting new division chairs, the following procedure will be followed:

- a. Priority will be given to candidates who are tenured. If no candidate within the division meets this qualification, if no current faculty member within the division is interested in the position, and/or if internal candidates are interviewed and the interview committee determines that reopening the position is desirable, the position may be advertised externally and/or appointed by the Vice President of Academic Affairs.
- b. Candidates must agree to be physically present for all division chair meetings. College transportation will be provided.
- c. Any full-time faculty member in the division who meets criteria #a can request to be considered.
- d. All current division chairs will be invited, but not required, to sit in on interviews of the candidates conducted by the Vice President for Academic Affairs.
- e. At least one full-time faculty member from the division per campus may be invited to sit in on interviews for input.
- f. The final responsibility for selecting the division chair will be made by the Vice President with consideration given to experience, degrees earned, faculty input, input from those sitting in on interview, and program presence on each campus.
- g. Division Chairs will be compensated for their extra duties with a course release and stipend. As of fall 2008, a full-time load for a division chair is 9 hours with any additional hours taught paid as an overload. (For a coach, who is also a division chair, a full-time load will be 6 hours, although no courses related to coaching duties will count toward that 6 as these are covered in a separate contract. For nursing, a full-time load will be 3 hours.) Courses taught beyond the regular load will be compensated through an overload contract. As part of the compensation, chairs are required to be on campus the standard minimum 30-hour work week for two weeks beyond the final report date for the spring semester to complete the budgeting process, assessment reports, and other year-end obligations.
- h. Number of advisees will be monitored in recognition of other duties.
- i. Division chairs will be responsible for all of the following at all three locations with input from liaisons and campus vice presidents.

## 2017-2018

- Advertising and hiring for all full-time positions, with position offered after a clear background check and Vice President for Academic Affairs and President's approval.
- Conducting classroom observations for all non-tenured, full time faculty.
- Determining tenure recommendations, in conjunction with campus vice presidents when faculty member is on alternate campus, for all full-time faculty.
- Creating and monitoring plans of improvement for any faculty member with identified weaknesses, and submitting written plan to the Academic Affairs Office annually or until problem has been corrected
- Dismissing full-time faculty who fail to meet improvement standards set in plan of improvement in consultation with the Vice President for Academic Affairs, and/or Vice Presidents for NOC Stillwater or NOC Enid.
- Dismissing adjunct faculty (in conjunction with campus vice presidents and with liaison input when faculty are on alternate campus) who fail to meet divisional performance standards.
- Resolving student issues in conjunction with the faculty member involved (or authorizing liaison to do so).
- Meeting with full-time and adjunct faculty for all disciplines within the division from all three NOC locations a minimum of twice a year to review curriculum and regularly visiting other learning locations.
- Involving faculty from all three locations in textbook considerations, distribution of travel funds, and curriculum changes.
- Signing off on all textbook order forms.
- Submitting annual strategic plan and budget request, with input from faculty within division at all NOC locations.
- Reviewing division course schedule for all three locations campuses to insure required courses are offered in proper rotation at needed times and ITV courses are coordinated.
- Meeting as needed with Academic Affairs administrators and Faculty Liaisons.
- Approving all new courses offered within the division, with input from Vice President for Academic Affairs, Vice President for NOC Enid, Vice President for NOC Stillwater.
- Fulfilling other duties as assigned by the President and the Vice President for Academic Affairs.
- Notifying administration as soon as possible when retirement or resignation will open his or her position so that "ex-officio chair" can sit in on meetings and in other ways prepare for upcoming role.

In addition, division chairs will be responsible for the following at their base location:

- Advertising for and hiring adjuncts.
- Conducting classroom observations for all adjuncts.
- Scheduling courses for all full-time and adjunct faculty and coordinating rooms with input from Academic Affairs and Registrar's Office.
- Meeting annually with all full-time faculty to review self-evaluations and supervisor evaluations, and maintaining records of those evaluations.

## 2017-2018

- Ordering materials and maintaining needs of campus department.

In selecting new faculty liaisons, the following procedure will be followed:

- Priority will be given to candidates who are tenured.
- Liaisons must agree to attend regular division chair meetings via electronic connection or with physical presence. College transportation will be provided.
- Candidates for the position will be recommended by the Vice President for Academic Affairs, or Vice President for NOC Stillwater or NOC Enid, with input from current division chairs and faculty liaisons.
- Faculty liaisons will be compensated with a course release and stipend. A full-time load for a faculty liaison is 12 hours per semester with any additional hours taught paid as an overload.

Division chairs may determine the need for a liaison in their subject area alternate NOC locations; however, division chairs who choose not to have a liaison at alternate locations from which they are located will be responsible for visiting each of the locations regularly, as well as fulfilling the following duties on that campus, typically addressed by liaisons:

- Advertising and hiring for adjunct positions with input from division chair and campus vice president, with position offered after a clear background check and Vice President for Academic Affairs and President's approval.
- Recommending termination of adjuncts to division chair and campus vice presidents.
- Conducting classroom observations for all adjuncts.
- Collaborating with division chairs to schedule courses for all full-time and adjunct faculty and coordinating rooms with input from campus vice president.
- Communicating all policies and other important reminders to all faculty within division on campus.
- Acting as first intermediary when faculty/student issues cannot be resolved by the student discussing the problem with the instructor.
- Fulfilling other duties as assigned by Vice President for Academic Affairs, campus Vice President, or Division Chair.
- Collaborating with division chairs to order materials and maintain needs of campus department.

### 4.2.6 Outside Employment and Activities

A faculty member may engage in outside business or financial interest as long as it does not create a conflict of interest or interfere with the duties for which he or she was hired or detract from the ability to perform his/her job at Northern Oklahoma College. None of the outside work can be done during scheduled NOC work hours or using NOC facilities or equipment.

An employee may engage in outside activities; however, the College may collect information routinely. Advance documentation of employment through an additional state agency or other educational institution outside of Northern Oklahoma College should be cleared through the faculty member's division chair, the Office of Academic Affairs, and should be on file in the Office of Human Resources. If the nature of the extra activity, or the time and effort on the part of

## 2017-2018

the employee result in a conflict with his/her primary employment with Northern, the activity may require reduction or elimination. In addition, no college resources (e.g. copying, printing, email) should be used to conduct business outside of the faculty member's primary responsibilities with Northern.

### 4.3 EVALUATION OF FACULTY

The purpose of the evaluation of faculty is to provide a mechanism through which continual improvement of instruction can be fostered. The process is designed to enable faculty to assess their teaching and learning effectiveness, identify opportunities for improvement, and make changes based upon the feedback provided.

#### 4.3.1 Evaluation of New Full-time and New Adjunct Faculty

It is the intent of this institution to provide the most effective and efficient level of instruction possible in each course. The following process will be utilized each semester during the first year and annually during the remaining two or more years of their probationary period to assess the effectiveness of each new full-time and each new adjunct faculty member. The process may be continued in

subsequent years at the discretion of the Faculty Liaison (in the supervision of adjunct faculty), Division Chair, or campus vice president.

##### 4.3.1.1 Process and Timelines

- a. Week 8 of 16-week class or Week 3-4 of 8-week class: Division Chair or campus vice president sends an informational letter to each full-time and each adjunct instructor to be assessed explaining the process and window of dates for observation.
- b. Week 10 – Week 12 of 16-week class or Week 5 – Week 6 of 8-week class: Division Chair or campus vice president (or, for adjunct faculty, a faculty liaison) makes an official observation of at least one section of each of the full-time or adjunct instructor's classes and completes the "Assessment of Instructor Effectiveness."
- c. Week 13 – Week 14 of 16-week class or Week 7 – Week 8 of 8-week class: Division Chair or campus vice president schedules a meeting with each observed full-time and adjunct instructor to discuss the "Assessment of Instructor Effectiveness" and overall instructor performance. If someone other than the Division Chair or campus vice president conducted the official observation, that person should be included in the meeting. The mentor assigned to each new full-time and adjunct instructor may also be included in the meeting at the Division Chair's and/or campus vice president's discretion.
- d. Week following the Observation: Both the Division Chair or campus vice president and the instructor sign and date the "Assessment of Instructor Effectiveness" instrument. The original instrument will be kept in the instructor's personnel folder and copies will be provided

## 2017-2018

to the instructor, the Division Chair, the campus vice president, and to the Office of Academic Affairs.

### 4.3.2 Evaluation of Continuing Full-time Faculty

The evaluation process for full-time faculty consists of three parts: (1) student evaluations; (2) self-evaluation and service report; (3) division chair and/or campus vice president evaluation. Student evaluations are conducted each semester while the others are done in the spring semester. All full-time faculty, including new faculty, will be subject to this process. Adjunct faculty will have classes observed by their supervisors, and they are responsible for having classes complete the student evaluations but are not required to turn in self evaluations or service reports.

#### a. Student Evaluations

Student evaluation forms will allow students to respond to a set of questions about classroom performance on a scale from “Strongly Disagree” to “Strongly Agree” and will also allow students to write in comments about what they like and dislike about the course and whether or not they recommend the instructor.

The following procedure was adopted in December of 2010 by division chairs and faculty liaisons as the means of choosing which courses would be evaluated:

#### **Components of the Faculty Evaluation by Students**

##### Faculty to be Evaluated

The following categories of faculty members will be evaluated as follows:

- Adjunct Faculty in years 1-3 of service.....Every class – Every semester

With approval of liaison and division chair after year 3:

- Adjunct Faculty teaching 1-2 classes.....One class per semester
- Adjunct Faculty teaching 3-4 classes.....Two classes per semester
- First year full-time Faculty.....Every class – Every Semester
- Non-Tenured Faculty.....Every class – Every Semester
- Tenured Faculty..... Two classes per semester selected by the division chair or supervisor

##### Selection of Classes in which Tenured Faculty Member is to be Evaluated

The classes per faculty that will be evaluated are as follows:

- Online Classes.....Every class – Every semester\*
- ITV Classes.....Minimum of 1 per instructor teaching ITV\*
- (Results from Online and ITV Class evaluations will be assessed in a different group from the faculty member’s other classes)
- Faculty member’s classes.....Faculty selects one class
- Faculty member’s classes.....Division Chairs and/or Director of Institutional Research selects one to two classes



## 2017-2018

\*Required ITV and Online Evaluations may count toward the two class minimum course evaluations for tenured faculty.

### Timelines for Evaluations

The evaluation instruments will be disseminated to students in the following weeks of the semester:

- Eight Week Classes.....6th-8th week
- Full Semester Classes (on site and online).....12th-14th week
- Seminars.....At the conclusion of the class

### Evaluation Instruments to be Utilized

The evaluation instruments to be utilized have been designed and developed as a collaborative effort of the Faculty Affairs & Personnel Policies Committee, the President, the Vice President for Academic Affairs, and the Division Chairs of Northern Oklahoma College.

#### b. **Self-Evaluation**

This form requires faculty to assess their current year performance in a series of broad areas relating to their effectiveness as a faculty member and service to the institution.

#### c. **Division Chair Evaluation**

The division chair (with input from the campus vice president when the faculty member is based on an alternate campus from the chair) will evaluate the faculty member on the same form used by the faculty for their self-evaluation.

If the evaluation process reveals significant deficiencies in professional performance, an official plan of improvement will be developed and monitored during subsequent academic year.

## **4.4 FACULTY ASSOCIATION**

The purpose of the Faculty Association is to foster a working relationship with the community, the College administration, and the students in matters of curriculum development, subject matter, methods of instruction, professional development, and aspects of student life related to the educational process.

### **4.4.1 Membership**

Faculty Association Members consist of all instructional employees. Only full-time faculty members have voting privileges.

### **4.4.2 Officers**

#### a. **Chair**

The Vice President for Academic Affairs is designated as the Chair.

### b. Vice-Chairs

The full-time faculty members from each campus location shall elect a Vice-Chair (Vice-Chair for Tonkawa, Vice-Chair for Enid, and Vice-Chair for Stillwater). The term of office for these positions is one year, beginning June 1 and ending May 31. The Vice-Chairs are each elected by a majority vote of the full-time faculty from the campus where he/she has primary instructional responsibility.

#### 1. Qualifications

Each Vice-Chair must be a full-time, tenured faculty with the institution prior to taking office.

#### 2. Duties

- Preside over meetings of the Faculty Association members at their respective campus at the request of the Vice President for Academic Affairs.
- Serve as liaison between the faculty members on his/her respective campus and the Vice President for Academic Affairs and/or appropriate administrators for issues that are campus specific.
- Serve as Vice-Chair of the Faculty Affairs Subcommittee of the Policies and Procedures Institutional Committee.
- Establish a nominating committee, develop a slate of nominees, and provide a ballot at the final faculty meeting of the year at which time other nominees may be added and a formal vote can be taken to determine the Vice Chair for each campus for the upcoming year.

## 4.5 ACADEMIC FREEDOM AND RESPONSIBILITY

### 4.5.1 Academic Freedom

- a. Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties.
- b. Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter, which has relation to that subject, and of controversial topics introduced by students. The faculty member should not introduce controversial matters, which have little or no relation to the subject of instruction.
- c. Faculty members are individuals, members of a learned profession, and representatives of a college. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline, but faculty position in the community imposes special obligations. As

## 2017-2018

persons of learning and education representatives, the faculty members should remember that the public might judge the profession and the College by what is said off campus as well. Hence, each faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that faculty do not speak on behalf of the College. (See Social Media Policy in Section 3.21.12 and at [www.noc.edu/socialmedia](http://www.noc.edu/socialmedia).)

- d. Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competencies.

### 4.5.2 Academic Responsibility

- a. The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the College and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the College.
- b. Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. Their primary obligation in this respect is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice intellectual honesty.
- c. Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They shall endeavor to define the objectives of their courses and to devote their teaching to the realization of those objectives. A proper academic climate can be maintained only when faculty members meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and participating in group deliberations, which contribute to the growth and development of students and the College. All faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Faculty members shall make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect their true merit. They shall not exploit students for private advantage, and they must acknowledge when they have received significant assistance from them in academic research. They shall protect students' academic freedom.

## 2017-2018

- d. Faculty members have responsibilities to their colleagues, deriving from common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they should show due respect for the opinions of others. They shall acknowledge their academic debts and strive to be objective in the professional judgment of their colleagues. Faculty members shall accept a reasonable share of faculty responsibilities for the governance of the College.
- e. Institutions of higher education are committed to open and rational discussion as a principal means of clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts which interfere with ordinary institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals, are the antithesis of academic freedom and responsibility. So, also, are acts, which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, and to pursue research. It is incumbent upon each member of the academic community to be acquainted with his/her individual responsibilities as delineated by appropriate institutional statements found in the faculty handbook.
- f. Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to criticize and to seek revisions, they shall observe the stated regulations of the institution. Faculty members shall determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of his/her service, the faculty member recognizes the effect of such a decision upon the program of the institution and gives due notice of the decision.
- g. Faculty members have responsibilities to their community. As a person engaged in a profession that depends upon freedom for its health and integrity, the faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
- h. Administrators must protect, defend, and promote academic freedom.

### 4.6 FACULTY EMPLOYMENT PROCESS, STATUS, TENURE, AND DISMISSAL

#### 4.6.1 Faculty Employment Process - Hiring Procedures

##### Pre-Interview

- a. The Division Chair will provide the Vice President for Academic Affairs the job description/announcement of the vacant position, and the Vice

## 2017-2018

President for Academic Affairs will seek approval from the President to add the position or advertise for a replacement position.

- b. In collaboration with the Office of Human Resources, the Office of Academic Affairs will make the appropriate contacts to publicize the vacancy in appropriate national, regional, local, and professional publications.
- c. A selection committee (appointed by the division chair) may wish to have a discussion about the qualifications of a successful candidate.
- d. All applications should be sent to the Office of Human Resources. The H.R. Office will send each applicant a letter of acknowledgement that materials have been received and that the letter serves as the notification that they will be contacted for an interview if being considered for the position.
- e. The selection committee will review all applications and select candidates to interview.
- f. Upon approval of the Vice President for Academic Affairs, the selection committee chair will contact each candidate to schedule interviews.
- g. Division chairs may ask each candidate selected for an interview to write a statement of his/her teaching philosophy and how it fits with Northern's mission statement.

### Interview

- a. Separate interview sessions should be scheduled with the selection committee and Vice President for Academic Affairs. The committee and the Vice President for Academic Affairs should all be given copies of the candidate's application materials prior to the interview.
- b. It is highly recommended that each candidate make a presentation or a lecture as a part of the interview process to demonstrate teaching ability.
- c. Candidates who are not familiar with the campus and community may be given tours.
- d. During the interview, questions about race, age, sexual orientation, medical conditions or disabilities, marriage status, family, or citizenship should be avoided. However, candidates may be asked if there is any part of the job that they would not be able to perform and if they are eligible to work in this country.
- e. Fundamental questions asked of interviewees should be the same for all candidates for the same position. Consistency must be maintained in the interview process.

### Post-Interview

- a. The Division Chair will recommend to the Vice President for Academic Affairs which candidate the committee prefers to be hired.

## 2017-2018

- b. If needed, the Vice President for Academic Affairs may ask the search committee to re-evaluate their selection and submit another name.
- c. Once the Division Chair and the Vice President for Academic Affairs have agreed on a successful candidate, the Vice President for Academic Affairs will submit the name to the President. The President also has the right to accept or reject any candidate
- d. Once the President has approved a successful candidate, the Vice President for Academic Affairs will contact the candidate with a conditional offer contingent upon a state and federal background check.
- e. The candidate will be directed to Human Resources to sign a waiver as soon as possible so the screening can be initiated. Upon a favorable screening and upon approval from the President, the Vice President for Academic Affairs will make an official job offer, providing a written and signed salary computation sheet.
- f. If the successful candidate responds to the Vice President for Academic Affairs with his/her acceptance of the job offer, the Vice President for Academic Affairs will then notify the President of the acceptance and the appointment will be reported to the Board of Regents at the next regular meeting.
- g. After the candidate selection has been finalized, the Vice President for Academic Affairs will complete the form for "NOC Request for Personnel Action" available on the NOC website by logging in to *myNOC*.
- h. In the event the search process does not produce an acceptable candidate or the candidate chosen declines the job offer, the Division Chair will recommend to the Vice President for Academic Affairs whether to make an offer to the search committee's second choice, to reopen (and/or re-advertise) the position, or to discontinue the search.
- i. The search committee will make every effort to support a culturally diverse faculty.

### Post-Hire

- a. Once a successful candidate has accepted a job offer, the Office of Human Resources will notify all other candidates who were interviewed that the position has been filled.
- b. The Administrative Assistant in the Office of Academic Affairs will complete an Employee Record form for the new faculty member.
- c. The new faculty member will complete and provide appropriate paperwork in the Office of Human Resources.
- d. The Division Chair and faculty mentor will meet with the new faculty member as soon as possible to begin orienting him/her to the new position.

- e. All records for full-time faculty are maintained in the Office of Human Resources.

### 4.6.2 Faculty Status

All new instructors are employed on a probationary status for a minimum of three years. Each year during the probationary period faculty members are carefully evaluated. Initial employment carries no obligation for continuance. Employment is on an annual basis. Continuance of employment requires approval by the President, who will inform the Board of Regents at their May meeting through an official list of faculty to be rehired for the next academic year. Faculty who have turned in notices of resignation or retirement, or who have not been approved for rehire, will not be included on the official rehire list.

The President charges the Vice President for Academic Affairs with responsibility for ensuring that probationary faculty are properly evaluated and supervised. Employment may be terminated at the end of any academic year during this time without statement of cause and during any given academic year for cause as defined later in this policy statement. After completion of three years of satisfactory service and re-employment for a fourth year, the faculty member is eligible to apply for tenure providing other requirements such as degree qualifications have also been in place for three years. The probationary period may be longer than three years. Tenure is not automatically awarded because a faculty member has accrued three years of service. To be considered for tenure, faculty members must complete the application process as described below.

### 4.6.3 Faculty Tenure

Tenure is a privilege and a distinctive honor. Tenure is defined as continuous reappointment, which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the College. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit upon eligibility after three years of service (with a minimum of a master's degree for those three years as well) a candidate applying for tenure must submit a typed letter no later than April 1 to his or her division chair requesting that consideration and attaching a portfolio of evidence to support excellence in the following areas, using headings or cover pages for each numbered item:

- a. Evidence of effective classroom teaching (supervisor evaluations, student evaluations\*, results of classroom-based research comparing teaching strategies, assessment data, etc.)
- b. Student involvement (e.g. academic advisement, sponsorship of and/or involvement in student activities, hosting study groups, providing individual assistance to students as needed, etc.)
- c. Evidence of professional development (e.g. research/publications, presentations, conferences attended, webinar participation, continuing education, participation in on-site professional development, etc.)

## 2017-2018

- d. Evidence of institutional contributions (e.g. adherence to college policies, committee participation, timely submission for deadlines, such as grades, no show rosters, feedback on schedules, assessment data, and other divisional contributions).

Supervisors may provide candidates additional information on the weight of each element as appropriate to the specific needs of the discipline in which he or she teaches and can verify what evidence might already be on file (\*e.g. student evaluations). No application for tenure should exceed 100 pages, including the evidence file.

No instructor may be granted tenure if he or she has been on a plan of improvement in the 12 months preceding the tenure request, and an instructor who is denied tenure should meet with his or her division chair to determine areas of improvement for future applications. Non-tenured faculty will remain in the probationary stage of employment, and division chairs may recommend that they not be rehired if there is evidence they do not fit the mission of the College nor the expectations for Northern faculty.

After reviewing tenure applications, supervising division chairs (in consultation with a review committee of the chair, two colleagues, and campus vice presidents when appropriate) should make tenure recommendations in writing to the Office of Academic Affairs no later than May 31. Chairs may wish to select one person on the review committee who represents a different academic division for feedback on the applicant's overall level of collegiality in other areas such as committee work. Tenure is granted by the Board of Regents for Northern Oklahoma College upon the further endorsement and recommendation of the Vice President for Academic Affairs. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this chapter. Tenure status is imparted to the instructor by a letter from the Vice President for Academic Affairs to this effect, and in this manner only.

Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status previously granted as a member of the faculty.

The President intends that tenured personnel are reappointed to the faculty the next academic year but reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to appropriate or the Oklahoma State Regents for Higher Education fails to allocate sufficient funds to meet obligations for compensation.

#### **4.6.4 Faculty Discipline and Dismissal**

Any person given tenured faculty status may be removed from his/her position of employment or his/her services otherwise terminated at any time, at the discretion of the President with subsequent approval of the Board of Regents, for any of the following causes:

- a. Personal misconduct; unethical or unprofessional conduct; failure to exercise proper professional courtesies and restraints; failure to meet legitimate personal obligations or debts in a timely manner; conduct which



## 2017-2018

materially and adversely affects one's value or usefulness to the College; abuse of academic freedom as defined in college policies.

- b. Professional incompetence; failure to perform one's duties in an acceptable manner; capricious or unjust dealing with students; sexual relationships with students that jeopardize instructor objectivity in assigning grades (In addition to this guideline see Section 3.4 of this handbook for the policy on sexual harassment as it applies to all employees); failure to perform assigned duties or functions; failure to fulfill time obligations; failure to maintain office hours; habitually dismissing classes early; absence from the campus without clearance; deliberately missing class; failure to comply with deadlines for no-shows, grade submission, and retention initiatives such as using the early alert system.
- c. Failure to obey the law as materially and adversely to affect one's value or usefulness to the College (e.g. use of illegal substances, purchasing alcohol for a minor and/or providing alcohol to any student on College grounds or on any College-sponsored activity or trip).
- d. Insubordination or non-cooperation affecting professional effectiveness or working relationships within the institution; failure to observe defined or established institutional channels; failure to follow institutional policies and procedures; unwillingness to accept supervision; failure to follow administrative directives, written or oral, when such administrators are acting within their province of authority or discretion.
- e. Failure to meet the standards or requirements of a formal Plan of Improvement.
- f. Encouragement of or participation in student protest matters or other activities inconsistent with the harmonious conduct of college activities, business, or other affairs; attempting to involve or involving students in staff, staff-administrative, personal, or other controversies within the institution; actions or activities adversely affecting the institution's relationship and rapport with outside agencies, offices, organizations, institutions, constituency, or the general public or groupings thereof.
- g. Inability or unwillingness to adjust to changes in the institutional program, philosophy, or purposes.
- h. Bona fide lack of need for one's services – e.g. the program of tenured faculty is discontinued.
- i. Bona fide necessity for reduction in faculty force (e.g. RIF).
- j. Normal retirement as defined in other Board policies.
- k. Significant weaknesses or gaps in professional performance revealed in the evaluation process as referred to in Section 4.3.

For infractions of any of the foregoing list of causes by tenured faculty, the Vice President for Academic Affairs may have the option of returning the faculty member to probationary status when such an action is merited as an alternative to dismissal.

## 2017-2018

The decision of the Vice President for Academic Affairs to return a tenured faculty member to probationary status must be approved by the President. A tenured faculty member informed of such action or recommendation may request a hearing before the President, who may also appoint a hearing committee of three tenured faculty to meet within thirty (30) days of notification of the status change. The request for a hearing shall be in writing, made through the President, and shall summarize in concise form the reasons for requesting such a hearing. Both action on the request and the conduct of a hearing, if allowed, shall be fully within the discretionary province of the President. The judgment of the President in such cases shall be final, including their right to alter the recommendation of the Vice President for Academic Affairs to a dismissal action.

In dismissal procedures involving tenured faculty, at whatever time the action is taken, it is expected that such employee(s) shall be informed by the Vice President for Academic Affairs of the reasons for this action and has thirty (30) days to request a hearing before the President. This request shall be in writing and shall state concisely and in summary form the principal points of defense and main reasons why a hearing should be held. The granting of such a hearing and the form of its conduct is at the discretion of the President whose decision is considered final. The decision and judgment of the President relating to the interpretation of terms of this policy and to the discharge or removal of a faculty member shall be final for all purposes.

These regulations are a part of all future employment conditions by implications, whether or not referred to specifically in letters and contracts.

### 4.7 FACULTY / STUDENT INSTRUCTIONAL PROCEDURES

#### 4.7.1 Class Attendance

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the instructor for the course. Attendance in class is expected and faculty are required to keep attendance records for each class meeting. Only authorized absences—e.g. College-related absence or documented illness--will entitle students to perform make-up work. Such make-up work shall be scheduled at the discretion of the course instructor.

#### 4.7.2 Admission and Withdrawal from Classes

A student should not be admitted to a class after the Wednesday of the first week of a semester except by special permission from the instructor and Vice President for Academic Affairs. The student should be sent to the Registrar's Office if there is any question concerning his/her enrollment so that records may be corrected or enrollment completed.

Withdrawal from a class will be permitted until Friday before the start of final exams. To withdraw from a class, a student must obtain the appropriate form from the Registrar's Office, process it as instructed, and return it to the Registrar's Office. The grade to be recorded by the instructor may be "W" (withdrawal with passing grade) the third through eleventh week. Beginning the twelve through the Friday prior to Finals, the instructor's signature on the withdrawal form indicates approval to award "WP" for the final grade. Instructors

## 2017-2018

may choose not to sign the document, indicating students have earned a “WF”, which will convert to an “F” on the transcript. The date for last attendance is required for all W, WP and WF grades. For a student to withdraw from all classes, he/she must secure a withdrawal sheet from the Registrar’s Office.

Per academic policy established by the Oklahoma State Regents, instructors, authorized by the Office of Academic Affairs, may also assign an “AW” for students who fail to attend a single class within the first two weeks. Instructors may also assign an “AW” in weeks 3-12 for those students whose absences will prevent them from attending a minimum of 75% of instructional time for the semester. While instructors may establish a more stringent attendance policy that will preempt the minimum of 75% if such policy is clearly stated in the class syllabus, the maximum number of absences for a 3-credit hour course is noted below (based on attending a minimum of 1800 minutes of the 2400 minutes required by State Regents).

16-week course meeting MWF-12 absences

16-week course meeting TR-8 absences

8-week course meeting MWF-6 absences

8-week course meeting TR-4 absences

4-week course meeting MTWR-4 absences

An “AW” may not be assigned after week 12 in a 16-week course (or after week 6 in an 8-week course). Another option exists, however, for students who have stayed in the class, tried hard, but are struggling to pass. In this situation, after consultation with the instructor, the student can sign a “WP” drop slip that the instructor can turn in with final grades. There must also be a very clear, written agreement between instructor and student of the conditions under which the student would like for the drop slip to be submitted. The pre-signed drop slip should not become a standard default for students. Under most circumstances, a student not satisfied with his or her grade should withdraw from the class prior to finals week. Students who have not withdrawn, or made other arrangements with the instructor prior to final exams, shall receive the grade earned in the course. We are to encourage student responsibility, and it is each student’s individual responsibility to protect his or her transcript through a proper withdrawal. Neither an “I” (Incomplete) nor an “AW” should be recorded as a final grade for a student who has stopped attending in the final weeks of class and cannot be contacted to determine the reason. In that situation, students should receive the grade earned in this course. If instructors later learn of an emergency that contributed to the attendance problems, that instructor has the prerogative to submit a grade change after working with the student to complete coursework.

Oklahoma State Regent Policy can be found on page 117 of this link:

<http://www.okhighered.org/state-system/policy-procedures/2011/Chapter%203-March%202011.pdf>

Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after the

institution's drop-and-add period for disciplinary or financial reasons or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

### 4.7.3 Examinations

Final examinations will be given at the regular periods scheduled by the Office of Academic Affairs. Any exceptions to the finals schedule must have prior approval from the Office of Academic Affairs. Changes in final exam schedule will be approved only for emergencies or circumstances beyond a student's control. This schedule is found in the printed or online class schedule each semester and summer. Summer session examinations may be given either in the last class period, or last two class periods, as the instructor desires.

Make-up examinations are given at the discretion of the instructor but must not be scheduled so that they interfere with the regular class periods of other instructors of the same students.

### 4.7.4 Student Advisement

Each student, upon entering Northern, is assigned an academic adviser. All full-time faculty serve as academic advisors. In this role, faculty should encourage students to schedule appointments with them each semester to discuss their plan of study and should be proactive in tracking advisees' progress toward degree as well as any issues related to the early alert system. Students are encouraged to confer with academic advisors on all matters relating to course programs.

### 4.7.5 Disciplinary Action

Student disciplinary procedures, when deemed necessary, should be referred to the Faculty Liaison or Division Chair and to the Dean of Students on the Tonkawa or Enid campus or campus administrator for the Stillwater location. If disciplinary action results in dismissal or suspension, the student may submit a written appeal following the procedures noted in the Student Handbook, found at the following link: <http://northok.publishpath.com/student-handbook>.

### 4.7.6 Student Complaints

**Student Complaints** Students who wish to lodge complaints against an instructor should be encouraged to follow an appropriate chain of command. For complaints against the instructor, students should first speak directly to the instructor in question and try to resolve the issue. If the issue cannot be resolved, the student should next be directed to the Division Chair and then the Vice President for Academic Affairs. The instructor and/or division chair might be asked to participate in later meetings with the student present if deemed appropriate for resolving the issue.

Students who wish to lodge a complaint against an institutional policy or procedure should contact the supervisor most closely related to the issue and then follow the chain of authority if further assistance is required.

While many issues can be quickly resolved by discussing the matter with an appropriate supervisor, students who wish to lodge a formal institutional complaint—whether it be related to the classroom experience, student support

## 2017-2018

services, ADA guidelines, or any other matter—should be directed to complete the online **Student Grievance Form**, including the required signature and contact information so they can be notified of any resolution related to the issue. Students unable to complete the form may receive assistance in doing so by visiting the Office of Student Affairs on the Tonkawa campuses, the Administration Office in Enid, or the Administration Office in Stillwater. All Student Grievance Forms are reviewed by a supervisor in the appropriate area, both to address individual issues and to identify common areas where procedures may need to be revised.

In addition, students should refer to the procedures in the “Student Guide to Rights and Responsibilities” to lodge a complaint against an institution at the state or federal level.

The State policy for handling student complaints is reflected in the following Wording from the Oklahoma State Regents for Higher Education:

“At this time, current and prospective student complaints are handled through OSRHE Academic Affairs Office by reviewing the circumstances of the complaint and providing the individual with contact information for the most appropriate campus office with the authority to resolve the complaint. If the individual has exhausted the process for review and appeal at the institution and believe the complaint is unresolved, OSRHE staff requests permission to contact the institution on their behalf to identify any possible resolution. OSRHE staff remains in contact with the student to determine if their issue has been resolved or adequately addressed.”

The Higher Learning Commission, serving as the accrediting agency for the institution, has established the following procedure for complaints:

Each year, the Commission receives a number of complaints about institutions from faculty, students, and other parties. The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution’s ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response.

(Source:<http://www.higherlearningcommission.org/information-for-the-public/complaints.html>)

Questions about HLC policy can be emailed to [complaints@hlcommission.org](mailto:complaints@hlcommission.org).

### **4.7.7 Student Records and Reports**

Transcripts of student records are kept on file in the registrar’s office. Faculty may consult the records of their advisees.

Records of disciplinary problems and organizations in which a student is active are compiled and kept in the Office of Student Affairs in Tonkawa and in the office of the Vice President in Enid and Stillwater.

## 2017-2018

At the close of a semester or session each faculty member completes a grade report on Campus Connect, showing the names of students having enrolled in each course taught, the grade assigned in the course, and the last date of attendance for students who have withdrawn. Timely completion of this grade report is vital so that grades can be submitted to partner institutions and students can remain eligible for scholarships and transfer of credits. Failure to meet the deadline for a final grade report may be considered reason for dismissal unless extreme extenuating circumstances exist.

The deadline for final grade reports is announced each semester and is posted on the academic calendar distributed during faculty orientation and in-service meetings. Faculty members may also verify these dates with their supervisors, the Office of Academic Affairs, and/or the Registrar's Office. The faculty's promptness in submitting the final grade reports is very important. The final evaluation and assignment of grades recorded rest wholly with the individual instructor.

### 4.7.8 Grades and Grade Points

A – Superior.....4 grade points per semester hour (Highest level of achievement, indicative of originality, resourcefulness, and exceptional general competence.)

B – Above Average.....3 grade points per semester hour (Achievement of excellent rank; better than average, but somewhat less marked than that of "A" rank.)

C – Average.....2 grade points per semester hour (Scholastic attainment of medium quality, representative of the large middle segment of the student group; clearly better than minimum, but not outstanding.)

D – Below Average.....1 grade point per semester hour (Achievement of minimum "passing" grade, although lower than the average of all grades required for graduation.)

F/WF – Failing..... No grade points (Unsatisfactory achievement in the course; failure to meet minimum course requirements for credit allowance; course, if required, must be repeated with higher grade.)

P.....These grades are used in specific courses at the discretion of the instructor with prior approval of the Vice President for Academic Affairs. The Pass grade indicates hours earned but does not contribute to the GPA.

I – Incomplete .....Any incomplete grade (not removed within one calendar year) becomes a permanent incomplete.

W – Withdrawn .....Disregarded in computing grade average. No grade assigned.

N....."N" is used to show the instructor assigned no grade by the submission deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester.

### 4.7.9 Course Auditors

A student who wishes to audit a class must inform the instructor and apply to the Registrar Office for enrollment. Students who audit a course pay the regular enrollment fee. Full-time faculty members may audit courses without charge.

### 4.7.10 Interruption of Classes

Classes are to be held the required period since letting out class early, or holding classes late, will interfere with other classes in session. Adhering to a strict time schedule will aid students in attendance at all classes. Students are not to be called from classes except in emergencies.

### 4.7.11 Veterans

Veteran students who are receiving veterans' benefits are referred to the Veteran's Coordinator for specific regulations concerning their matriculation requirements.

### 4.7.12 Field Trip Regulations

Field trips refer to all extra-class activities such as organizational travel, athletic trips, and music appearances.

Field trips that are no longer than the regular class period may be planned at any time. Academic field trips that result in absence from other classes must be approved by the Office of Academic Affairs; student organization field trips must be approved by the Dean of Students in Tonkawa and Enid or the Vice President for NOC Stillwater; and athletic trips must be approved by the Athletic Director. Arrangements should be made as follows:

- a. At least two (2) weeks prior to a trip, a travel form is to be filed in order to reserve the transportation.
- b. At least three (3) days before the trip, all faculty members will be notified of absentees via email or hardcopy.

### 4.7.13 Course Modes of Delivery

Note: In all of the following modes of delivery, Northern faculty members are required to post syllabi to their Blackboard pages and to use Blackboard to post schedule updates and assignments in the event of inclement weather. Instructors are also expected to guide students in the use of Blackboard for completing required faculty evaluations. The following definitions describe existing modes of delivery; however, all Northern classes are either web-enhanced, hybrid, or online due to requirements for the use of Blackboard and HLC accreditation guidelines. In addition, all modes of delivery require adherence to minimum course competencies and objectives as established by the academic division and supported by syllabi submitted to the division chair and Academic Affairs.

#### a. **Traditional**

A class is considered "traditional" when instruction relies solely upon face-to-face instruction with 800 minutes of seat time per credit hour

## 2017-2018

issued—e.g. 50 minutes of a class meeting 3 times a week for 16 weeks, 75 minutes of a class meeting 2 times a week for 16 weeks, or 150 minutes of a class meeting 1 time a week for 16 weeks.

### b. **Web-enhanced**

A web-enhanced class is one in which a Learning Management System (e.g. Blackboard) is used for posting notes and/or homework assignments as a supplement to traditional class meetings. Because faculty are required to post syllabi and grade updates on Blackboard for classes, all classes may be considered web-enhanced.

### c. **Hybrid**

A hybrid class represents a mixture of traditional and online elements with a minimum of 65% face-to-face instructional time and the use of a Learning Management System (e.g. Blackboard) as a supplement for either synchronous or asynchronous learning with the expectation of student interaction with other students and the teacher.

### d. **Online**

An online class is one in which 75% or more of the instruction occurs through the use of a Learning Management System such as Blackboard. All faculty who wish to teach an online course must complete a Quality Matters training prior to offering the course. Learning in an online course may be both synchronous and asynchronous but with internal deadlines requiring students to log in a minimum average of once a week. As with traditional classes, instructors teaching online courses are expected to provide regular feedback to students as part of the instructional process. In addition, instructors are expected to respond to emails, voicemails, and/or text messages in a timely manner, preferably within 48 hours.

Note: All online courses also require students to take one proctored exam to authenticate identity of students enrolled in distance education. Instructors should provide further information about this requirement in their syllabi as students must make arrangements early in the semester for this proctored exam to insure adequate scheduling of testing center hours. Students may test at any Northern campus testing site—the Enid location, the Stillwater location, or the Tonkawa campus—or at another official testing site (e.g. a university in another community) if pre-approved by the instructor. Students should be made aware in the syllabus of the potential for a small testing fee if they do not take the exam at an NOC site.

### e. **Correspondence**

A correspondence course is a self-paced course in which instructional materials are delivered by mail or electronic transmission with limited student-instructor interaction, primarily initiated by the student. Currently, Northern is not authorized by its accrediting agency, the Higher Learning Commission, to offer correspondence courses.



### 4.7.13.1 Other Definitions for Coursework:

- a) **ITV:** Interactive television courses—delivery might be traditional, web-enhanced, or hybrid.
- b) **Supervised Study:** Project-based courses allowing students opportunity to investigate topics in depth not covered in other coursework. All supervised study courses must have prior approval from the Division Chair and Academic Affairs with submission of a syllabus to clarify meeting times required, whether face-to-face or online. Documentation submitted should support how the assignments will be appropriate for the number of credit hours awarded, based on the anticipated hours required to complete the work and the competencies addressed.
- c) **Arranged:** Individualized instruction used to meet program requirements for graduation—i.e. a private voice or music lesson or program course out of sequence for the student's timely completion of degree. Any course taught by arrangement must be approved by the instructor, division chair, and Vice President for Academic Affairs. Only courses required for the degree program will be considered for arrangement. Only courses that have not been scheduled in the current year or in which there is a schedule conflict may be considered for arrangement. No course being repeated may be taken by arrangement. A student may appeal to the Office of Academic Affairs in the event of a special situation not covered by the preceding guidelines.

### 4.7.14 Study Abroad Program

Northern Oklahoma College has as part of its mission a commitment to help students “create life-changing experiences and develop as effective learners and leaders within their communities in a connected, ever-changing” (Mission Statement) both within the classroom environment and with experiential learning programs.

Study abroad programs demonstrate Northern's commitment to “be recognized as a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness” (Vision Statement).

#### 4.7.14.1 Objectives

- a) Advance learning and scholarship.
- b) Link academic learning with actual experience.
- c) Expand perspectives on people, culture, and events in a way no other experience can equal.
- d) Generate respect among different people.
- e) Enhance the resume when seeking entrance to academic and professional programs or when seeking employment.

- f) Build the confidence, leadership qualities, and critical thinking skills employers desire.

### 4.7.14.2 Types of Study Abroad Programs

- a) Short Term – These programs are normally arranged through a travel company. These companies provide escorted tours to help student groups to "learn it by living it" when they experience firsthand the historic, cultural and natural sights in the world. These contracts include flights, ground transportation, comfortable hotel accommodations, most meals, and the guidance and support of a full-time tour director.
- b) These programs are established and led by individual full-time Northern faculty members through their relationships with colleagues throughout the world. Students typically live in college or university housing, attend class on a daily basis, and have the use of college dining and library facilities while participating in these programs. Tour and travel are part of the academic experience within the location, and on weekends students can experience the surrounding environs. The faculty member directs the entire experience.

The Guidelines for conducting Study Abroad Programs can be found by logging in to *myNOC*, selecting the employee tab, and choosing the Study Abroad Guidelines link.

## 4.8 ACADEMIC INTEGRITY

Northern as an academic community considers student learning its utmost priority and considers academic integrity a major catalyst to the higher education process. To that end, all forms of academic misconduct and dishonesty are serious matters and warrant serious attention. Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the College. The distinction of an intentional or unintentional academic infraction originates with the instructor of record. Consultation with faculty liaisons, division chairs and/or other faculty members may be needed to clarify the nature of said infraction. Note that all faculty are required to use this statement as a foundation for academic infractions; however, due to the differing missions and policies within each department/division, specific procedures may be more stringent. The definitions of cheating and plagiarism are further discussed, as well as the protocol for dealing with these infractions.

### a. Cheating

Cheating is a serious infraction of academic integrity and as such is not tolerated at NOC. Generally, cheating exists when someone fabricates and or manipulates his/her work, or the work of others, in order to impact grades or standing in the academic process. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers in course requirements, and/or instances of forgery. Instances of cheating should never be accepted for credit without review. Situations deemed *unintentional* academic infractions will follow the protocol set forth below. In more

## 2017-2018

grievous forms, sanctions should be employed by the instructor of record. Situations considered *intentional* academic infractions should follow the protocol set forth below.

### b. **Plagiarism**

Plagiarism is an unacceptable and prohibited practice and incompatible with the educational mission of Northern. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

Instructors should distinguish between *unintentional* and *intentional* plagiarism.

- a. *Unintentional plagiarism* (i.e., the incidental use of another's ideas or works without proper attribution) arises from a lack of understanding of the rules of citation and quotation and/or poor revision or proofreading. Unintentional plagiarism can often occur as well when students write summaries or paraphrases that too closely resemble the original version or when students do not understand where a writer's ideas end and another's begin. While unintentionally plagiarized work should not be accepted for credit and must be revised, instructors will deal with it as an educational issue.
- b. *Intentional plagiarism* is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

#### **4.8.1 Unintentional Academic Infractions**

As noted above, unintentional plagiarism is to be regarded as an educational matter. No plagiarized work, whether intentional or not, will be counted toward a passing grade; however, in the case of unintentional plagiarism, the student should normally be allowed to revise or rewrite the work for credit, correcting all plagiarism problems in consultation with the instructor. The instructor should impose clear guidelines (including a deadline) for any rewritten or revised material in such a case. In these instances the following protocol should be utilized:

- a. The work in question should be brought to the attention of the student by the instructor.
- b. The instructor should discuss and demonstrate the correct manner in which the student is required to have completed the questioned academic work so that the student has an example of the academic expectations and the proper way to complete them.
- c. The instructor should make documentation noting the incident and the steps taken to rectify the situation.

### 4.8.2 Intentional Academic Infractions

Any student deemed to have knowingly and intentionally engaged in academic misconduct or dishonesty shall be subject to the following procedures at the discretion of the instructor of record. The instructor of record will need to have convincing evidence of the infraction. (For example, originality report, copy of suspected exams, or witness statements of infraction.)

- a. The student in question will be contacted by the instructor of record and made aware of the nature of the infraction. It is recommended that the instructor consult with the chair of the division and ask the chair to be present at the student meeting if deemed necessary.
- b. At any time an intentional act of plagiarism has occurred, it is the instructor's responsibility to notify the Vice President for Academic Affairs.
- c. The instructor will inform the student of any disciplinary action to be initiated. The instructor of record will exercise one of the following options:
  1. Require student to complete additional work that may or may not be worth the same number of points possible for the original assignment.
  2. Award a grade reduction for the assignment, exam, or course.\*
  3. Award a grade of "F" for the course.\*
  4. Recommend to the Vice President for Academic Affairs that suspension or expulsion actions be taken by the College, including for grievous instances a notation on the transcript that students were expelled for academic dishonesty.

\*The instructor of record shall document the incident whether intentional or unintentional. Any intentional infraction meriting a grade reduction should be forwarded to the division chair.

### 4.9 TEXTBOOK ADOPTION AND RENTAL

After divisional schedules are submitted to the Office of Academic Affairs each semester, the bookstore requests course booklists from each faculty member. The book approval process is outlined on the book adoption form. Faculty members should anticipate special needs (i.e., outline maps, paperback books, use of e-books, etc.) well in advance and advise the Bookstore Manager in writing. If possible, these special needs should be included with the semester booklists.

Given the cost of new textbooks for students (and for the institution because of scholarship provisions), instructors are expected to use a given text for a minimum of two years unless special circumstances dictate a change. Exceptions must be approved by the Division Chair and the Office of Academic Affairs. Some courses provide the option for the rental of texts as described below.

Faculty members should order desk copies of textbooks from the publisher prior to the start of the semester. The Division Chair can assist faculty members with the process. In the event that a desk copy is not available at the start of the semester, faculty

## 2017-2018

members may receive desk copies of textbooks from the bookstore. At the end of each semester, the Bookstore Manager will charge the department/division for the books not returned to the bookstore. When the desk copy arrives, the faculty member should return the bookstore copy to the bookstore and credit will be issued to the appropriate division/department.

### 4.9.1 Textbook Rental Guidelines

- a. The textbook rental adoption policy requires that titles normally be retained for a minimum of a two-year period. Exceptions must be approved by the Office of Academic Affairs unless a title becomes unavailable to the Bookstore.
- b. Books are not automatically updated when a new edition becomes available. A request for a new edition may be submitted as a new book order, subject to the two-year policy.
- c. Books will be purchased from used book companies when available. A request for all new books will be evaluated on an individual basis.
- d. There is a \$10 minimum for any book purchased for the rental service.
- e. Supplemental texts covered by the rental program may be ordered through the bookstore to be purchased by students.
- f. When a book is no longer used, the text will be discarded at the discretion of the bookstore.
- g. Textbooks for workshops, seminars, workbooks, books containing software access codes, and other one-time offerings are not available through the rental program.

## 4.10 INSTRUCTIONAL SUPPORT - LIBRARY

### 4.10.1 Northern Oklahoma College Libraries

The College libraries provide support of instruction at all levels of commitment. The College library on the Tonkawa campus houses circulation materials, reference materials, bound and current periodicals, periodical indexes, and 20 computers for access to the electronic card catalog, electronic databases, and the internet. Individual study carrels are available on the east side of the library along with media equipment. Other study areas are available throughout the library. The library at NOC Enid is located on the second floor of the Zollars building. The Zollars Library houses circulation material, reference materials, current periodicals, and 16 computers for access to the electronic card catalog, electronic databases and the internet. Study tables are available on the west side of the library, while individual study carrels are available on the north side. Media rooms are accessible on the east side of the library.

### 4.10.2 Circulation Policies

Circulation Policies General collection materials are checked out to faculty on a two-week basis. However, if the faculty member requests it, the material may be checked out for up to one year. Reference materials will be checked out to

faculty if needed. Current and bound periodicals may be checked out to faculty or staff only.

### **4.10.3 Reserve Collections**

Reserve collections are maintained at the circulation desks of Tonkawa and Enid libraries. If an instructor wishes to place books on reserve, he/she should contact the Access Service Librarian at the desired location. The faculty must decide what type of reserve checkout is needed: in-library use only, one day, one week, etc. The faculty will be contacted at the end of each semester to pick up personal items on reserve or to resubmit the items for the next term.

### **4.10.4 Collection Development**

The collection development policy is intended to be a statement of the guidelines used for acquiring and maintaining material for the library collections at Northern Oklahoma College. These guidelines are based upon the ALA Guidelines for University Library Services to Undergraduate Students. The library in cooperation with college teaching faculty is responsible for developing the monographs collection; coordinating the collection review process; and acquiring library materials. College faculty are expected to take an active role in selecting library materials. Any faculty member may request material be added to the libraries' collections. All requests should be designated for the Tonkawa library or the Enid library or, if necessary, both.

### **4.10.5 Library Instruction**

Librarians or library aides are available in Tonkawa and Enid for classroom instruction, library orientation, or other specialized instruction. Faculty should contact the library prior to bringing classes to either library.

### **4.10.6 Intra- or Inter-Library Loans**

All material owned by the College are available through courier service to any faculty member, regardless of campus assignment. These intra-library loans may be facilitated through the Tonkawa library or the Enid library, and material may be returned at either location. Interlibrary loans may be processed for material not owned by Northern Oklahoma College libraries.

## 5.0 STAFF POLICIES AND PROCEDURES

### 5.1 RECRUITMENT AND SELECTION

#### 5.1.1 Advertising

Vacant position notices for all jobs shall be posted internally for three work days prior to posting the position externally.

For all locations, the internal posting requirement will be met with an email to NOC employees notifying of the job opportunity. In addition, a printed posting will normally be placed on the bulletin board located in the Office of Human Resources. For external posting the job will be placed on the Northern Oklahoma College website under [www.noc.edu/prospective-employee](http://www.noc.edu/prospective-employee) along with local newspapers.

The Staff Assistant for Human Resources will place any advertisements and the budget of the appropriate department will pay for the advertisement.

#### 5.1.2 Selection and Employment

##### 5.1.2.1 Application for Employment

Persons who wish to be considered for employment should complete and submit to the Office of Human Resources the Application for Employment form.

##### 5.1.2.2 Interview Process

Supervisors shall review applications for employment on file with the Office of Human Resources. The supervisor and the appropriate vice president will complete interviews and recommend an applicant for the position by completing the Position Interview Sheet indicating all applicants interviewed and the selected potential new employee.

##### 5.1.2.3 Recommendation for Employment

The supervisor shall submit the Position Interview Sheet to the Office of Human Resources upon completion. In addition, the Request for Personnel Action Form must be completed by both the supervisor and the potential new employee. The potential new employee must complete the Background Authorization forms. Employment is contingent upon a satisfactory Background and is not to begin until these forms are routed through the assigned channels to the President for employment approval.

##### 5.1.2.4 Employment

After final approval from the President of the Request for Personnel Action Form, Position Interview Sheet, and Background Screening, the supervisor notifies the employee that the screening process is complete and he/she is able to begin work. For full-time employees, the supervisor will call and schedule an appointment for the new employee with the Benefits Coordinator to complete the official employment process. Hourly

## 2017-2018

employees should contact the Office of Human Resources or designated personnel in Enid or Stillwater. The immediate supervisor will begin the new employee orientation utilizing the new employee checklist.

### 5.1.3 Follow-Up

Once the selection has been made, all applications and supporting documents shall be forwarded to the Office of Human Resources for reference and filing. The Office of Human Resources will file all applications in the personnel file. The Staff Assistant for Human Resources is responsible for sending letters to the unsuccessful applicants notifying them that the position has been filled. The Office of Human Resources shall verify that all necessary employment documents are complete before directing the information to the Payroll Officer for State of Oklahoma payroll processing.

### 5.1.4 Conditions of Employment

The following forms must be completed in the Office of Human Resources, or as otherwise designated. Other forms may be required in addition to those listed:

#### 5.1.4.1 Employee's Withholding Allowance Certification (W-4)

Federal law requires all employees to complete and sign a W-4 form. The employee must present a current Social Security card with the completed W-4 form. A copy of the Social Security card will be placed in the employee's personnel file.

#### 5.1.4.2 Employment Eligibility Verification (I-9)

Federal law requires all persons employed after November 6, 1986, to complete Form I-9 and to provide certain documents that prove identity and eligibility for employment in the United States.

#### 5.1.4.3 Drug-Free Workplace Policy

All employees are required to sign an Acknowledgment of Understanding and Compliance with the Drug-Free Workplace Policy.

#### 5.1.4.4 Health Policy

The College may request a physical, psychological, or psychiatric examination from an applicant for employment after a job offer is extended or from an employee returning to work from leave that resulted from an injury or illness. Whether such a request is made will be determined solely by the administration and the examination will be at College expense. Compliance with a request for examination is a condition of employment.

If the examination shows that the individual is unable to perform the principal job duties, with or without reasonable accommodation, the job offer will be withdrawn, or in the case of a returning employee, he/she may not be permitted to return. Questions regarding accommodation for disabilities (under the Americans with Disabilities Act) may be presented to the Vice President for Student Affairs at 580-628-6651.



## 2017-2018

### 5.1.4.5 Background Screening

Northern Oklahoma College conducts background checks on all final job candidates excluding students. All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related. Northern Oklahoma College may also use a third party administrator to conduct background screenings. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, social security trace, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

### 5.1.5 Types of Appointments

Appointments are for the fiscal year (July 1 through June 30) unless otherwise stated on the Employee Action Form. This appointment does not change an employee's "at-will" status.

Northern Oklahoma College is an "at-will" employer. The contents included in this Handbook in no way modify or amend the right of the College as an "at-will" employer in originating or terminating employment of personnel. "At-will" employment is for no specified term and is terminable at the will of either the employee or employer. Promises or representations made by anyone except the President of Northern Oklahoma College concerning the conditions of employment, express or implied, do not negate the right of the College to terminate employment at any time, without notice and with or without cause.

Positions at Northern Oklahoma College are categorized as one of the following:

#### 5.1.5.1 Full-time Salaried Employees

Full-time salaried employees are those employees who work at least 40 hours per week and maintain continuous regular employment status.

#### 5.1.5.2 Part-time Salaried Employees

Part-time salaried employees are those employees who work 30 hours or less per week and who maintain continuous regular employment status. Employees in this classification are designated either certain working hours or a task assignment to perform with flexible hours. Compensation is based upon monthly salary.

#### 5.1.5.3 Hourly Employees

Hourly employees are those employees who normally work fewer than 30 hours per week, are considered temporary, and have job assignments with an hourly rate of compensation. Hourly employees are not eligible for retirement, leave, vacation, insurance, or other similar benefits. The President is authorized by the Board of Regents to select full-time employees and to make appointments. Part-time and temporary employees may be employed by the President as required to carry on

## 2017-2018

institutional programs. The President is encouraged to seek the advice and counsel of others in the selection process. Involvement of the proper vice president and supervisor is appropriate in the selection of staff. An advisory committee should be of assistance in choosing a vice president or other major administrator with supervisory authority over a number of employees. The Board must utilize an advisory committee of internal and external persons in selection of a president.

### 5.1.5.4 Volunteers

Occasionally, volunteers assist with activities or programs. These volunteers must comply with the policies and procedures of the College. Volunteers do not receive compensation or benefits.

### 5.1.6 Overload Teaching for Staff

An employee may teach a class as contractual faculty in a subject area for which he/she is qualified if his/her services are needed and it does not interfere with the duties for which the employee was hired or detract from the employee's ability to do his/her job at Northern Oklahoma College. Employees are limited to teaching 3 credit hours per semester. The class must meet after 5:30 p.m. or outside the staff member's designated working hours. Preparation, grading and all other activities associated with the class should not be done during regular office hours.

Per Fair Labor Standards Act, employees classified as Exempt will be compensated at the adjunct rate. Non-exempt employees will be compensated at time and one-half of their primary job responsibility hourly rate. These teaching assignments are approved at the discretion of the President.

To apply for an adjunct teaching position, the employee will need to submit a transcript and letter of interest to the Division Chair in that area and must have a completed application packet on file before the semester begins. If there is a need for course coverage, eighteen hours of completed coursework in the discipline are normally required for all adjunct positions, and a master's degree is required in most areas. Compensation for this teaching will be detailed and paid on an overload pay schedule. A Request for Personnel Action must be completed for the available coursework with signatures of the employee being considered, the division chair, and the Vice President for Academic Affairs.

### 5.1.7 Outside Employment and Activities

An employee may engage in outside business or financial interest as long as it does not create a conflict of interest or interfere with the duties for which the employee was hired or detract from the employee's ability to perform his/her job at Northern Oklahoma College.

An employee may engage in outside activities; however, the College may collect information routinely. Procedures for advance clearance of certain types of activities may be required and arranged. If the nature of the extra activity, or the time and effort on the part of the employee result in a conflict with his/her college employment, the activity may require reduction or elimination. Use of college resources including supplies and equipment is prohibited.

## 5.2 EMPLOYMENT POLICIES

Northern Oklahoma College is an “at will” employer. The contents included in this Handbook in no way modify or amend the right of the College as an “at will” employer in originating or terminating employment of personnel. “At will” employment is for no specified term and is terminable at the will of either the employee or employer. Promises or representations made by anyone except the President of Northern Oklahoma College concerning the conditions of employment, express or implied, do not negate the right of the College to terminate employment at any time, without notice, and with or without cause.

### 5.2.1 Management Provisions

The College has the right to exercise customary functions of management, which include, but are not limited to, the following:

- a. hiring, promoting, transferring, disciplining, and terminating employees in accordance with college policies;
- b. reassigning an employee from one position to another position;
- c. directing the work force; determining its composition, organization, and structure; and scheduling and assigning work;
- d. establishing reasonable job standards, expectations, work rules, policies, and regulations;
- e. determining the extent and schedule of its operations;
- f. maintaining the orderly conduct of the work force, requiring job performance which meets job requirements, and terminating employees in accordance with college policies; and
- g. amending, revising, revoking, or issuing policies and rules governing college employees.

### 5.2.2 Employee Provisions

Full-time salaried employees may:

- a. be appraised on job-related criteria;
- b. express employee concerns and complaints;
- c. expect to work in a safe environment;
- d. expect reasonable and nondiscriminatory application of the Northern Oklahoma College Board of Regents, College, and departmental policies and rules; and
- e. expect termination proceedings and other disciplinary action to be made in accordance with the Northern Oklahoma College Board of Regents and College policies.

### 5.2.3 Falsification

Any false, incomplete, or incorrect statement, answer or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, school, classification, or position at Northern Oklahoma College, or pertaining to personal information or background information on any authorized form, record or file, may result in refusal of employment by Northern Oklahoma College. If such information is found after employment, appropriate disciplinary action up to, and including, termination may be taken.

### 5.2.4 Vacancies

In order to be considered for a vacancy, an employee should apply through the Office of Human Resources.

### 5.2.5 Definitions

#### a. Employment

##### 1. Initial Employment

Initial Employment Initial Employment refers to placing an individual on the payroll for the first time.

##### 2. Reinstatement

Reinstatement refers to placing a former employee with at least two (2) years of continuous service on the payroll after a break in service of six months or less.

##### 3. Re-employment

Re-employment refers to placing a former employee on the payroll after a break in service of more than six (6) months.

#### b. Promotion

Promotion is defined as the advancement of an employee to a classification with a higher pay range.

#### c. Transfer

A transfer occurs when an employee moves from one position to another position of equivalent responsibility within the same pay range.

#### d. Demotion

Demotion is defined as the movement of an employee to a classification with a lower pay range. Demotions may be either disciplinary or non-disciplinary.

### 5.2.6 Promotions and Transfers

Transfers can be made in order to provide equitable consideration and opportunity for qualified employees to fill job vacancies at Northern Oklahoma College. An employee desiring to transfer should discuss possibilities with his/her supervisor. Employees being considered for promotions or transfers will be required to agree to a background screening check and the promotion/transfer is contingent upon receiving necessary approvals on a completed Personnel Action Form.

The College encourages the upward mobility of employees to positions for which they are qualified and which meet their career interests and objectives.

Promotion will be based on qualifications such as experience, education, attendance, ability, and other job-related factors.

- a. An employee interested in promotional opportunities must provide the Office of Human Resources with updated employment application material as positions open.
- b. When an employee transfers to a different department, all sick leave and annual leave balances transfer with the employee.

### 5.2.7 Employment of Retirees

Oklahoma Teachers' Retirement System regulations require a minimum of sixty (60) calendar days between a retiree's last day of pre-retirement public education employment and any post-retirement employment with an entity that participates in the System. Retirees may return to work after the 60-day break in service, but only within the parameters established by the Oklahoma Teachers' Retirement System and only if the College has need for the services. Copies of the regulations and further information are available in the Office of Human Resources and online at <https://www.ok.gov/TRS/>.

### 5.2.8 Reinstatement

An employee with two (2) or more years of continuous full-time service before termination under satisfactory conditions, upon application and completion of proper documents, may be reinstated by the College within six (6) months following termination, contingent on recommendation of the department supervisor and approval of the President. Reinstatement is possible only if a vacancy for which the person is qualified exists. Such an employee will have sick and annual leave accrual rates restored to his/her employment record.

### 5.2.9 Re-Employment

An employee who terminates his/her employment under satisfactory conditions and who desires to return after six (6) months, may do so upon application and completion of proper documents, with a recommendation from the department supervisor and approval by the President, if a vacancy exists for which the person is qualified. The returning employee in this category would return with no restoration of previous sick and annual leave accrual rates.

### 5.2.10 Probationary Period

A probationary period is used to evaluate an individual's ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the College. The end of the probationary period does not indicate permanent employment. The College maintains its right to employ "at-will" and may choose not to renew an appointment to a position, regardless of probationary status.

All Full-time salaried and part-time, new-hire and rehire employees are considered to be on probation during the first twelve (12) months of employment. During this period, a supervisor will closely monitor the performance of the probationary employee to determine fitness for the position. Probationary full-time employees are eligible for benefits.

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. Every supervisor should routinely keep notes on each employee's performance, and especially document counseling sessions. As an employee's evaluation period (prior to completion of the first twelve (12) months of service) approaches, those notes should be reviewed to consider whether the probationary employee should be retained. All Performance Evaluation Forms are to be forwarded to the Office of Human Resources, where they become a part of the employee's permanent file.

#### 5.2.10.1 Promotion

Upon promotion to a new classification, an employee shall be placed in a three-month probationary period to allow the department supervisor a sufficient amount of time to measure the efficiency and productivity of the probationary employee. Such probationary periods do not affect an employee's eligibility for accrual or use of college benefits.

#### 5.2.10.2 Transfer or Demotion

A three-month probationary period is also served each time an employee receives a transfer or demotion. Such probationary periods do not affect an employee's eligibility for accrual or use of college benefits.

### 5.2.11 Performance Evaluations

A Performance Evaluation Form reflecting an employee's progress becomes a permanent part of his/her personnel file. This file is referred to for salary review and promotional considerations and is also used as background material should a supervisor feel the need to discuss improvement in an individual's work.

#### 5.2.11.1 Probationary and Annual Evaluations

Supervisors will evaluate a new employee after ninety (90) days and prior to the first twelve (12) months of service. Annual evaluations will be completed each April thereafter. In addition, supervisors may evaluate an employee more often at his/her discretion.

### 5.2.12 Termination Clearance Process

Employees should submit resignations to the College in writing. Management personnel are requested to provide one (1) month notice and all others are requested to provide ten (10) work days notice of resignation. For pay calculation purposes, the employee must be physically present at work on the official date of resignation.

The exiting employee should submit a signed letter of resignation indicating last day of employment to the President's Office with a copy of the resignation letter to the department supervisor and appropriate vice president. The original resignation letter will be forwarded to the Office of Human Resources for inclusion in the employee's permanent record. The salary of an employee whose services are terminated before the end of the month will be pro-rated on the basis of hours worked during the month of termination.

The employee must complete a Faculty and Staff Checkout Clearance Form before the last regular paycheck can be processed. The clearance procedure includes turning in keys, electronic device, parking permits, etc. and clearing all college debts. The form is available in the Office of Human Resources and must be returned there when completed.

Supervisors are responsible for completing the Personnel Action Form and submitting to the Director of Human Resources.

## 5.3 COMPENSATION AND CLASSIFICATION

The compensation and classification program of Northern Oklahoma College is administered by the Vice President for Financial Affairs. The program also provides recognition for differences in individual ability and performance.

### 5.3.1 Job Descriptions

The College classifies each position in accordance with its functions, duties, responsibilities, and relationship to other positions. Supervisors, with assistance from the Office of Human Resources, develop descriptions for positions specifying the duties, responsibilities, supervision received, supervision given, and the education, training, and experience necessary for a person to function effectively in that position.

### 5.3.2 Employee Classification

The Vice President for Financial Affairs shall determine and specify, subject to the provisions of the Fair Labor Standards Act, those classifications which shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications.

#### 5.3.2.1 Exempt Classification

Exempt classifications are those classifications which shall neither be entitled to the earning of, accrual of nor credit for overtime and/or compensatory time.

## 2017-2018

### 5.3.2.2 Non-Exempt Classification

Non-exempt classifications are those classifications which shall be eligible for earning of, and credit for, appropriately authorized overtime and/or compensatory time. These employees, whose work must be documented and maintained in accordance with federal regulations, must maintain detailed records reflecting the actual time worked. The employee's supervisor and the appropriate vice president must approve overtime work in advance, except in cases of emergency. Non-exempt employees are strongly encouraged to work a 40-hour flexible schedule rather than accruing compensatory time.

## 5.4 HOURS OF WORK

### 5.4.1 Work Week

For payroll record-keeping purposes, the work week at Northern Oklahoma College begins at 12:01 a.m., Saturday, and ends at 12 midnight, Friday. A Full-time salaried employee will normally be scheduled to work 40 hours per work week. Regular daily work hours are from 8 a.m. to 5 p.m., with one hour off for lunch. At the discretion of the President, the official work hours may vary during summer months and by location.

In order to accommodate for college activities and events scheduled during evenings or weekends, full-time non-exempt salaried employees may be required to work a flexible 40-hour work week schedule. This 40-hour work week schedule shall be scheduled and approved in advance by the immediate supervisor and appropriate vice president.

### 5.4.2 Absenteeism

An employee who expects to be late or absent from work shall be responsible for notifying his/her supervisor in advance or within one (1) hour of the start of the work day indicating when he/she will report back to work. This allows the supervisor to make other work arrangements as necessary. Any employee who fails to comply with this rule will be subject to disciplinary action.

In chronic or unusual cases of absenteeism, the College reserves the right to require documentation or verification of the reasons for absence. Excessive absenteeism must be noted on the Employee Performance Evaluation Form and may lead to dismissal.

### 5.4.3 Tardiness

An employee is expected to be at his/her work station at the scheduled work time. Excessive tardiness must be documented in written counseling report and placed in employee's HR personnel file and may lead to disciplinary action, including dismissal.

### 5.4.4 Abandonment of Position

An employee who has failed to report to work for three consecutive work days without notifying his/her supervisor will be considered to have voluntarily resigned his/her position.



### 5.4.5 Lunch Period

The lunch period consists of one (1) hour daily unless otherwise scheduled by the supervisor to meet special needs. An employee may not forego the lunch period to shorten the work day or work week or rearrange the lunch period. Offices consisting of more than one employee must stay open during the lunch period. During summer operating hours, the lunch period is thirty (30) minutes unless Annual Leave time is used to extend the lunch period by 30 minutes.

### 5.4.6 Work Breaks

Employees are granted a work break during each four-hour work period. Work breaks are scheduled by departmental or unit supervisors and are subject to revocation or modification as work load demands vary. Work breaks may not be accumulated to extend lunch periods or to shorten the work day. Working through scheduled rest periods either voluntarily or because of necessity does not entitle an employee to additional compensation or compensatory time off. Work breaks should not exceed 15 minutes per four-hour period.

### 5.4.7 Monthly Time and Leave Reporting

Non-exempt full-time employees must accurately maintain their own Monthly Time Sheet. This timesheet is an important, legal, time-recording document. Completed timesheets must be received by the Payroll Officer by the fifth day of the following month so the regular employee payroll processing can begin. The timesheet must be signed by both the employee and the supervisor. Failure to submit timesheets by the specified deadline will result in not receiving compensation at the scheduled pay dates. Compensation will be paid at the next scheduled pay date.

Fulltime staff employees are required to continually maintain a minimum balance of 40 hours of annual leave and 40 hours of sick leave to remain on the Main Payroll that is paid the last working day of each month. Any employee using leave without pay and falling below the 40 hours of annual leave and 40 hours of sick leave will be moved to the Supplemental Payroll for the remainder of the fiscal year at the discretion of the Office of Human Resources and the Vice President for Financial Affairs. Employees placed on the Supplemental Payroll are required to submit an approved weekly time sheet on the following Tuesday of each week. The direct deposit for employees on the Supplemental Payroll will be paid by the 12th of the following month.

New fulltime staff employees are placed on the Main Payroll with leave balances being monitored until the employee accrues a total of 40 hours of annual leave and 40 hours of sick leave.

Employees must complete an Annual Leave Request Form or an Absence Report Form when absent from work. Absences from work are to be anticipated as much as possible and scheduled with the supervisor. In any case, the supervisor should be notified promptly. Requests for annual leave or special leave should be submitted fifteen (15) working days in advance.

### 5.4.8 Overtime Pay or Compensatory Time for Non-Exempt Employees

The College's policy of giving compensatory time off in lieu of payment for overtime worked should be followed in every possible situation. Direct any policy exception request to the Vice President for Financial Affairs.

#### 5.4.8.1 Rate and Computation

Should a non-exempt employee work more than 40 hours during the established work week (See Section 5.4.1, Work Week), he/she will be given compensatory time at the rate of one and one-half hours for each hour worked. Holidays, annual leave, sick leave, and compensatory time off will not be treated as hours worked for the purpose of computing compensatory time at one and one half. However, if actual hours worked plus hours paid for but not worked (holidays, annual leave, etc.) exceed 40, the employee will be given compensatory time at the rate of one hour for each hour worked. Compensatory time off must be taken during the time designated as the employee's normal work week.

If payment of overtime is approved, the rate of pay will be calculated using an hourly rate. For regular, salaried 12-month employees, hourly rate equals the annual salary divided by 2080 (the product of 52 weeks times 40 hours).

#### 5.4.8.2 Authorization

Overtime hours worked and compensated with compensatory time off, at a time mutually agreeable between the employee and his/her supervisor, must be approved in advance by the employee's supervisor except in cases of emergency. If a department cannot allow an employee to take compensatory time off as a compensation for overtime, the Vice President for Financial Affairs must authorize approval prior to the performance of the overtime work in order to receive authorization to pay overtime wages. Appeals of the decision of the Vice President of Financial Affairs may be made to the President.

#### 5.4.8.3 Time Limits

Compensatory time off is to be taken within one year of the date of accumulation. The maximum compensatory time which may be accrued by any affected employee shall be 60 hours. Compensatory time accrued must be used before vacation time. The employee must be permitted to use compensatory time on the date requested by the employee unless the time off would unduly disrupt the operations of the department. Use of compensatory time can also be assigned by a supervisor to allow an employee to be absent from work.

An employee transferring from one department to another is required to use accumulated compensatory time prior to transferring.

### **5.4.9 On Call**

Some jobs require an employee to be placed “on call,” subject to being available should his/her services be required for duty outside of the normal work week for emergency situations.

### **5.4.10 Remote Access/Cell Phones/Smartphones**

The College expects that accessing networks remotely and using cellphones and smartphones be restricted to a non-exempt employee’s normal 40-hour work week or flex schedule. Usage outside of the normal schedule should be limited to emergency situations.

### **5.4.11 Travel Time**

Compensatory travel time for non-exempt employees varies dependent upon the variety of context in which the travel occurs including same day travel, overnight travel, and conferences/meetings. Federal regulations recommend that the employee and supervisor visit the Office of Human Resources prior to the travel date to determine the appropriate compensable time.

## **5.5 CONDUCT**

### **5.5.1 General Conduct**

Employee conduct off the job affects the well-being and reputation of the institution. Conduct should be not only in conformity with community morals but at a higher standard. Decorum on the job is very important. Maintenance of a proper work climate promotes efficiency and gives a good impression to others. Crudeness and vulgarity are inappropriate. Propriety in relations with students and other employees is necessary.

### **5.5.2 Confidentiality**

Many assignments within the College involve knowledge of sensitive information, working in delicate situations, or handling sensitive problems. All employees are expected to maintain an appropriate level of confidentiality.

### **5.5.3 Insubordination**

Insubordination or failure to cooperate with others; personality conflicts disturbing to work relationships; and failure to follow the directions of supervisors acting within their province of authority is not acceptable conduct of employees.

### **5.5.4 Trustworthiness**

Employees are often entrusted with college funds and property. They often work in environments where the property of others is exposed. It is expected that all employees of Northern Oklahoma College uphold the highest standards concerning the property of others.

### 5.5.5 Initiative

Employees are expected to be aware of job-related work needs beyond those which have been specifically instructed by supervisors. When there are lax periods in tasks for the position, the employee is expected to offer assistance to others. No employee should be idle.

### 5.5.6 Restrained Socialization

Employees must be restrained in the time spent in social conversations with other employees and with visitors at their work stations.

### 5.5.7 Distracting Incidents

Personal matters of a controversial or emotional nature should be kept out of the work place. Employees are expected to make every effort, including seeking restraining orders, to keep the work place clear of volatile behavior, conversation, or incidents. Employees should keep distracting incidents with fellow employees or visitors out of the work place.

### 5.5.8 Legal Charges

Employees with criminal charges of felony status may be suspended without pay until cleared. If not cleared within ninety (90) days or if information available to college administration leads to a strong indication of guilt, the employee may be terminated. Should the person be cleared within six (6) months by a court of law, that person may request reinstatement or consideration of any new vacancy. Misdemeanor charges of such nature as to make one's employment in a position in a public instructional institution sensitive may result in similar action.

## 5.6 DISCIPLINARY ACTION

Northern Oklahoma College is an "at will" employer. The contents included in this Handbook in no way modify or amend the right of the College as an "at will" employer in originating or terminating employment of personnel. "At will" employment is for no specified term and is terminable at the will of either the employee or employer. Promises or representations made by anyone except the President of Northern Oklahoma College concerning the conditions of employment, express or implied, do not negate the right of the College to terminate employment at any time, without notice and with or without cause.

### 5.6.1 Verbal Warning

A verbal warning is usually the first step in discipline procedure. It involves a discussion between a supervisor and an employee about a minor work performance problem. The objective is to correct the problem by communicating how actual performance falls short of desired performance. The supervisor should record and maintain in the employee's departmental file the date of the discussion and a brief summary of the items discussed, to record that the warning was in fact given. If the problem persists, a written warning is appropriate.

### 5.6.2 Written Warning

Should the verbal warning fail to effect improvement in employee performance, the supervisor should complete and ask the employee to sign a Counseling Report and then forward copies of the same to the appropriate vice president and the Director of Human Resources. If the offense is more than minor, a written warning may be an appropriate first step. The report should contain a description of the problem, an explanation of the deficiency, a solution to correct the problem, a definition of the time frame within which correction is expected, and an evaluation of the employee's response. If the employee refuses to sign the report, this fact should be noted on the report along with the signature of a witness to attest that the employee refused to sign.

If the employee receives two written warnings within twelve (12) months, the employee should be considered for termination.

### 5.6.3 Suspension

The President may recommend suspension without pay for serious incidents which may warrant discharge. In this case, the employee may be suspended pending investigation and the decision as to the extent of disciplinary action or termination.

### 5.6.4 Disciplinary Violations

Department supervisors may need to take disciplinary action, including termination, because of assault or battery of a person on College property or at a college-sponsored event, excessive written warnings, theft of College property, unexcused absence of three (3) or more days, falsifying employment application or time or leave records, immoral conduct or indecency on college property or at a college-sponsored event, use of intoxicants during working hours or on campus at any time, insubordination, unauthorized use or duplication of a college key, reporting to work under the influence of alcohol or drugs, excessive absenteeism or tardiness, violating a safety rule or practice, inattention to duty, inefficiency, absence without leave, violation of law or college regulations, disloyalty, lack of integrity, or other conduct inappropriate for an employee of the College.

### 5.6.5 Termination Procedure

When recommending discharge, a supervisor should request such action in writing, and seek formal approval by the President. Documentation should include the employee's name, date of the incident, explanation of the circumstances resulting in the recommendation for discharge, identify policy broken, and reference to any previous disciplinary steps taken.

If discharge is approved, the supervisor should follow these steps:

- a. The supervisor will immediately notify the Office of Human Resources so that a date can be established for removal of the employee from the payroll and an exit interview scheduled. The salary of an employee discharged before the last work day of the month will be pro-rated on the basis of hours worked during the month of termination. The supervisor will

## **2017-2018**

prepare a Checklist for Exit Interview. The official date of termination should be the last day actually worked by the exiting employee.

- b. The discharged employee will be required to return college keys and equipment, as well as clear all College debts prior to the last day of work. A completed Checklist for Exit Interview must be on file in the Office of Human Resources before the final paycheck will be issued.