

Connors State College Staff Handbook



Founded in 1908, with campuses in Muskogee and Warner, Connors State College is governed by the Oklahoma A & M Board of Regents with the mission of building futures one at a time as we promote excellence in our community and the global society.

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PREFACE

The Board of Regents for Oklahoma Agricultural & Mechanical Colleges appreciates faculty and staff input pertaining to the development of policies affecting faculty and staff status and encourages the institutional administration to provide adequate opportunity for input on such matters prior to presenting recommendations to the governing A&M Board of Regents.

In discharging its duties and responsibilities, occasions may arise where the collective judgment of the A&M Board of Regents requires the A&M Board of Regents to act independently in the development and implementation of policies and procedures. In approving the Faculty/Staff Handbook for Connors State College, neither the governing A&M Board of Regents nor CSC is waiving or restricting its lawful power, duty, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the A&M Board of Regents. In such instances, affected personnel will be informed through the official public record where such actions were approved, and the institutional administration is encouraged to take appropriate steps to help ensure that affected personnel are informed.

ORGANIZATIONAL INFORMATION

History of the College

Connors State College (CSC) was authorized by an act of the first Legislature in 1908 as Connors State School of Agriculture. The school was named for Mr. John P. Connors who was President of the State Board of Agriculture at that time. In 1927, the Oklahoma Legislature amended the act, which established district agricultural schools to make Connors a junior college. The name was also changed, at that time, to Connors State Agricultural College. During the 1967 Legislative Session, the name was again changed, this time to Connors State College of Agriculture and Applied Science. In 2000, the A&M Board of Regents shortened the name to Connors State College. *A more detailed account of the history of Connors may be found in the college catalog.*

Mission Statement

Connors State College is committed to building futures one student at a time as we cultivate excellence in our community and the global society.

Vision

Connors State College integrates tradition and adaptability to be the college of choice for students seeking access to affordable education for their lifelong learning needs.

Core Values

Real Education

Our commitment to education means you'll get real learning experiences. What you see is what you get, and what you'll get is an authentic education that equips you with the skills to thrive in the jobs of the future.

Navigating the Future

Navigate your future with us, where we're committed to affordability, accessibility, and eliminating barriers to education. We offer you numerous pathways to reach your goals, whether you are at the beginning of your career or if you're looking to take the next step.

Our Community

At Connors, you're more than just a name on a roster; you're a valued member of our community. Our dedicated faculty and staff ensure that you receive personalized attention. From our president to our professors, we know you and we are invested in your journey.

Governance

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges:

It is the policy of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so doing, the A&M Board of Regents is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran. Such non-discrimination applies to all policies, practices, and procedures; including those pertaining to admission, institution governed by the A&M Board of Regents is directed to develop, establish, and observe procedures that implement the nondiscriminatory policy of the A&M Board of Regents. In all such instances, the A&M Board of Regents encourages the inclusion of minorities and women.

CSC Development Foundation

The Connors Development Foundation, Inc. was established to aid and assist Connors State College by providing the resources necessary to meet the ever-increasing costs of supplying quality programs in higher education. The Foundation meets the requirements of a tax-exempt organization, so all gifts are tax exempt under Section 501(c) (3) of the Internal Revenue Code of 1984.

Affirmative Action Statement

General Statements

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations and policies, Connors State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates.

It is the intent of the Connors State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by Connors State College.

Complaints

Any complaint alleging illegal discrimination should be referred to:

Director of Human Resources/Affirmative Action Officer
Connors State College
Gatlin Hall, Room 231
(918) 463-2931, Ext. 6206

Title VI, Title IX, and Section 504 complaints may be referred to:

- Human Resources Director who is the designated Affirmative Action Officer
- ADA Coordinator (918) 463-2931, Ext. 6245

They may also be filed with the Regional Office for Civil Rights. Address correspondence to:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Title VII and ADA complaints may also be filed with the regional Equal Employment Opportunity Commission. Address correspondence to:

Equal Employment Opportunity Commission
215 Dean A. McGee Avenue, Suite-524
Oklahoma City, Oklahoma 73102
Telephone: 800-669-4000
FAX: 405-231-4140
TTY: 800-669-6820
ASL Video Phone: 844-234-5122

Sexual Harassment Complaints

Any complaint alleging sexual harassment should be referred to:

- Human Resources Director, 918.463.6206
- Vice President for Academic Affairs, 918.463.6328

EMPLOYMENT POLICIES

Connors State College complies with the employment policies set forth in the Policy Manual for the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges. The following procedures support the intent of the A&M Board of Regents' employment policies. At Connors, the levels of organizational structure are as follows:

Position	Function	Appointment Responsibility
President	Chief Executive Officer	Hired by and responsible to the A&M Board of Regents.
Vice-Presidents, Deans, and Directors	Major and mid-level administrative personnel	Hired by and responsible to the President with A&M Board of Regents approval.
Faculty	Instruction	Hired by and responsible to the President with A&M Board of Regents approval.
Administrative Assistant, Clerical, Maintenance, Secretarial, Custodial	Support Staff	Hired by and responsible to the President.
Adjunct Faculty	Instruction	Hired by and responsible to the Vice President of Academic Affairs.

General Procedures for Employment

The President has final responsibility for recommending employment, promotions, and terminations of all full-time faculty and staff to the A&M Board of Regents for final approval but may first choose to secure appropriate on campus counsel before making his/her final recommendations.

Equal Opportunity Employment decisions reflect the institution's policy of maintaining excellence in instruction, research, and extension. As a College, which recognizes the individual talents of people, Connors State College actively supports equal opportunity and affirmative action, complying fully and willingly with Executive Order 11246, Executive Order 11375, the Civil Rights Act of 1964, and all other appropriate Federal and State Legislation.

Advertisement

The breadth of advertisement for positions depends on the position's level in the organizational structure. Advertisements are prepared according to the A&M Board of Regents' policies.

Advertisements for presidents are publicized nationally in publications like HigherEdJobs.com and other relevant publications.

Advertisements for all other personnel and faculty are placed in relevant publications.

All open positions, with the exception of those on an in-house recruitment status only and emergency hire basis, will be posted on the CSC website for no less than 3 days.

Application

The applicant must complete the official CSC Application for Employment. Official transcripts from all colleges and universities attended must be provided. Applicable licenses and certifications are also required. The applicant may also provide a resume at the time of application. Human Resources will collect all applications received and forward them to the supervisor.

Screening/Interview

Employment for each position involves a thorough screening process. The appropriate supervisor will develop a minimum of a three-person hiring committee (larger committees may be developed depending

on the position). The supervisor and committee members will determine which applicants (if any) to invite for an interview. The supervisor will send recommendations to HR and HR will schedule interviews. The committee will recommend a candidate to the hiring supervisor. The ultimate hiring decision will be made by the supervisor. References are checked and an authorized background check may be included in the final assessment of candidates.

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President of Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired.

The emergency hire process is designed to permit the hiring of individuals on an emergency temporary basis without the immediate completion of a competitive search. The individual selected must meet the minimum hiring qualifications of the position and final approval for the emergency hire will be given by the President to the Vice President of the department.

Evaluation

The continuation of all staff members in their positions is at the will of the College. Staff members are evaluated informally on an ongoing basis, but the appropriate supervisor will also conduct a performance review annually. The supervisor has the option to formally review a staff member more than once a year, particularly in cases where performance is deficient.

The goal of an employee appraisal is to enhance the employee's job performance and allow the employee to receive appropriate suggestions for improvement as needed. The supervisor will meet with the employee to discuss accomplishments, any needed improvements and to set performance goals for the next year. The supervisor and employee will both sign and date the review form. The performance review will be returned to the Human Resources Office and kept in the employee's personnel file.

Promotion

In the selection of a director or dean, a committee will be formed for consultation purposes. The committee will meet with the President prior to his/her recommendation to the A&M Board of Regents for such appointment.

The President may appoint a director, dean, or other mid-level administrators. Such appointments are on an "at-will" basis and are not made for any particular duration. Reappointment is determined by institutional need and/or performance.

When staff positions are open, all qualified applicants, including those who may already be employed in other positions within the college, may apply. Internal promotion is encouraged by the college where possible and when a qualified internal candidate has applied for a position, especially if such promotion supports the College's affirmative action efforts.

Procedures for Externally Funded Staff

Staff positions created by federal grants or other external funds are appointed, evaluated, reappointed, or not reappointed through the same mechanism as other college personnel. However, because of the

nature and duration of the funds and programs, each contract automatically terminates at the conclusion of the year for the duration of the program. Notices of intent for continuance or, in some cases, discontinuance are based on performance and/or notification of funding awards.

Adjunct Faculty/Coaching Appointments

Professionals in the community and individuals with special skills, such as members of the coaching staffs of the College, may be granted appointments as adjunct instructors. Adjunct appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Adjunct appointments do not count toward years of service as a continuing faculty member. No notice of non-renewal of an adjunct appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a search procedure as would usually be followed in filling a full-time faculty appointment.

Corrective Action and Dismissals

Purpose

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

Scope

1. These policies and procedures are applicable to all continuous regular staff personnel of the College.
2. This procedure also does not apply to periodic/temporary employees or student employees.
3. Faculty are covered by separate procedures as indicated in the Faculty Handbook and other policies and procedures.

Responsibility

1. Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by Connors State College and the staff member's department. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective action.
2. Employees of the College are at-will employees. "At-will" employment means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without cause or notice, so long as the reason is not prohibited by applicable federal or state law. However, consistent with the College's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action or dismissals.

Work Performance and Misconduct Issues

1. Behaviors which may be subject to corrective action or dismissal may be a result of poor work performance or misconduct.
2. The term “work performance” may include all aspects of an employee’s work.
3. Work performance is determined by the supervisor’s evaluation of the quality and quantity of work performed by the employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate corrective action.
4. Work performance is normally evaluated by a performance review as described in this handbook.
5. When making the decision for taking corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended. A supervisor should initiate action as a dimension of performance improvement rather than a measure of punishment. It is a corrective process to help the employee overcome work-related shortcomings and strengthen his or her work performance.
6. Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months. Performance improvement plans can be used in conjunction with other corrective action steps or in place of corrective action. The supervisor should consult with Human Resources prior to implementing a performance improvement plan.
 - a. During the duration of the performance improvement plan, the supervisor works with the employee, providing feedback on a monthly or more frequent basis.
 - b. If work performance has not improved to an acceptable standard by the end of the designated period, the employee will be dismissed from employment. In rare circumstances, the performance improvement period may be extended up to an additional three months.
 - c. If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be dismissed from employment immediately.
7. Even though the College’s philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal. This may require the supervisor to skip steps of corrective action. Such cases should be handled in consultation with University Human Resources.
8. Corrective action should be taken as soon as possible after a work rule violation or unacceptable behavior occurs.
9. The supervisor shall consult Human Resources prior to corrective action or dismissal.

Misconduct issues

1. All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct or work performance issues.

2. Each work rule violation is evaluated based on the severity of the infraction and the operational impact of the rule.
3. In cases where an employee fails to meet acceptable standards of conduct or work performance, a supervisor should initiate corrective action. The corrective action process includes the following:
 - a. Informal Discussions – consists of an informal discussion between the supervisor and the staff member regarding a gap in current performance or behaviors and those expected by the university. This discussion is informal in nature and is intended to develop a clear understanding between the staff member and the supervisor regarding future performance or behavioral expectations. Supervisors are encouraged to maintain documentation of these discussions; however, the documentation is not formal and is used as a reminder to the supervisor of the topics discussed and agreements reached with the employee regarding potential developmental opportunities and training needs. Informal discussions may occur at any time. Staff members who have received an informal discussion are eligible for consideration for pay increases, transfers, promotions, and other employment privileges.
 - b. First Step Corrective Action or Written Warning – consists of a formal discussion between the supervisor and the employee about a gap in current performance or behaviors and those expected by the College. This discussion includes the supervisor’s expectations, timeline for correction of the concerns, and specific details on how the employee needs to improve. The underlying assumption is the employee has the desire to change. The supervisor shall document the formal discussion. In the event the job performance or behavior(s) does not improve, further corrective action may be supported. If a repeat incident of misconduct or work performance issue occurs within three months, further corrective action may be warranted, up to and including dismissal.
 - c. Second Step Corrective Action or Written warning – consists of a formal discussion between the supervisor and the employee about continued failure to meet acceptable standards of conduct or work performance. The supervisor should consult with Human Resources before placing an employee on this step of corrective action. The discussion is followed up with a written summary, including the seriousness of failure to meet acceptable standards of conduct or performance expectations. The employee shall receive a copy. The written corrective action should include the following:
 - i. Desired performance;
 - ii. Observed behavior;
 - iii. Violated rule, policy, procedure, or performance issue;
 - iv. Past work record, including training, coaching, feedback, mentoring or other formal corrective actions taken;
 - v. A statement of the consequences in the absence of improvement;
 - vi. Notice that discussion is a corrective action and that the employee has agreed to the desired performance; and
 - vii. The employee’s signature signifying receipt of the written summary and the date received. If the employee declines to sign the document, the supervisor should

indicate on the document that the employee received a copy of the corrective action.

If a repeat incident of misconduct or work performance issue occurs within six months, further correction action may be warranted, up to and including dismissal.

- d. Job Decision Assignment – final formal discussion and written documentation requiring the employee to decide whether or not s/he wishes to continue employment with no further infractions or wishes to resign. To provide adequate time for this serious decision-making process, the employee may be placed on job decision assignment for up to one day. During that time the employee's work assignment is to give serious consideration to full compliance with performance standards or resignation. At the end of that time the employee is expected to provide a written commitment to the conduct and/or performance standards with detailed information on how they expect to maintain this commitment or to provide a written resignation notice. If the information contained in the employee's response meets the criteria of the supervisor, the employee will be expected to return to work in full compliance with conduct and/or performance standards. In the even the employee fails to provide a reasonable response or resign, they will be dismissed from employment. The supervisor must consult with Human Resources before placing an employee on job decision assignment. The formal documentation establishing administrative leave and requesting the employee's decision and the response from the employee are placed in the employee's personnel file. The job decision assignment will be considered inactive if no further incidents of misconduct or failure to meet performance standards occur within one year. If, however, misconduct or work performance issues occur within one year, employment will be terminated for cause immediately.
4. Unrelated incidents of misconduct or work performance will be handled separately, but in no case will more than two separate unrelated incidents of misconduct or work performance occur within any one time period. A third unrelated incident of misconduct or work performance will result in dismissal.
5. Employees engaged in any step within the corrective action process outlined above may be ineligible for transfers, promotions, pay increases, or other employment privileges. Notification of these restrictions may be included in the written notice provided to the employee.
6. A serious violation of a rule, procedure or standard of conduct, including but not limited to, inappropriate use of computers, theft of College property, falsification of College documents, or conduct resulting in harm to another person, may result in immediate termination.
7. An employee who disagrees with a supervisor's formal or informal evaluation of their performance are encouraged to seek counsel from Human Resources, who may act as a neutral third party moderator for future discussions between the employee and the supervisor.
8. Misconduct that may result in corrective action (and/or termination) include (but are not limited to):

- a. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;
- b. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;
- c. Disorderly or immoral conduct or horseplay on College property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on College premises or on institutional time;
- d. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
- e. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;
- f. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the College or fellow employees or resulting in serious injury to fellow employees;
- g. Violation of established departmental dress codes; use of tobacco in violation of College policy and state law;
- h. Giving false information or falsification of College documents including timesheets, personnel records and application for employment;
- i. Destroying or defacing institutional property or records or the property of a student or employee;
- j. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;
- k. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;
- l. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;
- m. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
- n. Failure to comply with appropriate computer use policies; and
- o. Violation of policies, rules, or procedures of the unit or Connors State College.

Dismissal

1. Any unauthorized absence for more than three consecutive workdays may be considered as a resignation from service and would not therefore be subject for corrective action. The supervisor should consult with Human Resources for appropriate documentation and notification to the employee.
2. Under Oklahoma Statutes, any state employee who is found guilty of or pleads guilty or nolo contendere to a felony shall immediately forfeit employment and is not eligible for future employment with Connors State College if the felony record exists.
3. An employee dismissed for misconduct or work performance or who resigned in lieu of termination may be placed on a restricted hiring list and not be eligible for hire within CSC for at least one year.
4. Any person terminated from College employment shall have the right of appeal as outlined in Grievances and Appeals Policy.
5. The staff of Human Resources will serve in an advisory capacity in matters of corrective action and termination.
6. Connors State College reserves the right to change this Policy and Procedure or any portion thereof at any time.

Job Titles, Salary Grades, Duties, and Responsibilities Policy

Connors State College retains the right to make organizational and personnel adjustments as needed to meet the institution's operational and strategic goals. Accordingly, the President or the appropriate area Vice President shall have the authority to change the job titles, salary grades, duties, and responsibilities of any employee at any time, based on institutional needs, operational efficiency, or budgetary considerations.

Weather and Remote Work Policy-

Weather and Emergency Notifications

Connors State College prioritizes the safety of its students, faculty, staff, and visitors while maintaining campus operations whenever possible. In the event of inclement weather or emergencies, campus operations may transition to virtual status or temporary closure.

- **Campus Closure:** All operations are suspended except for essential services required for safety and security. Classes, meetings, and events are canceled. Administrative leave will be used for approved campus closure hours.
- **Classes Canceled, Campus Open:** Classes are canceled, but administrative offices remain open unless otherwise stated. Staff are expected to report to work.
- **Delayed Opening:** Campus operations are closed for a designated period, with reopening based on improving conditions.
- **Virtual Campus:** All physical campus offices are closed except for essential personnel, and other campus services are available online. Faculty will move scheduled classes online. Students should

monitor their email and Canvas for instructor communication. Administrative services shift to virtual operations. **If offices are operating under virtual status but not fully closed during inclement weather, employees must use leave for any related absences.**

Communication: In the event of inclement weather, Connors State College will notify faculty, staff, and students in advance regarding the status of campus operations. Notifications will be sent via email and RAVE alerts. Additional updates will be provided through official college channels, including the Connors website and social media.

Remote Work Policy

Connors State College does not permit remote work under normal circumstances. All full-time employees must perform their duties in their assigned office, facility, or field location.

Exceptions: Remote work may be granted only in extenuating circumstances where office functions and services to students are not impeded. Examples include:

- Temporary illness preventing on-site attendance
- Temporary transportation issues (e.g., vehicle breakdown)
- Emergency childcare needs (e.g., last-minute babysitter cancellation)
- Approved accommodations under the Americans with Disabilities Act (“ADA”), as determined through Connors State’s interactive process with Human Resources.

Approval Process:

- Employees must submit a Request to Work Remotely form or provide a written request specifying hours and reasons. Employees seeking remote work as an ADA accommodation must follow Connors State’s accommodation request process through Human Resources.
- Supervisors will review and approve or deny requests. Approved forms or written requests should be sent to Human Resources for recordkeeping.

Accountability: Remote work is contingent on job performance. Abuse, falsification, or failure to meet responsibilities will result in corrective action, up to and including dismissal. **Remote work arrangements may be revoked at any time if they negatively impact job performance or office operations.**

Outside Employment

Full-time employment at CSC is considered to be one’s primary employment. Employees may engage in outside employment provided the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest. Such outside employment must occur outside of the employee’s regular work period.

Staff Development/Attendance at Professional Meetings

Employees are encouraged to continue their professional development by attending applicable meetings, workshops, etc. Proper authorization and arrangement need to be made prior to the meetings. (See section on authorization and travel arrangement procedures).

When the administration asks a staff member to represent the college at a meeting, the staff member will be reimbursed for travel and per diem expenses incurred according to approved Office of State Finance travel claim standards and procedures.

When classes are dismissed for professional meetings, all members of the faculty and pertinent staff are expected to attend. Permission to miss such meetings must be obtained from the appropriate vice president in advance of the meeting.

Professional Organizations/Community and Civil Involvement

All employees are encouraged to join professional organizations and to take leadership roles in their respective communities, disciplines, or areas of interest. All faculty and staff are encouraged to contribute to the Connors State Development Foundation. The amount of the contribution is at the discretion of the employee.

Social Media Policy

As a public institution, Connors State College (CSC) values and protects the constitutional right of free speech. CSC encourages responsible use of social media while maintaining professionalism and protecting the institution's reputation. This policy applies to all employees.

General Guidelines:

- **Personal Responsibility:** Employees are responsible for their online activity. Posts that negatively impact job performance, colleagues, students, or CSC's reputation may result in corrective action, including dismissal.
- **Respect & Professionalism:** Be fair, courteous, and avoid content that is discriminatory, harassing, obscene, threatening, or defamatory. Work-related concerns should be resolved internally rather than on social media.
- **Appropriate Content:** Do not imply CSC endorsement of personal views. If discussing CSC-related topics, clearly state that opinions are personal and not official statements. Employees must not link personal blogs or social media accounts to CSC platforms without authorization.
- **Workplace Use:** Personal social media use should not interfere with work duties. Use of CSC equipment or email for non-work-related social media activities is prohibited unless authorized.
- **Media & Public Statements:** Employees should not speak on behalf of CSC or respond to media inquiries without prior approval.

For questions or further clarification, contact Human Resources.

Children on Campus

Because of reasons related to safety and potential problems with supervision, children will not be permitted on campus unless attended by a parent or guardian. No children are permitted in the classrooms, teaching areas, or work areas.

Employee Benefits

Benefits are contingent upon the availability of funds and are subject to change. The institution offers various benefits to full-time employees. Detailed information concerning all benefits is available in the Human Resources Department. A brief synopsis of the major benefits is listed below:

Health/Life Insurance

Group medical insurance, life insurance, long-term disability insurance, retirement, and major medical benefits are provided for all eligible (full-time) employees. For details, contact the Human Resources Department.

Disability Insurance

All full-time employees on active service under the age of 69-1/2 who are classified as faculty, administrative, or professional full-time staff are eligible for disability coverage. The waiting period is 180 calendar days after being certified as disabled.

Disability insurance guarantees employees 60% of the base pay (including payments from Social Security, Workers Compensation, State Teachers Retirement, or other group programs providing disability).

Retirement Program

All teachers entering the teaching profession in Oklahoma and certain other professionals, working one-half time or more, are required by State law to become members of the Teachers' Retirement System (TRS) of Oklahoma. Connors pays the entire Teachers' Retirement Employee contribution, and TRS 12 administration fees for all full-time employees as a part of the employee benefits package.

Complete information concerning the Teachers' Retirement System of Oklahoma can be obtained from the CSC Human Resources department or by contacting the Oklahoma Teachers' Retirement System in Oklahoma City (1-877-738-6365) or (www.ok.gov/trs).

Connors participates in the Federal Social Security Program and Medicare for their employees. Individual contributions are deducted from the employee's salary and Connors provides the required employer's match.

Optional Benefits

Employees may also elect to pay for additional, optional benefits. Details of these benefits are available in Human Resources. Optional benefits include:

- Dependent Medical Coverage
- Dependent Life Coverage
- Supplemental Cancer Insurance
- Pre- and Post-Tax Annuities
- Section 125 Flexible Benefit Plans
- Employee Educational Savings Plan
- Short-term Disability
- Dental and Vision

Tuition Reduction Policy (First and Second Year)

Regular, current, full-time Connors employees are entitled to receive a 100% tuition-only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. The tuition-only waiver is for CSC tuition only. The tuition-only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Employee's Spouse and Dependents are eligible for tuition reduction as well. Dependents may receive the 100% tuition-only waiver for any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form at the time of registration.

Condition of Benefit- All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Employees, spouses, dependents and retirees must self-identify at the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student

Tuition Reimbursement Policy – Staff- (Third and Fourth Year/Graduate)

Subject to availability of funds, CSC reimburses Regular Full-Time Employees who take nonequivalent courses for credit at a public or private institution of higher education other than CSC (Oklahoma State University preferred, if available) for tuition for up to twelve (12) credit hours per calendar year with a maximum of up to \$1,000 per 3 credit hours course. This policy is not intended to limit the total number of credit hours an employee may take. However, credit hours taken in excess of the amounts specified in this policy shall not be reimbursed by CSC. Additional reimbursement may be available on a case by case basis and must be reviewed and approved by the President. Tuition reimbursement must be approved by Human Resources, Vice President of Fiscal Services, and the President prior to the start of coursework for staff.

The coursework must be within the discipline or subfield and must be directly related to the employee's job requirements.

To be reimbursed for a course, the Regular Full-Time Employee must earn a grade of C or higher for an undergraduate course and B or higher for a graduate course.

Reimbursement is for tuition and fees only. CSC does not reimburse the cost of books or other materials.

For reimbursement purposes, if a course is completed over the course of two fiscal years, the said course will be accounted toward the fiscal year in which the course was completed.

The final amount reimbursed to the employee will be calculated after crediting any scholarship, grant, or any other source of financial assistance which does not require any form of repayment.

CSC does not provide tuition reimbursement if the employee chooses to take freshman or sophomore level equivalency courses at an institution of higher education other than CSC. Requests for exceptions to this must be submitted in writing to the Office of Human Resources for approval by the Human Resources Director before the course commences.

CSC does not provide tuition reimbursement for courses taken by Spouses and Dependent Children.

Employees requesting tuition reimbursement must complete the tuition reimbursement authorization process, as specified by Human Resources. All tuition reimbursement requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course, along with any documentation required to comply with this policy. The employee shall submit all required additional documentation (e.g. grades, invoice balances) within thirty (30) days following the end of the course. Human Resources shall direct Accounts Payable to issue reimbursement checks.

An employee must be employed for Connors State College for at least one year if reimbursed for twelve (12) credit hours or less and must be employed for two years if reimbursed for more than twelve (12) credit hours after receiving a tuition reimbursement, or they will be required to repay the amount of the funds received for tuition and fees. This repayment requirement will be enforced whether or not the degree/coursework is completed.

Admission to Sporting Events

Employees may attend all regular season, home sporting events free of charge.

Employee Leave

Annual Leave

Annual leave, also known as vacation leave, applies to 11 and 12-month personnel only. Eligible employees shall receive annual leave as indicated in the chart below:

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
0 – 5	6.23	75 (10 days)	150	75
5 – 10	9.38	112 (15 days)	224	112
10 – 15	11.25	135 (18 days)	270	135
15 +	13.13	158 (21 days)	315	158
Executives (Full term of employment)	15.63	188 (25 days)	375	188

Leave should be scheduled in a timely manner with the appropriate supervisor. The approval of annual leave is at the supervisor's discretion and may be denied if the result of the leave impacts the college's operations. Employee leave balances will not be allowed to exceed their maximum hours accumulation. Employees may not take compensated leave in advance of leave earned. Any compensatory leave hours previously earned will be used BEFORE annual leave is used. Contact Human Resources for balances.

Sick Leave

Sick leave applies to 9, 10, 11, and 12-month personnel only. Eligible employees shall receive sick leave as indicated in the chart below:

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
ALL	9.38	112 (15 days)	n/a	n/a

Employees may not take sick leave in advance of sick leave earned. Contact Human Resources for balances.

Unused days may be accumulated and used for OTRS retirement purposes. There is no monetary compensation for unused accumulated sick leave.

Any employee who misses work because of illness or injury must be sure the appropriate office/supervisor is notified as soon as possible. Scheduled medical appointments and the like should be reported in advance.

The corresponding leave must be reported on the employee's electronic timesheet or leave report by the corresponding due date. Supervisors must approve all leave through timesheet or leave report approvals by the corresponding due date. (See your supervisor or payroll department for timesheet or leave report training).

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay at the discretion of their supervisor.

Sick leave cannot be used as annual leave.

Employees on extended medical leave (longer than 3 days) are required to report this absence to the Human Resources Office as soon as possible.

Holiday Leave

The College observes certain holidays and administrative closed days as determined by the President. Employees on leave without pay the day before or after a holiday or administrative closed day will not receive pay for the holiday or administrative closed day.

Overtime Policy

Purpose and Scope

An integral part of the employment program of the College is a uniform policy related to the earning of and compensation for overtime. This section deals with policies and procedures developed to comply with the Fair Labor Standards Act work regulations for exempt and non-exempt employees. Payment of overtime is generally avoided, and compensatory time is provided in its stead for non-exempt employees. Exempt employees are not entitled to receive overtime or compensation for time worked outside of the regular work schedule.

College Policy and State Law

It is the policy of Connors State College to comply with the overtime provisions of the Fair Labor Standards Act (FLSA) and its regulations in accordance with the policy of the State of Oklahoma. This includes, but is not limited to, the earning of and payment for overtime, establishment of the official workweek, and record keeping.

The Connors State College Human Resources Director shall post, where appropriate, information about the Fair Labor Standards Act and a copy of this policy to inform covered employees.

The employment and work program of each department or division of the College should be managed so that the necessity for overtime work is reduced to a minimum. The employee's supervisor and the department's Vice President must approve overtime work in advance, except for emergency situations.

It is intended, however, that non-exempt employees should be expected to work a reasonable period of overtime. Notice to employees scheduled to work overtime will be given by the supervisor as early as possible.

Provisions of the Fair Labor Standards Act places a liability upon the employer for the payment of a premium or all hours that an employee not specifically exempt from overtime payment is either requested or permitted to work in excess of the statutory limitation. Therefore, under no circumstances may a non-exempt employee perform work of any nature for the College at his normally assigned work station, or anywhere else on the employer's premises, in excess of his normal work schedule, unless such overtime work has been specifically authorized in advance by the supervisor.

The official workweek of the College shall be from Sunday until the following Saturday.

Overtime shall be calculated on the basis of the official workweek and not on the official workday.

Definitions

EXEMPT- The position meets the FLSA tests for exemption from the overtime provisions of the Act, and compensation for time worked outside of the regular work schedule is not required. At Connors State College, generally exempt positions are faculty, graduate assistants, administrative /professional, certain farm and recreation workers, student professional, and temporary professional. Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department.

NON-EXEMPT- The position does not meet the FLSA tests for exemption from the overtime provisions of the Act, and the employee must be compensated for overtime. At Connors State College, generally non-exempt positions are identified as classified (except for certain farm and recreation workers) and non-professional student or temporary appointments. Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department. All non-exempt employees are required to complete a monthly time sheet.

OVERTIME – Hours worked in excess of 40 in a workweek. Compensation for overtime hours is 1- 1/2 times the employee's regular pay rate. This "base" rate (which is multiplied by 1-1/2 to get the "premium" rate per hour) may be affected by special situations such as standby pay.

WORKWEEK – A regular, recurring period of 37.5 consecutive hours from Sunday until the following Saturday.

PAY PERIOD – The period of time covered in a paycheck. For employees on the salary budget a pay period is one month.

FLEXTIME – A supervisor may need to allow an employee to on occasion arrive later or leave early in reference to the normal work schedule. However, this practice should only be as needed and the employee still must work 37.5 hours in the workweek. This is different from compensatory time in that it is not a substitute for overtime, instead a scheduling allowance for activities or needs.

Procedures

Overtime Payment

Non-exempt personnel shall receive compensation by check or warrant or by compensatory time at the rate of time and one-half their regular rate for all hours worked in excess of 40 hours in any workweek. Each workweek shall stand-alone and may not be averaged.

Payment for overtime by check or warrant should be made within the same pay period, if possible, or no later than the pay period following the one in which the overtime hours were worked.

Exception: Payment may be later if the hours have first been accumulated for compensatory time.

If compensation for overtime worked is paid in released time at the premium rate, such released time (compensatory time) will be given according to the following:

1. The maximum compensatory time which may be accrued by any affected employee shall be 240 hours within a fiscal year.
2. An employee whose current accrual is the maximum number of compensatory hours shall be paid overtime compensation by check for any additional overtime hours of work according to the procedure above.
3. The use or payment of accumulated compensatory time will be permitted within a reasonable period after the employee requests the time, when it will not be disruptive to department operations. Upon reasonable notice, a department head may request that an employee use a portion of the accrued compensatory time, at any time this is deemed advisable. Disputes should be referred to the Human Resources Department.
4. At termination of employment, payment for accrued FLSA compensatory time shall be calculated at the average regular employment, or the final regular rate received by the employee, whichever is higher.
5. When an affected employee transfers to a non-exempt position in another department, accumulated compensatory time may be transferred to the new department.
6. When a non-exempt employee changes to exempt status, every effort should be made to clear accumulated compensatory time by payment, taking the time off, or a combination of these. If the change involves moving to another department, a cooperative decision by the two department heads may be necessary.
7. Compensatory time earned by an employee is banked for use in lieu of annual leave taken. Unused compensatory time will be paid to the employee twice per year, in June and December.

A non-exempt employee may not “volunteer” to the College services of the same type they are employed to perform.

Recordkeeping

Records of time worked shall be made and preserved by the payroll office for each non-exempt employee. The records shall include full name, social security number, or college work identification number (CWID), birth date if under 19, occupation, workweek beginning day/time, rate(s) of pay, hours worked each workday for each workweek, total hours to be paid for straight time, approved leave, and overtime. These time records shall be kept available for inspection for three years.

The work for which non-exempt employees must be paid (at the rate of at least the current minimum wage) and which must be counted in computing liability for weekly overtime pay is described as: the time the employee is actually at work or required to be on duty.

Counted as working time, in addition to time actually worked, are rest periods lasting 15 minutes or less, lectures, meetings, and training programs when attendance is required by the supervisor, and travel time (time en-route) as set out below:

1. Travel time from job site to job site during a workday, after reporting for the day's work.
2. Travel time from home to work and return on a special on-day assignment in another city. Deduct the usual time from home to regular work site and return and meal time(s).
3. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.
4. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.

Not counted as working time are bona fide meal periods, vacation, sick leave, other leave, holidays not worked, and certain travel time not listed above.

Compassionate Leave

An employee will be granted a maximum of three (3) days of leave upon the death of a member of the immediate family or a relative who has occupied that role.

In some cases of death in the immediate family, the three- (3) days of leave may not be sufficient. In such cases, additional leave may be granted upon the request of the employee and the approval of the supervisor. These additional days may be deducted from accumulated sick or annual leave.

If the relative is not a member of the immediate family, leave may be granted upon the request of the employee and with the approval of the appropriate supervisor.

Compassionate leave may be deducted from the employee's accumulated sick leave, or annual leave at their discretion. Additional leave may be granted at the discretion of the immediate supervisor.

Attendance and Punctuality

An employee is required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance evaluations. All Non-Exempt employees are expected to record time worked and absences on a timesheet. An employee demonstrating excessive absenteeism or excessive tardiness, for whatever reason, shall be

given the opportunity to substantiate the cause. The immediate supervisor shall evaluate the circumstances and determine the need for correction or disciplinary action.

If an employee cannot report to work as scheduled, he/she shall notify the immediate supervisor within one (1) hour after the reporting time. In the event notification is not made, immediately upon return to work the employee shall show sufficient reasons for the lack of notification. Failure to give sufficient reasons to the immediate supervisor shall be cause for disciplinary action.

An employee who is absent from work for three or more days without authorization from the supervisor may be subject to disciplinary action, including termination. Termination in such a case shall be placed in the personnel record as an involuntary resignation.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Connors State College is grounds for disciplinary action, up to and including dismissal.

Shared Leave Policy

The purpose of this policy is to permit CSC employees to donate sick leave to fellow CSC employees who are currently on approved Family and Medical Leave Act (FMLA) leave. Donations made under this policy are gifts. This policy does not create an entitlement or expectation of shared leave to eligible employees and is one of the employment-related benefits afforded to its employees.

Definitions

“Employee” – regular full-time CSC employee with over 12 months of continuous services at CSC. A regular full-time employee is one who is employed to work 37.5 or more hours per week and maintains continuous regular employment status.

“New Hire” –regular full-time CSC employee with less than 12 months of continuous service at CSC.

“Relative of employee”-an employee’s spouse, parent, stepparent, child (in this context “child” includes legal wards and stepchildren), grandchild, mother-in-law, or father-in-law.

Eligibility

An employee of CSC will be considered eligible to receive donated sick leave pursuant to the following conditions:

- The employee has abided by CSC policies and practices regarding the use of leave.
- The employee has exhausted or will exhaust all accrued leave prior to start of requested leave.
- The employee is on approved FMLA leave.
- The employee’s eligibility shall cease upon the employee’s receipt of income, or active enrollment or participation in a College provided employee benefit (worker’s compensation benefits, etc.) or any other form of compensated leave plan such as short-term disability or long-term disability.

Donation

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

- Donors must complete the Request for and Donation of Sick Leave Form in full.

- The employee may donate any amount of sick leave provided that the donation does not cause the sick leave balance of the donating employee to fall below 160 hours; thereby leaving an unused amount in the donating employees account equivalent to one month's hours for personal emergency use.
- Only an active employee may donate. An employee who has issued a letter of resignation or retirement may not donate. Furthermore, an employee may not donate accrued sick leave within six months of his or her date of resignation or retirement.
- An employee may not donate excess sick leave that the donor would not be able to take otherwise under the College's paid leave policy.
- Annual leave or compensatory time may not be donated.
- All donated sick leave must be given voluntarily in writing. No employee shall be coerced, threatened, intimidated or financially induced into donating.
- Any accrued paid leave that has not been used or shared at the time an employee leaves employment shall be forfeited.
- Any donated shared leave that has not been used at the time that an employee leaves employment, or when the condition causing the need for such leave ends, shall be returned to the donor(s).

Limitation on Leave Sharing

- The recipient employee may only receive a maximum of 45 days/360 hours of donated leave during total employment at Connors State College.
- Any donated leave may be used by the recipient only for the purposes specified in this policy.
- Share leave ends in the event of termination of the condition causing the need for leave. The leave received will be designated as donated leave and will be maintained separately in the Human Resources Office from all other leave balances.
- All forms of paid leave available for use by the recipient must be exhausted prior to using any donated leave.
- Recipients do not accrue leave time while on shared leave.

Recipients

- Employee must currently be on approved FMLA leave.
- The employee (or his/her representative in the event the employee is incapacitated) must complete the Request for and Donation of Sick Leave Form and return it to the office of Human Resources.
- Recipients do not accrue leave time while on shared leave.

Administration of the Policy

- Recipient of leave is conditioned upon the availability of donated leave.
- The employee receiving donated leave shall be paid his or her regular rate of pay; therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then paid to the recipient. (Ex: If Employee A, being paid \$10.00 per hour, donates 2 hours of

leave to Employee B, who is paid \$20.00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.)

- No leave share request will be processed retroactively.
- Donation will be transferred each pay period in amounts not to exceed the recipient employee's regular monthly hours for that pay period.
- Donations are irrevocable.
- Efforts will be made to process donations anonymously.
- Donated leave not actually used by the recipient shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be divided among the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.
- The employee receiving donated leave shall be paid his or her regular rate of pay.

Family and Medical Leave Act (FMLA)

Purpose

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Sick Leave.

Scope

This policy applies to all CSC campuses. To be eligible for FMLA leave, an employee must have been employed by the College for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date leave commences.

Policy and Procedures

Qualifying Event

Under FMLA an eligible employee may request up to 12 weeks of unpaid leave for a qualified event:

- For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement;
- For care of a family member with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or
- Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

Definition of Serious Health Condition

- Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either in-patient care or continuing treatment by a health care provider.
- Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive.

FMLA Definitions of Family

- Spouse means a husband or wife as defined or recognized under State law for the purpose of marriage.
- Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents “in law.”
- Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable or self-care because of a mental or physical disability.

Employee Notice and Certifications

- The employee must provide 30 days advance notice when the leave is “foreseeable.” On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- Continued doctor certification will be required if the situation warrants, but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work.
- Forms for medical certification are available from the Human Resources office. This form is also acceptable for documentation of sick leave under the Sick Leave Policy.
- Leave will be denied if the employee fails to provide the required medical certification.

Maximum Leave Entitlement

- Up to 12 weeks of absence from assigned duty may be requested within a 12-month period.
- In the event both spouses are employed by Connors State College, maximum leave for each eligible spouse is 12 weeks.

Intermittent and Reduced Leave Schedule

- In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced schedule must attempt to schedule their leave so as not to disrupt CSC’s operations.
- Connors State College may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

- Leave taken on an intermittent or reduced schedule will be calculated on a pro rata or proportional basis comparing the employee's new schedule to his or her prior schedule.

Concurrent Use of Accrued Paid Leave

- Family and Medical Leave is taken concurrently with other CSC leave policies. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable CSC leave policies.
- An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid leave is granted only when the conditions in CSC Policy and Procedures for such leave are met.

Continuation of Benefits During Leave

- An employee's coverage in a group health plan will continue under the same conditions that existed prior to the Family and Medical Leave. Employee medical will be paid by CSC if the employee is enrolled in medical coverage at the same time the leave is requested.
- Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances. d. Employee contributions will be made by the employee through the Payroll Office on a timely basis.
- In the event an employee elects to cancel insurance coverage, such cancellation will be effective at the end of the month after written notice to CSC Payroll Department. No partial premiums will be calculated.
- If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Connors State College for premiums paid on behalf of the employee during the Family and Medical Leave. The employee will be billed through the Business Office.

Restoration of Employment

- Upon return from family medical leave, an employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms.
- An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
- Key employees ranking in the top 10% of the highest paid employees at CSC may be excluded from the job guarantee provision if there are reasons justifying such an action.
- If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.
- Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

Restoration of Benefits

- CSC paid benefits such as CSC paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, s/he should cancel the insurance and upon return to work should notify CSC Payroll Office of his/her desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required, and no pre-existing condition clauses will apply.
- Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
- Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

Notice to Employees

- Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
- Copies of this policy and procedure should be made available to employees upon their request.
- When leave is requested, the supervisor is required to send the employee to Human Resources. Human Resources will respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements, for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from the Human Resources Office.

Recordkeeping

- Supervisors will maintain adequate up-to-date records for each faculty/staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.
- Supervisors will generate appropriate forms on any leave taken under FMLA.
- Supervisors will report leave used on payroll time-sheet reports.
- Documentation for use of leave will be maintained by the department for three years.

Exhaustion of Family and Medical Leave

- Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately.
- If no other leave is approved, the employee will be terminated.

Consolidated Omnibus Benefits Reconciliation Act (COBRA)

- If an employee does not return to work after FMLA leave, CSC will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.
- The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
- Length of the COBRA coverage is measured from the day of the qualifying event.

Military Leave and Pay

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage non-career service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Connors State College, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the College and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service. When faced with unique or unclear questions regarding the application of the College's policy and state and/or federal law to a particular case, unit administrators should consult with the Director of Human Resources for assistance and direction.

Definitions

"Uniformed Services" or "Armed Forces" as used in this policy means the Armed Forces of the United States (the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve units for each such branch); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.

"Service in the Uniformed Services" or "Military Service" means the performance of duty on a voluntary or involuntary basis in one of the Uniformed Services. It includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which a person is absent from a position of employment with the University for the purpose of an examination to determine the fitness of the employee to perform any such duty.

"Notice of Service" means any written or verbal notification of an obligation or intention to perform service in the uniformed services provided to an employer by an employee who will perform such service or by the uniformed service in which such service is to be performed.

Scope of Policy

This policy applies to all College campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

Policies and Procedures

Leave of Absence for Military Service

All regular employees are entitled leaves of absence from their employment at Connors State College in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required. Unit supervisors should consult with the Director of Human Resources in such cases.

Employees engaging in military service are required to give notice of such service in advance in writing or orally to their immediate unit supervisor, either in person or through an appropriate officer of the

uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their unit supervisor.

Military Leave Pay/Use of Annual Leave

Employees engaging in military service, as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.

A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty scheduled workdays each federal fiscal year.

Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.

In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee transfers from one administrative unit to another, the new unit administrator is responsible to obtain military leave records from the previous administrator.

Benefits While on Military Leave

During a military leave of absence, certain benefit rights are protected. Details regarding specific rights should be obtained from the Director of Human Resources.

Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, Connors State College will continue to provide coverage as long as law requires.

Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law. Employees returning to work who do not make timely application for credit of time through OTRS will be required to pay all applicable penalties and interest payments set by OTRS.

Leave Accrual, Seniority, and Holiday Pay While on Military Leave

Leave does not accrue during a leave of absence without pay.

The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to duty with Connors State College as required by law and this policy statement.

Upon returning from military service, employees are entitled to pay for holidays occurring during the leave of absence. It is the unit administrator's responsibility to process appropriate pay through the supplemental pay process.

Reemployment Rights

Upon completion of military service, employees who have been on military leave must notify their unit administrator of their intent to return to duty at Connors State College within the following time frames:

Fitness Examinations

Service Less Than 31 Days: If an employee is absent from work at Connors State College due to the employee's being examined for the purpose of determining the employee's fitness to perform military service, or if an employee engages in military service for less than 31 days, the employee ordinarily must report to work on the first full regularly scheduled work period on the first full calendar day following the completion of such an examination or service of less than 31 days, plus the expiration of eight hours after a period allowing for transportation from the place of military service to the employee's home.

Service of More Than 30 Days but Less Than 181 Days: If an employee engages in military service for more than 30 days but less than 181 days, the employee must submit a written application for reemployment with the unit administrator not later than 14 days after the completion of the period of military service.

Service of More Than 180 Days: If an employee engages in military service for more than 180 days, the employee must submit a written application for reemployment with the unit administrator not later than 90 days after the completion of the period of military service.

Hospitalization / Convalescence Due to Injury or Illness While In Military Service

In cases where the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, the employee is not required to return to work until the end of the period that is necessary for the employee to recover from that illness or injury, such period ordinarily not to exceed two years.

Extraordinary Cases Beyond the Employee's Control

All of the requirements in the Section entitled Reemployment Rights pertaining to the time frames ordinarily expected of an employee in returning to work are extended if returning to work or submitting an application to return to work within the normal time periods is impossible or unreasonable through no fault of the employee. In such instances, the time periods referred to in this Section shall be extended to the next full calendar day when such a return to work or submission of an application to return to work becomes reasonable. In instances where an employee is convalescing from an injury or illness while in military service, and returning to work is impossible or unreasonable within the normal two-year time period, the two-year time period shall be extended by the minimum time to accommodate circumstances beyond the employee's control which make the reporting within the period impossible or unreasonable.

Employees who have been on military service and who fail to report back to work or submit a written application for reemployment are subject to the College's regular policies which allow an employee to be separated from employment if absent without excuse for three consecutive days, except in instances where returning to work is unreasonable or impossible due to no fault of the employee, as set forth in the Section entitled Extraordinary Cases Beyond the Employee's Control.

Employees who are honorably discharged from their period of military service will be reinstated to active employment with Connors State College, provided that they have fulfilled the requirements of this policy statement and all applicable federal laws. Reinstatement will be in positions of like seniority, status and pay, or the nearest approximation consistent with the circumstances in each case. However, reemployment is contingent upon the employees' continued qualification to perform the duties of the job, and no change in circumstances that would make employment unreasonable or impossible.

Special Rules Regarding Separation from Employment after Military Service

Employees who return to work after engaging in qualified military service lasting more than 30 days may not be separated from employment for any reason other than cause for certain periods of time after returning to work.

Employees who serve more than 30 days but less than 181 days of military service may not be separated from employment except for cause for a period of 180 days after returning to work.

Employees who serve more than 180 days of military service may not be separated from employment except for cause for a period of one year after returning to work.

Job-Related Injury/Illness

Any injury or illness occurring as a result of employment shall be reported immediately upon occurrence to the immediate supervisor. If the immediate supervisor is unavailable the employee shall follow the chain of command. In the event that the employee is unable to contact supervisors, the employee shall contact the Human Resources Director. The employee must fill out an Employee Accident/Injury Report. The written report is to be submitted by the supervisor to the Director of Human Resources. Forms are available in the Human Resources Office. Failure to immediately report an accident/injury could result in a denial of claim.

Code of Ethics

Employees of the College shall maintain the highest standard of ethical conduct in all transactions with students, administrators, colleagues and the public. Employees represent the College when carrying out the duties associated with their position, and as such are expected to act in a manner consistent with the educational philosophy and goals of the College. Each employee must have a signed loyalty oath on file.

Additionally, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges recognizes its obligation to students, faculty, staff and other stakeholders to maintain the highest ethical standards. To facilitate this, “Ethics Management” tools have been made available to provide you with a simple way to anonymously and confidentially report activities that may represent issues of concern, misconduct or violations of law or institutional policies and procedures.

Members of the institutional community are encouraged to continue to report concerns through regular lines of communication such as management, Human Resources or the Affirmative Action Department. The “Ethics Management” tool simply provides an additional means of reporting and enables individuals to report such issues anonymously.

Reported issues will be addressed promptly and discreetly. Facts will be made available only to those who need to know in order to address the issues reported. Connors College is committed to safeguarding the confidentiality of individuals who submit reports.

Under NO circumstances will retaliatory action be taken against anyone for reporting or inquiring in good faith about potential breaches of institutional policies and procedures or for seeking guidance on how to address suspected misconduct. Visit the Connors State College website for more information.

Employee Conduct

As an integral employee of Connors State College, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Connors State College, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large. Whether you are on duty or off, your conduct reflects on Connors State College. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Types of behavior and conduct that Connors State College considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other College records
- Violating Connors State College's nondiscrimination and/or sexual harassment policy
- Excessive absenteeism or tardiness
- Excessive, unnecessary, and/or unauthorized use of College supplies, particularly for personal purposes
- Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs
- Bringing or using alcoholic beverages on Connors State College property or using alcoholic beverages while engaged in College business on College premises.
- Fighting or using obscene, abusive, or threatening language or gestures
- Theft of property from co-workers, students, or the College
- Unauthorized possession of firearms on Connors State College's premises or while on College business
- Disregarding safety or security regulations
- Insubordination
- Failing to maintain the confidentiality of the College, students or student/employee information; or any other improper conduct which is seriously injurious to the best interests of the College or any of its components.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Connors State College, based on violations on either of the above or of any other College policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

Nepotism

Employee shall not influence, advocate, negotiate, or approve an employment and promotion of a relative. In view of the sensitive nature of the issue, it is the best policy to refrain from involvement in any type of personnel action pertaining to a relative. Connors State College permits the employment of relatives of employees as long as such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The College will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same College area, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that the relative could influence one relative’s work responsibilities, salary, or career progress.
- No relatives are permitted to work in the same department or in any other positions in which the College believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the College, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

The policy applies to all categories of employment at Connors State College.

Connors State College Dress Code

Connors State College should have a consistent and professionally dressed workforce serving the needs of our students. As a step towards enhancing a professional work environment, a dress code has been developed for our institution. The dress code is reflective of business casual dress that will be mostly utilized within the office and classroom setting. We realize that some job duties may require a different level of dress than what is listed, but this dress code was written with everyone in mind to give guidance on what is appropriate for our environment.

Pants/Bottoms- Dress Slacks, dress capris/crop pants and chinos are appropriate as long as they are not made of denim or denim in color. Clingy fabric or tight fitting clothing is not considered appropriate.

Shirts/Tops/Blouses- Collared shirts, dress shirts, or blouses are considered appropriate. Tank tops or camisoles are only acceptable under a jacket or another approved top and should be worn if the top shirt needs additional coverage. Sleeveless dress tops and blouses must be at least three fingers in width and made of dressy material.

Dresses and Skirts- Business, business casual and casual dresses are appropriate if meet all of the other dress code standards. Dress and skirt lengths should be at a minimum length of three inches above the knee, when standing.

Shoes- All shoes must be neat, clean, and appropriate for a professional work environment. Business and business casual shoes and sandals are considered acceptable. Flip-flops (based on appearance) and athletic shoes are generally not appropriate for the workplace. However, on designated spirit/jeans days, employees may wear clean, presentable athletic shoes with jeans, provided they maintain a polished and professional look.

Hats- Hats are not encouraged for employees working inside college buildings, as they are generally not considered part of professional indoor attire. However, if a hat is worn during work hours, it must be neat, clean, and preferably reflect Connors State College branding.

Miscellaneous- The last day of the workweek is considered spirit day. As such, jeans may be worn with a Connors shirt, or you may choose to wear approved business casual wear. Jeans are permitted provided they are clean, in good condition, and allow for freedom of movement appropriate to the employee’s duties. Clothing should maintain a professional appearance. If you have an article of clothing or shoe that

you question being appropriate, please visit with your supervisor, your area Vice-President, or Human Resources before wearing to work.

Jury Duty

Connors State College considers jury duty to be a civic responsibility. Whenever an employee is called upon to serve as a juror, it will be without loss of College pay. An employee who is selected and serves as a juror should present documentation of the summons to his/her supervisor for the period of absence during the jury duty. All payments received from the court for services rendered as a juror shall remain the property of the employee.

Employees Paid by Temporary Grants or Contracts

Employees paid by a grant or contract that expires during a period of military leave may have reemployment rights in certain circumstances. Reemployment rights are situational, depending upon the individual case facts, such as a history of grant or contract renewal. Contact Personnel Services/Human Resources for a specific determination in instances involving employees paid under a grant or contract.

Reservation to Alter Policy

Connors State College reserves the right to change this policy handbook or any portion thereof at any time without any prior notice.

Grievances and Appeals Policy/Procedures for Staff

This policy provides an avenue for the resolution of differences and misunderstandings between supervisors and staff regarding work-related issues. These policies and procedures statements are applicable to all employees of Connors State College. All employees who have a grievance as defined in this policy, that cannot be resolved informally, may request the formation of a Grievance Review Committee. The Grievance Review Committee will conduct an examination of the issues and make recommendations for review by the Affirmative Action Officer (HRD).

Definitions

Complaint: A complaint is a timely, informal expression of dissatisfaction with particular aspects of employment outside of the employee's control.

Grievance: A grievance is a timely, written complaint filed by an employee, with regard to good faith assertion of substantial administrative error relating to appointment, reappointment, disciplinary actions, dismissal, retirement, hostile work environment, or safety in working conditions. Excluded from the grievance definition are complaints concerning wages and salary judgments, performance-related dismissal during a formal probationary period of employment, and College statements concerning policies and rules.

Note: A grievant must state whether he or she believes that discrimination due to race, color, national origin, sex, age, or qualified disability or veteran's status is involved.

Hearing Procedures

1. Informal Resolution Attempts

All complaints will be reviewed in a timely manner to facilitate resolution at the lowest administrative level possible, beginning with the immediate supervisor. If the complaint cannot be resolved at this point, the

employee must discuss the point(s) of dissatisfaction with the appropriate administrator at each level of the administrative jurisdiction through the HR.

2. Written Request for Response

If informal discussions between the employee(s) and the supervisor(s) do not resolve the issue, the employee has the option to request the formation of a Grievance Review Committee to consider the grievance and supporting evidence. The request must be submitted to the HR, in writing, within ten (10) workdays from the end of the informal discussion.

To expedite a timely review by the Grievance Review Committee, the request must include the following:

- A clear and detailed statement of the grievance(s) along with a statement describing the specific supporting evidence,
- The specific remedial action or relief sought with the reasons why such action is warranted,
- A brief summary of the results of the previous discussions of the issues involved,
- A statement that illegal discrimination is, or is not, alleged, and
- The signature of the grievant.

3. Grievance Review

Within fifteen (15) working days after receipt of a qualified written request for the formation of a Grievance Review Committee, the HR will initiate the selection of the Committee by random choice from computerized listings of the College full-time employees. Both the employee filing the grievance and the responder to the grievance will be notified of the time and place for the selection, and each will have the right to be present.

- A. Five Committee members will be chosen. One member will be selected from the college staff. One member will be selected from the college faculty. The grievant will select one person, and the responder will select one. The remaining member and two alternates will be selected at random from the staff of the College. The alternates are expected to attend all hearings of the Grievance Review Committee but will not be involved in the recommendations of the Committee unless a serious illness, necessary absence, or extreme hardship of a staff Committee member occurs during the course of the grievance hearing. At least one staff member will be of the same sex as the employee. If the employee is a member of a racial minority, at least one staff member will be a member of a racial minority (it is not necessary that the member be of the same racial minority as the employee). No member of the Grievance Review Committee may be employed in the same departmental unit as the employee or supervised by the responding supervisor.
- B. The employee and the responding supervisor will each be allowed to challenge one selection for the Grievance Review Committee without showing cause (peremptory challenge). Such challenge will be made at the time of the selection of the member.
- C. Both parties will also have the right to challenge all other random members. Such challenges may be made either at the time of selection or at any time prior to the convening of the hearing conducted to review the employee's grievance. The HR will rule on the validity of all permissible challenges for cause, such as bias, prejudice, member of same unit as a party, etc.
- D. All persons selected for membership on the Grievance Review Committee will be expected to serve except in cases of illness, necessary absence from the campus, prior service on a Grievance Review Committee in the current or immediately preceding calendar year, or other extreme hardship. The HR should decide whether a chosen person should be excused from

service and may replace such a member by the same procedure used for the original selection.

- E. In the event of serious illness, necessary absence, or extreme hardship of a Committee member during the course of a grievance hearing, HR may, at his or her option, or at the request of either the employee or the responding supervisor, select a replacement by using the same procedure that was used for the original selection. In the event that a Committee member is replaced during the course of the hearing, the successor will review the record of the proceedings to become familiar with the positions of the parties and with the evidence previously submitted to the Committee.

The members of the Grievance Review Committee will select a Chair from their group. The HR will serve as a nonvoting advisor to the Committee, except when such official is a party to the grievance. In such an event, the college President will appoint an alternate to serve as the advisor.

The Affirmative Action Officer will exercise reasonable discretion in attempting to schedule a hearing to be convened at the earliest convenient time and date that the affected parties can be in attendance. Such date will not exceed ten (10) workdays with a possible extension of five (5) workdays if necessary.

The Affirmative Action Officer will advise the Grievance Review Committee as to the nature of the charge and the Procedures for grievance review in order to promote fairness and equity for all persons involved.

The HR will remain neutral in the matter at all times, and may serve as a resource person on procedural questions upon request of the grievant, the responder, or both.

The Affirmative Action Officer will be responsible for obtaining a hearing room, and will notify all appropriate Parties of the time, date, and place of all hearings. Attendance at the hearing will be limited to persons who have an official connection with the case as determined by the Chair. The employee and the responding supervisor may choose to be accompanied at the hearings by an advisor, colleague, friend, or Office of Legal Counsel for A&M Board of Regents. Such person may not be someone who is contemplated to be a witness in the hearing. Others whose participation in the hearing is considered essential in order to assist the Committee in establishing the facts in the case will appear before the Committee only long enough to give statements and to answer questions from the grievant, responder or Committee members.

The Chair will set forth the rules of procedure for the hearing in general accordance with the guidelines below. The Chair may for good cause and with occurrence of a majority of the Committee, authorize minor deviations from the guidelines or format. In cases of deviation, the principal parties will be notified of the deviation.

The grievant will be heard first in all phases of the grievance hearing(s) and will be primarily responsible for the presentation of the evidence supporting the grievance.

Counsel or a representative may advise the principals but will not be permitted to participate directly in the proceedings, testify, or question witnesses except as noted below.

A reasonable time limit should be established for opening and closing statements, and will be announced prior to, or at the time of, the beginning of the hearing. Both Parties may make opening statements and present an overview of the evidence. Closing statements should review the evidence actually presented to the Committee, together with logical arguments for the parties' positions.

The length of hearing sessions may be established in advance, and every effort will be made to conduct them as expeditiously as possible, with fairness to both parties and attending witnesses.

The principal parties will provide the Chair with the name of potential witnesses at least 48 hours in advance of the first hearing session. These persons will be notified of the hearing session by the employee or by the responding supervisor, and the witnesses will be scheduled as close to the time of call as possible to avoid undue waiting. The College has no power to compel attendance by employees desired to be called as witnesses. Therefore, the principal parties are responsible for contacting and arranging for attendance of their own witnesses in all cases.

The parties will develop their positions through witnesses and documentation. Witnesses may be cross-examined. Rebuttal evidence is permitted. The Committee may call additional witnesses if they regard such evidence as probably relevant to the case. Either party may also request additional witnesses are permitted to appear before the Committee. The Committee has the discretion to permit such an appearance, if no undue prejudice to the other party would result.

All testimony pertaining to the grievance hearing will be held in confidence by all parties and should not be discussed with others unless there is a compelling official need.

Only evidence relevant to the grievance may be introduced. The Chair of the Committee will decide the question of relevance.

In cases of termination of employment of a staff member, the College recognizes the seriousness of such action and intends that if legal counsel is retained by the grievant; the utilization of counsel will include opportunity for counsel to participate directly in all appropriate portions of the hearing including the Presentation of the grievant's case to the Committee. Legal counsel may also represent the responder with the same opportunities for participation.

In order to have records of the proceedings, a confidential tape recording of the grievance hearing(s) will be made. Copies of such tape recording may be made accessible to members of the Grievance Review Committee, to the appropriate Vice President, to the President, and to the members of the A&M Board of Regents.

At the conclusion of all hearing sessions, after the final report of the Grievance Review Committee is submitted, the confidential tapes and all other relevant material will be sealed and preserved by the HR. These materials will be destroyed after five (5) years unless one or both parties submit a written reasonable request to the HR to preserve them for a longer period of time.

At any point in the grievance proceedings prior to the time at which the Grievance Review Committee has issued its final report in the case; the employee may withdraw any portion or the entire grievance with the permission of the Grievance Review Committee. In all cases of withdrawal, the employee will not have the privilege of reopening the same grievance at any time in the future.

At the conclusion of the final hearing session the Grievance Review Committee will establish a date, time and place to go into closed session for the purpose of, deliberating the evidence, and Committee findings

and recommendations in the case. Attendance at the closed sessions will be limited to Committee members unless a recalled witness is to be present, in which case both parties to the grievance will be notified and may attend.

The Grievance Review Committee will issue a written report, which states its findings and advisory recommendations for resolving the case. The report of the Committee will include a summary of the testimony and evidence that was presented, and the evidence upon which the findings of fact were based will be specifically cited. The report of the Committee will contain:

- A statement of the purpose of the hearing.
- The issues considered.
- The findings of fact.
- Recommendation(s) for disposition of the grievance.

The Grievance Review Committee will submit its report to the Affirmative Action Officer. The report will be forwarded to the appropriate Vice President. The Affirmative Action Officer will provide copies of the report to the employee, the responding supervisor, and to all members of the Grievance Review Committee. The Affirmative Action Officer will keep a copy in a permanent file.

4. Review and Final Decision

The appropriate Vice President will promptly review the report of the Grievance Review Committee. The report may be returned to the Grievance Review Committee for clarification purposes, if it is unclear or incomplete. The appropriate Vice President will then make a decision regarding the matter, normally within ten (10) workdays from receipt of the advisory recommendations of the Grievance Review Committee and will forward that decision to the President, both parties to the grievance, and to the Chair of the Grievance Review Committee.

Prior to its implementation, the President of the College will review the report from the Grievance Review Committee. Unless otherwise previously effective, the decision of the Vice President will be implemented and considered final and binding after the review concurrence of the President. Such review should normally be completed within ten (10) working days after receipt of the Vice President's decision.

The Vice President will communicate the final decision in the case to the Chair of the Grievance Review Committee, to the grievant, to the responder, and to the Affirmative Action Officer.

Anti-Harassment Policy

Connors State College is committed to providing its staff and faculty the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each employee of our College is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the College's purpose. It is not the College's intent in promulgating this policy to inhibit free speech or the free communication of ideas by academic members.

Policy Against Discriminatory Harassment

The College is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's race, religion, age, sex, color, national origin, marital status, disability, veteran status of any other legally protected characteristic is prohibited. The College will not tolerate harassment, sexual harassment, or retaliation in the workplace or educational environment whether committed by faculty, staff, or by visitors to Connors

State College while they are on campus. Each employee of Connors State College is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

For purposes of this policy, harassment is defined as:

- any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that
- is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working environment.

Harassment when directed at an individual because of a legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

- submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program;
- submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, or sounds; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment. See Sexual Harassment Policy Section in this Handbook.

Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited.

Responsibilities under this Policy

The College is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to disciplinary action, up to and including termination of his/her College affiliation.

- All individuals are expected to conduct themselves in a manner consistent with this Policy.

- Staff or faculty employees who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Human Resources Director. The College provides an environment of confidentiality by which individuals can discuss concerns related to discriminatory harassment.
- Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Human Resources Director, their supervisors, division chairperson, or the Vice-President of their department.
- Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the College's legal obligation to respond appropriately to any and all allegations of harassment.
- Supervisors, including faculty managers, who receive reports of harassment, should contact the Human Resources Director for assistance in investigating and resolving the issue.
- Supervisors, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated. Intentionally making a false accusation of harassment is prohibited.
- The College administration is responsible for ensuring the consistent application of this policy.

Procedures for Discrimination Complaints Brought Within Connors State College

Inquiries regarding procedures on discrimination complaints may be directed to the Director of Human Resources, located in Gatlin Hall, Room 231, Warner Campus, 918-463-6206.

Sexual Harassment Policy

This policy applies to employment and/or academic relationships among faculty, staff and students. The College will take all reasonable steps necessary to prevent sexual harassment from occurring, which will include raising the subject, expressing strong disapproval, developing appropriate grievance procedures and sanctions, informing faculty, staff and students of their rights, and developing methods to sensitize all concerned about the issues

Connors State College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. Connors State College reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions as well as civil and criminal penalties.

Connors State College will take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel, including management and supervisory officials, are expected to participate in such education and training and to be knowledgeable concerning the College policy. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students and staff; the latter includes administrative, professional employees, and classified staff. Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate disciplinary procedures for the person accused. Grievance procedures are available for students in the office of the Vice President for Academic Affairs. The grievance procedures for faculty and staff are included in the Faculty and Staff Handbook.

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

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

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

Members of the College community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, particularly need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship.

Regulations

It shall be a violation of College policy for faculty, staff and/or students to engage in sexual harassment as described in the Definition section of this policy.

It is a violation of College policy for anyone to seek gain, advancement, improved academic standing or consideration in return for sexual favors.

It is a violation of College policy for faculty, staff and/or students to initiate any action as a reprisal against a faculty or staff member or student for reporting sexual harassment.

Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate actions is against College policy. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Director of Human Resources. Any supervisor who fails to appropriately respond to a hostile working or educational environment, or to seek assistance from the Director of Human Resources when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action. Supervisors should also be aware that failure to adequately respond to allegations of sexual harassment may subject them to personal liability under relevant Civil Rights statutes.

Reporting Complaints

All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to designated College officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the College to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal College evaluation and response to their concerns by going to any of the designated officials listed above. However, in order for disciplinary action to be taken against a College employee or student, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with College officials on a formal basis.

B. Any individual, whether an employee, a student, or a visitor to the College, who believes he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, should report this information immediately to any of the following “designated officials”:

1. The President
2. The Vice President for Academic Affairs
3. The Director of Human Resources
4. Any administrator with direct or chain of command supervisory responsibility over the unit in which the concern arise.

Office locations, addresses, and telephone numbers for the above officials are provided on page 6 of this handbook. Reports/complaints, whether informal or formal, received by them must, in turn, be reported to the Director of Human Resources. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Director of Human Resources or such other official as designated by the President in

a given case. In instances where formal disciplinary action is deemed necessary, other College policies may call for additional levels of review before such action is taken.

Review Procedures

If an individual believes an incident of sexual harassment has occurred, he/she may wish to discuss the alleged behavior with a trusted friend or colleague on a confidential basis. The Director of Human Resources is also available for consultation. The individual may elect to pursue the matter on an informal basis or to file a formal complaint.

Informal Resolution

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive, if comfortable to do so a simple talk with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct, or by talking with supervisory officials if it is felt that an advocate is necessary.

An individual who feels he/she has been sexually harassed may desire to resolve his/her complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigatory process). Informal complaints are not required to be made in writing. An example of an informal complaint is one where the complainant requests only that an appropriate College official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint.

If informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with College officials at a higher supervisory level. Any College supervisory official overseeing the area where the accused employee works through the level of Vice President, or the Director of Human Resources, may be contacted for informal discussion regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions and such record will be maintained in a confidential manner for future reference as might be necessary.

Note: The College will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

Formal Review Process

1. If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the College.
2. Any formal complaint must be filed with the Director of Human Resources listed above within 180 calendar days of the act(s) of alleged sexual harassment.
3. Formal complaints must be delivered by the complainant to the Director of Human Resources. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A formal complaint must be in writing, signed by the complainant, and must include the following information:
 1. Details concerning the incidents or conduct giving rise to the complaint;
 2. Dates and location of incidents;
 3. Any witnesses to the alleged incidents or conduct;
 4. Action requested to resolve the complaint and prevent future violations of the policy.
4. Upon receipt of a formal complaint alleging sexual harassment, the Director of Human Resources (or other appropriate administrators or review committees) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Director of Human Resources is authorized to explore means by which the matter may still be informally resolved.
5. All College employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the A&M Board of Regents. The complaining party and the accused will be interviewed. Other witnesses and other parties may be interviewed to clarify details. The accused will be given a copy of the complaint and will have an opportunity to respond. In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be considered. The determination of the existence of sexual harassment will be made from the facts on a case- by-case basis.
6. At any stage in the investigation and review process, if it is reasonably believed that the immediate harm to either party is threatened by the continued performance of either party's regular duties or College responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.
7. The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial investigation extend beyond the usual 30-day time frame.
8. Upon completion of the initial investigation, the Director of Human Resources is authorized to take the following actions:
 - **Agreed Resolution**
Resolve the matter to the satisfaction of the College and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is

reached through the efforts of the Director of Human Resources or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time the investigation and the record thereof shall be closed.

- **Formal Recommendation**

Find that the parties are unable to resolve the matter informally and make a written recommendation to appropriate administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report. Upon receipt of a formal written recommendation from the Director of Human Resources, the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any.

In such instances, the person who has brought the complaint shall be notified of such decision and that such decision can be appealed for reconsideration to the administrative official of the College who has direct supervisory responsibility over the official making the decision not to pursue the matter further.

Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Director of Human Resources or other appropriate administrative officials regarding such actions prior to implementation. The administrative official will, in turn, notify the complainant regarding the resolution of the complaint, what corrective action, if any, will be taken, and/or, in general, whether any discipline will be imposed.

Appeal of Formal Complaint Resolution / Disciplinary Action

Either the complainant or the person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, delivered to the Director of Human Resources within five (5) business days of receipt of the notice of resolution/disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

- if the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;
- if the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
- if the appeal alleges relevant and substantive issues or questions concerning interpretation of University policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
- if the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the

- investigation, including specific reasons why said information could not have been provided on a timely basis;
- if the appeal alleges either that the action(s) or inaction(s) of the supervisor in response to the findings of the investigator will not prevent future violation(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the College in its discretion, may at any point in the complaint process elect to place the alleged offender on administrative leave, with pay, or implement a temporary reassignment.

The Director of Human Resources will convene a three-person hearing panel. The Director will preside as a non-voting facilitator. The panel will review all previous findings and the disciplinary action recommended, if any. In addition, the panel will interview the complaining party and the accused. After reviewing the written summary, considering the interviews, and deliberating, the committee will communicate its findings and, if appropriate, recommendations for disciplinary and/or corrective action to be taken. The Director of Human Resources will meet with the President of the College and outline the panel's findings. The President or his designee will meet with the complaining party, the accused and appropriate department supervisors or directors to communicate his decision based upon the panel's findings.

Withdrawal of Complaint

The person complaining of sexual harassment may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be refiled and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

Policy on Workplace Violence

Purpose and Goal

It is Connors State College's policy to promote a safe environment for its students and employees. The College is committed to working with its employees and students to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the College, no institution is immune. Disruptive behavior at one time or another will affect every institution.

Violence, threats, harassment, intimidation, and other disruptive behavior at the College will not be tolerated. All reports of incidents will be taken seriously and dealt with accordingly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Scope

This policy applies to all situations involving violence, threats, harassment, intimidation and other disruptive behavior that may be engaged in by faculty, staff, or students (full-time or part-time, permanent or temporary) on Connors State College- Warner and Muskogee campuses.

Responsibility

The interpretation and administration of this policy is the responsibility of Connors State College's Human Resources Department. The Human Resources Department is assisted in the Policy on Workplace Violence interpretation and administration by an appointed body called the Threat Assessment Team.

Duty to Warn

In furtherance of its Policy on Workplace Violence, Connors State College employees have a "duty to warn". A "duty to warn" refers to each employee's responsibility to notify their supervisor, the Security Office, or Human Resource's office of any workplace activity, situation, or incident that they observe or know of that involves (or appears to involve) problematic behavior. On Connors campuses in Warner or Muskogee, "problematic behavior" may involve fellow employees, students, parents and/or visitors to the campus. Examples of "problematic behavior" may include but are not limited to: verbally and physically aggressive behavior, threats or acts of violence, offensive acts, threatening or offensive comments or remarks; etc. Employee reports pursuant to this policy will be held in confidence, to the maximum extent possible. Connors State College will not condone or support any form of retaliation against an employee for making a report in good faith under this policy.

In-Person Threats Against Individual(s) and/or Connors State College

The following guidelines are to be adhered to relative to Connors State College's Policy on Workplace Violence:

- Confrontational threats while at work shall be dealt with by the supervisor and Human Resources office through a meeting with the individual(s) involved as soon as reasonably possible.
- Depending on the seriousness of the threats, actions may include suspension (for gathering facts), written warning, or termination.
- For employees suspended or terminated, the campus Security Office must be notified whereby an officer will retrieve the employee's ID card and building keys. The Security Office will also escort said person(s) off campus.
- Use of the Security Office should be engaged at any time, as it appears appropriate and necessary.
- Further follow-up through a crisis assessment may be invoked if warranted.

Other Threats Against Individual(s) and/or Connors State College

Threats against (an) individual(s) and/or Connors State College-regardless of how transmitted (written, verbally, electronically)- should be immediately reported to the Human Resources Department.

The Human Resources Department will as soon as reasonably possible, initiate a threat assessment conducted by members of Threat Assessment Team along with the supervisor of the individual making the threat. The Threat Assessment Team-as warranted-may approach other individuals-e.g., the party against whom the threat was made and/or their supervisor. The Human Resources Department will also collect information from the employees or student to whom the threat was made.

Factors that will be included in a crisis assessment are:

- The nature of the threat;
- The need for immediate action;
- The circumstances preceding the threat;
- The assurance that the individual(s) will not be able to enter the campus (or building);
- The nature of ongoing communications with the involved individual(s);
- Notification of law enforcement authorities;
- Possible legal action.

Threats occurring at locations other than the main campus should follow the procedures outlined below:

1. Hostile actions and threats require the Director on site to determine the appropriateness of contacting local law enforcement agencies. The Human Resources Department on the main campus should be notified immediately to help determine appropriate follow-up actions.
2. Written or electronically transmitted threats must be made known to the on-site Director immediately. Employees should contact the main campus Human Resources Department to determine the next steps to be taken in conjunction with the crisis management team's assessment.
3. The Director (on site and others as deemed necessary) should record details of the incident for analysis and review by Connors State College Security Office, Human Resources, and local law enforcement officials, if necessary.

Documentation

Whether on the main campus, or Muskogee Campuses—it is critical that any material relevant to an incident be maintained until Human Resources decides upon proper disposition. Additionally, in all circumstances, a complete and detailed log of events will be maintained by the Human Resources Department and reviewed on an on-going and/or as needed basis.

Communication with the News Media

The College President (or president's designee) will handle all communications with the press and other news media about a violent workplace incident. All other employees who receive inquiries from the press should direct them to the College and Community Relations Director.

Policy Statement

Serious threats or acts of intimidation (i.e., statements, or physical acts which put a reasonable person in fear of harm to him/herself or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at Connors State College. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

All employees, regardless of position with the College, shall immediately report acts of violence and/or serious threats (which a reasonable person would consider potentially dangerous) made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor. When/if the immediate supervisor receives a report regarding treats or violent episodes he/she shall advise the Human Resources Department and the Security Office.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat of an immediately dangerous situation when the employee, in good faith, is fearful of their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus.

Reports made as authorized in this policy may be in oral or written form. If an oral form, said reports shall be followed by a written report as soon as it is reasonably possible.

The College will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. The College will also not tolerate intentionally false reports made with the intent of wrongfully discrediting another.

Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take all appropriate steps to eliminate potentially dangerous occurrences—including but not limited to contacting the Security Office. He/she shall also forward a written report describing the threatening situation to the Human Resources Department. The Human Resources Department will in turn share copies of the report with the Crisis Management Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened, and time is critical. Such action may include notification of the Security Office, suspension, or the temporary physical separation of employees in the workplace. Similarly, this policy does not replace routine management actions such as reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective, and the possibility of violence is such that police and others need to be involved.

Procedures

The following procedures will be followed in the event of workplace serious threats or violence:

The Threat Assessment Team, Director of Human Resources, and other administrators selected by the College President, will review all reports generated relative to this policy.

When reports are received, the Threat Assessment Team and Human Resources will review, gather additional information as needed, and develop a plan of action. The action may include specific suggestions from the immediate supervisor, recommendations for counseling, and/or legal action. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies of the College.

Connors State College understands the sensitivity of the information provided and/or alleged in such reports as it pertains to an employee's reputation, rights to privacy, and confidentiality. Therefore, appropriate procedures will be followed to corroborate or dispel the accusations and limit the dissemination of reports to an "as need-to-know basis." Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused employee is essential. Legal guidance will be obtained as necessary.

Drug-Free Workplace Policy

The 1988 Federal Drug-Free Workplace Act requires that entities seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued

at \$25,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace. Supporting this anti-drug abuse legislation and recognizing that drug abuse in the workplace is a concern regardless of any connection to federal funds, Connors State College established a Drug-Free Workplace Policy.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Each department shall post the Drug-Free Workplace Policy Statement (available from the Human Resources Office) in a conspicuous location.

Each employee of Connors State College should have access to a copy of the policy statement. A copy of the policy statement must be signed by the employee to verify such a delivery. The signed statements are maintained in the permanent personnel files. New employees are to acknowledge the receipt of the policy statement when processing employment forms.

Each department chair or area supervisor should ensure that each employee has received the drug-free workplace policy. This policy will be explained in a departmental meeting at least once each fiscal year.

The Director of Human Resources will be responsible for an on-going educational program regarding the dangers of drug abuse. The program will be an expanded effort to ensure that all employees and students are aware of the dangers of substance abuse. The program will include activities such as the distributing of education pamphlets and other printed material, displaying posters in highly visible locations, publishing articles in the student paper, providing guest lectures, observing an annual "Substance Abuse Awareness Week," and/or other related activities.

An employee convicted under a state or federal criminal drug statute for misconduct in the workplace shall notify the Human Resources Office within five (5) days of such conviction (as a condition of continued employment).

The Human Resources Office shall provide timely notification (within ten (10) days of knowledge) to appropriate federal granting or contracting agencies when a university employee engaged in the performance of federal grants or contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace.

Penalties assessed for convictions of drug abuse in the workplace shall range from reprimand to termination, depending upon the circumstances of the individual situation. An individual may also be required to participate in an approved substance abuse rehabilitation program as a condition of continued employment.

Notification of Criminal Plea or Conviction Information

All employees must notify the Human Resources Office, in writing, of entering any plea of guilty or nolo contendere (no contest) to any criminal violation of any state or federal law, or of any conviction of state or federal criminal statutes, other than minor traffic violations, no later than five calendar days after the entry of such a plea of guilty, nolo contendere or conviction.

Lack of compliance with these requirements may subject the employee to disciplinary action, including immediate separation from employment.

Definitions

“Controlled Substance” means any controlled substance set forth in Schedules I through IV of Section 202 of the federal Controlled Substances Act (21 U.S.C. Sec. 812, as amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines and barbiturates.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

“Criminal Drug Statute” means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

“Employee” means any person receiving pay through the College payroll system.

Tobacco-Free Workplace Policy

College Policy and State Law

Tobacco use in any form is prohibited on all college campuses. In compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma have been tobacco free since July 1, 2012. Effective January 1, 2014, executive order 2013-43 prohibits the use of electronic cigarettes, vaping devices or any other product packaged for smoking, or the simulation of smoking, throughout all indoor and outdoor areas of property owned by, or under the control of, Connors State College and the State of Oklahoma. This includes college-owned or leased buildings, all indoor areas such as classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, residential facilities, and stairwells. This policy also includes any outdoor areas on campus including residential breezeways, rodeo arena, athletic fields, farm operations, south ranch, parking lots, streets and college-owned vehicles.

Connors State College will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the CSC Physical Plant as necessary to inform employees, students and visitors of policy provisions.

“Breathe Easy” signs will be placed on all campus buildings.

“Tobacco Free Campus” will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using CSC facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty and staff is expected based on CSC's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty and staff.

A complaint against an offender who fails to respond to a request by another may be referred to a Director, Department head, or VP. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received.

1. Students- CSC students shall be directed to and handled by a designated authority. Violations occurring within college Housing shall be directed to and handled by the Housing Office.
2. Faculty- CSC faculty shall be directed to and handled by the department chair and/or Vice President for Academic Affairs.
3. Staff- CSC staff shall be directed to and handled by immediate supervisor, director, or designated authority.
4. Visitors- Visitors shall be directed to and handled by the College Police department. The visitor may be asked to leave university premises for failure to comply.
5. Fines- College Police/Security may issue a citation to violators. The fine range is \$10 to \$100.

TECHNOLOGY POLICIES AND PROCEDURES

Computer Usage

As an institution of higher learning, Connors State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with our College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statement address, in general terms, the College's philosophy about computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are student, staff, faculty, or authorized third-party users of College computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes, but is not limited to, word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the College may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from this policy. Where such

“conditions of use” exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the Executive Vice President with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

User Responsibilities and Expectations

Access to the information resource infrastructure both within and beyond the College Campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the IT resources at Connors State College is a privilege granted to College students, faculty, staff, and third parties that have been granted special permission to use such facilities. Access to College information resources must take into account the following factors: relevant laws and contractual obligations, the requestor’s need to know, the information’s sensitivity, and the risk of damage to or loss by the College.

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

The College requires the members of its community act in accordance with these responsibilities, this Policy, the College’s Student or Faculty Handbook, as appropriate, Connors State College Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this policy are intended to ensure that users of College information technology resources shall:

- Respect software copyrights and licenses,
- Respect the integrity of computer-based information resources,
- Refrain from seeking to gain unauthorized access,
- Respect the privacy of other computer users.

The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than College faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county or local law, or ordinance. However, users are personally responsible for all activities on their user ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

Units and individuals may, with the permission of the appropriate College officials and in consonance with applicable College policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to College policies

regarding authorized use (must be consistent with the mission of the College) ownership of intellectual works, responsible use of resources, use of

Authorized User Purposes

Use of College computers must comply with Federal and State law and College policies. College computing facilities and accounts are to be used for the College-related activities for which they are assigned. When users cease to be members of the academic community (such as by graduating or ceasing employment) or when persons are assigned to a new position and/or responsibilities within the College, the access authorization of such person will be reviewed and may be altered. Users whose relationships with the College change may not use computers and computing resources, facilities, accounts, access codes, privileges, or information for which they are not authorized in their new relation to the College.

Users may use only their own computer accounts. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users are personally responsible for all use of their computer account(s).

Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit of organizations unrelated to the College except in connection with scholarly pursuits (such as faculty publishing activities) in accordance with the College consulting policy or the policy governing Access by External Entities to University Technology Resources, or in a purely incidental way. State law generally prohibits the use of College computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

Roles and Responsibilities

The IT Systems Department is responsible for implementing and enforcing adequate computer security policies throughout the organization.

The IT Systems Department requires all software installed on IT-supported computers be properly licensed and authorized.

Special User Notifications

The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.

Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities, which resulted in the loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come

across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Any individual using College computing resources and facilities must realize that all networked computer systems maintain audit trails logs or file logs within the network system. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other run-related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

IT Systems Department employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of College resources. Violations of policy that come to the attention of College officials during these and other activities will be acted upon. User data on the mainframe will be periodically copied to backup tapes. The College cannot guarantee confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet, and electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.

Conduct Expectations and Prohibited Actions

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security is to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems may be maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to criminal and civil liability, as well as College discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

Restrictions on computer security and self-replicating code are to be interpreted in a manner that protects university and individual computing environments, but does not unduly restrict or limit legitimate academic pursuits.

The following examples of acts or omissions, though not covering every situation, specify some of the responsibilities that accompany computer use at Connors State College, and outline acts or omissions that are considered unethical and unacceptable, and may result in immediate revocation of privileges to use the College's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action:

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any College facility or system, except by license. The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- Interfering with the intended use of the information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of computer-based information and/or information resources.
- Modifying or removing computer equipment, software, or peripherals without proper authorization is prohibited.
- Encroaching on others' use of the College's computers. This includes, but is not limited to: the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Developing or using programs which harass other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users shall use great care to ensure that they do not use programs or utilities that interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users shall not use network links for any use other than permitted in network guidelines (e.g., ONENET, Internet, NSFNet, and BITNET). The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the College, as well as criminal action.
- Using College computing resources for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College will require restitution payment of appropriate fees. This Policy applies equally to all College- owned or College-leased computers.
- Using College computing resources to generate or access obscene material as defined by Oklahoma or federal law and acceptable community standards or creating a hostile work and/or educational environment.
- Seeking to gain or gaining unauthorized access to information resources or enabling unauthorized access.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, or intentionally allowing others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites

connected to those networks will be treated as an abuse of Connors State College computing privileges.

- Without authorization, invading the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Using College electronic communication facilities to send fraudulent, harassing, obscene, threatening, or other unlawful messages is prohibited. Users shall respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials that are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.
- Transmitting commercial or personal advertisements, solicitations, promotions, or programs intended to harass other computer users or access private or restricted computer or network resources. Some public bulletin boards may be designated for selling items, etc., and must be used appropriately, according to the stated purpose of the lists). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing list.
- Seeking to provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users without the permission of these other users; using programs or devices to intercept or decode passwords or similar access control information.
- Attempting to circumvent mechanisms intended to protect private information from unauthorized examination by others in order to gain unauthorized access to the system or to private information; configuring or running software so as to allow unauthorized use.
- Using College computers or computing systems in any manner, which violates Federal, state, or local laws, or College policies.
- Using College computing facilities or accounts for other than the College-related activities for which they were assigned and intended.
- Using computers or the College computing resources to engage in political campaigning or commercial advertisement.

The IT Systems Department systems administrator(s) has certain responsibilities to the College as a whole for the system(s) under his/her control, regardless of the policies of his/her department or groups, and the owner has the immediate responsibility to see that the system administrator carries these out. These responsibilities are:

- To take reasonable precautions against theft of, or damage to, the system components.
- To faithfully execute all hardware and software licensing agreements applicable to the system.
- To treat information about, and information stored by, the system's users as confidential (as conditioned in this policy) as conditioned in this policy and to take reasonable precautions to ensure the security of a system or network and the information contained therein.
- To promulgate information about specific policies and procedures that govern access to and use of the system and services provided to the users or explicitly not provided. This information

should describe the data backup services, if any, offered to the users. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.

- To cooperate with the system administrators of other computer systems or networks, whether within or without Connors State College, to find and correct problems caused on another system by the use of the system under his/her control.

The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. The system administrator operating computers and networks may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of violation of law or policy and for other lawful purposes. System administrators may access computer user's files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer storage systems, such as to create backup copies of media. System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problems or otherwise resolve the situation.

If an occasion arises when a College officer or supervisor believes that access stop an individual's data is required for the conduct of College business (unrelated to the need to investigate possible wrongdoing), the individual is not available, and a system administrator is required to access the individual's account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the data from the Executive Vice President or designee of such officer.
- An appropriate form with the signature of the Executive Vice President shall be presented to the system administrator allowing the system administrator to proceed to access the data.
- The individuals whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form. Where necessary to ensure the integrity of an investigation into the use of College computing resources, such notice, with the approval of the Executive Vice President, may be delayed until such time as such investigation would no longer be compromised.

System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

If an occasion arises when a College officer or supervisor believes that a user is violating state or federal law, or College policy, and that access to an individual's data is required in order to conduct an internal investigation into such possibility, system administrators may monitor all the activities of and inspect the files of such specific user(s) on their computers and networks. In such cases, and a system administrator is required to access the individual's data, steps (1) and (2) set forth above in Section 2.05(d) shall be

followed and the Office of Legal Counsel for A&M Board of Regents shall be contacted and informed of the matter.

ELECTRONIC MAIL

The policy statements below refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all College e-mail services. Members of the college community who are given access to CSC's e-mail system are expected to familiarize themselves with and abide by the policies in this document. Violations of this policy will result in loss of e-mail privileges at the College, disciplinary action, or legal action where applicable.

Appropriate Usage

As with other College resources, e-mail is appropriately used for purposes that further the mission and goals of the College.

- Individuals may not use e-mail for entrepreneurial activities except in cases of College- sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the College community.
- No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes.
- College computing services should not be used to solicit goods and services to or from other members of the College community. For such purposes, Usenet news groups or bulletin boards may be made available by the IT Systems Department.

All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that it originated from another source or individual.

Issues Related to Privacy

It is the intent of the College to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that institutions or higher education place high value on open communication of ideas, the intention of the College is to maximize freedom of communication for purposes that further the mission and goals of the College.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. The College will observe and follow the requirements of all applicable state and federal statutes relating to privacy concerns in electronic mail.

*The term "electronic mail which has not been opened," or "unopened e-mail" or similar references, applies only to electronic messages received by a user but which the user has not opened. Once the user opens a message it is no longer considered "unopened," even if such message has not been moved or otherwise stored in another location.

Individual Expectations

E-mail messages shall be delivered to the intended addresses and not censored or interfered with in any way by the College.

Individually addressed e-mail communications may not be intercepted by any third party except as noted below. This does not prevent persons who have legitimately received electronic mail messages from forwarding such messages on to third parties.

Users of the College's e-mail services are required at all times to observe all laws relating to copyright, trademark, and trade secrets protection.

College Expectations/Requirements

Account holders may not use encrypting programs when engaging in e-mail communications except as specifically authorized in advance in writing by the IT Systems Department.

College officers and supervisors shall have the right to read any e-mail when the individual has given written permission for such access.

Under certain circumstances, an IT Systems Department Administrator may, in the course of his or her professional duties, access an individual's e-mail for legitimate management or maintenance purposes. An IT Systems Department Administrator shall designate in writing the identities of all such persons to the President.

If an occasion arises when a College officer or supervisor believes that access to an individual's e-mail account is required for the conduct of College business, and the individual is not available, and an IT administrator is required to access the individual's e-mail account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the e-mail account from the Executive Vice President of this institution.
- An appropriate form with the signature of the Executive Vice President shall be presented to the IT Systems Department Administrator allowing him/her to proceed to access the e-mail account.
- The individual whose e-mail account has been accessed will be notified as soon as possible with a copy of the above referenced form.

Individuals shall make all e-mail files related to College business available to his or her supervisor prior to termination or resignation. At such time the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted from the College system.

Establishing College Electronic Mail Accounts

Persons who desire to have e-mail accounts established on their behalf shall make application to the IT Systems Department. When such services become available, requests from faculty, non-faculty staff, and students asking for the establishment of an e-mail account normally will be honored. However, such an account is a privilege extended by the College and may be withdrawn by the IT Systems Department at any time without prior notice. The establishment of an e-mail account does not grant or guarantee unlimited or unrestricted opportunities to use the e-mail account. Reasonable access to e-mail cannot be guaranteed at all times and in all circumstances.

While account holders may expect reasonable access to e-mail, there is no guarantee that access will be possible at all times and in all circumstances.

Violation of this Policy Statement may result in the loss of e-mail privileges at this College.

Objectional Material, Violations, and Sanctions

The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.

It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

Users of campus communications are subject to all applicable local, state, and federal laws and regulations, and Connors State College policies and procedures.

Consequences of Misuse of Computing Privileges

Users, when requested, are expected to fully cooperate with system administrators in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action.

Abuse of computing privileges is subject to disciplinary action. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

1. Notify the user's instructor, department or division chair, or supervisor of the investigation.
2. Suspend or restrict the user's computing privileges during the investigation.
3. Inspect the user's files, drives, discs, diskettes, tapes, and/or other computer-accessible storage media. System administrators must be certain that the trail of evidence clearly leads to the user's computing activities or computing files before inspecting the user's files.
4. Refer the matter for possible disciplinary action to the appropriate College department.

Individuals whose privileges to access College computing resources have been suspended may request that the President or his/her designee, review the suspension. The President, or designee, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. There is no right to a hearing or appearance regarding such issues, and the decision made by the President or designee is final.

ADMINISTRATIVE POLICIES AND PROCEDURES

Appointment of Administrators

Appointment of President

It is the responsibility of the governing A&M Board of Regents to appoint personnel to fill the position of President of any institution under the governance of the A&M Board of Regents. Prior to accepting applications, the A&M Board of Regents shall request from the faculty and administrators of the institutions a list of personal and professional attributes which they believe are essential qualifications of

the new President. The A&M Board of Regents may at its discretion, request similar input from students and alumni of the institution and from certain other groups as the A&M Board of Regents may choose. The A&M Board of Regents may, at its own discretion, develop its own list of priorities concerning the personal and professional qualifications. The minimum qualifications for the person to be selected as the new President shall be established by the A&M Board of Regents in consideration of the lists of priorities suggested by the faculty, administrators, alumni, or other groups, and the Board A&M Board of Regents.

In addition to participating in establishing the qualifications to be required of the new President, the appropriate faculty representative(s) so designated by the faculty of the institution involved shall be consulted concerning other input to be made by the faculty of the institution in which the vacant position exists. For the purpose of this consultation, the Chairman of the A&M Board of Regents shall appoint a policy committee for appointment of personnel or a committee of his choosing to confer with the appropriate faculty representative(s). This committee shall consist of not less than three (3) A&M Board of Regents members.

Following consultation with the faculty, the policy committee for appointment of personnel shall devise and recommend to the A&M Board of Regents specific procedures to be utilized in the nominating of candidates, screening of applicants, and in making the selection of the new President.

The responsibility for screening applications shall be assigned to a screening committee on which there shall be no less than three members of the A&M Board of Regents and representatives of other groups. The Chairman of the A&M Board of Regents shall appoint the chairperson of the Screening Committee. The A&M Board of Regents shall decide the number of the faculty, administrators, and other citizenry who shall be represented to serve on the committee. At the A&M Board of Regents' discretion, other citizens may be involved in the screening of applicants.

From the pool of applications, the screening committee shall submit a predetermined number of unranked applications to the A&M Board of Regents as a whole. Preliminary to the work of the screening committee, the Board A&M Board of Regents shall decide the number of applications to be submitted by the screening committee.

The A&M Board of Regents shall give first consideration to those names submitted by the screening committee. If the A&M Board of Regents cannot make a selection from the original names submitted, the screening committee should be requested to send additional names to the A&M Board of Regents.

In all instances where a vacancy exists in the Office of the President for any of the institutions under the Board A&M Board of Regents, the vacancy shall be made known by use of the news media to accomplish a wide circulation of the fact. Any person who wishes to apply for a vacant position of President will be given an opportunity to do so equal to that of any other applicant, subject to appropriately reasonable deadlines. Procedures utilized to screen and select will not discriminate on the basis of race, color, religion, national origin, sex, qualified disability, or status as a veteran.

The A&M Board of Regents may alter its format for the selection of a President at any time.

Appointment of Other Major Administrative Personnel

With regard to the appointment of other major administrative personnel, appropriate consultation shall be secured from the A&M Board of Regents. This will include presenting the A&M Board of Regents with a

complete job description of the position to be filled with minimum required qualifications and salary range, all of which must have A&M Board of Regents approval prior to the acceptance of applications or initiating screening procedures of applicants.

Appropriate faculty and/or staff counsel shall precede any recommendation for appointment by the President. At the President's option, unless otherwise directed by the Board A&M Board of Regents, he/she may consult and/or involve students and other citizens in making recommendations to the A&M Board of Regents.

The President shall recommend all major personnel to the A&M Board of Regents for approval. In the event any recommendation does not receive approval by the A&M Board of Regents, the President of the institution may bring another recommendation before the A&M Board of Regents. Major administrative personnel shall be considered to be those holding, or to hold, the title of Vice President, or an equivalent administrator of a major administrative unit.

Retention or Reappointment of Administrators

The continuation of administrators in their positions at institutions under the operational control of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges is a result of demonstrated satisfactory performance. The concept of tenure in an administrative position is not applicable.

It is the policy of the A&M Board of Regents that each administrator's performance shall be continually evaluated. Administrators below the level of president shall be evaluated by the responsible administrative supervisor. The evaluation shall be made in accord with the evaluation procedures developed in the institution where the administrator is employed. All evaluation procedures in each institution shall be developed under the direction of the president and are subject to the approval of the A&M Board of Regents. In instances where the performance of an administrator is determined to be unsatisfactory, the administrative supervisor responsible for that administrator must carefully monitor the future performance by such an administrator. Continuing failure to improve by an administrator whose present or past performance is unsatisfactory may result in reassignment to other duties or termination of employment.

Only the governing A&M Board of Regents will evaluate the performance of presidents. Retention or reappointment of presidents is a result of demonstrated satisfactory performance in the following areas:

- Academic Leadership
- Administrative Leadership
- Financial Responsibility
- Personnel management
- Implementation of A&M Board of Regents and Institutional Policies
- Maintenance of Confidence and Respect of the Board A&M Board of Regents and the Relevant Constituencies and Publics of the Institution

Appointment of Personnel

The President shall have final responsibility for recommending appointments, promotions, and discontinuances, but he shall secure appropriate faculty and/or staff counsel before making recommendations. Insofar as possible, the responsible administrative officer shall arrange for principle

candidates for initial appointments to visit the campus for personal interviews. Approved administrative practices shall include the following procedures:

The school's affirmative action policy shall be complied with at all times. The college shall pursue a non-discriminatory policy with respect to age, race, sex, religion, color, national origin, qualified disability, or status as a veteran.

In the selection of major administrative personnel defined by the Board A&M Board of Regents policy as including all Vice Presidents, Deans and Directors a committee will be formed for consultation purposes with the President prior to his or her recommendation to the Board A&M Board of Regents for appointment. The committee shall be composed of two major administrators, an administrator/instructor, and, at the President's option two faculty members, (where federal projects federally funded are involved, the Federal Programs Director would be included). This committee shall be used by the President to assist him or her in arriving at a recommendation.

In the selection of an individual to serve in a faculty position, a screening and interviewing committee shall be formed/composed of the appropriate division chairperson, the appropriate dean or administrative head, the President and/or appropriate Vice President. Their choice shall be recommended to the President and, after consideration, the President may recommend appointment to the A&M Board of Regents. Insofar as possible, the Division Chairperson shall appoint or select a faculty member of his division for committee participation.

Notification of appointments shall be made to the appointee specifying position, salary, conditions and duration of the appointment. Such appointments are recommended by the president and are subject to A&M Board of Regents approval.

Note: A faculty position is defined as any position with teaching or research responsibilities requiring a Bachelor's degree or higher and not listed as major administrative personnel as defined by A&M Board of Regents policy.

Retention of Reappointment of Personnel (other administrators)

Retention or reappointment of other administrators to their respective positions shall be evaluated each year on a continual basis. The evaluation shall be by the major administrative officer for each area. The President, as specified in this policy, shall evaluate the major administrators. Evaluation criteria for all administrators shall be demonstrated satisfactory performance in their respective areas with regard to leadership, responsibility, management, and implementation of the A&M Board of Regents' and President's policies and objectives and support and loyalty to the administrative head of the college as this relates to the institution. Where an administrator's performance is unsatisfactory, the future performance must be carefully observed and continuing failure may result in reassignment, non-reappointment or dismissal. There is no property interest, e.g. continuing employment, applicable to administrative positions.

Promotions

Since the college has only one faculty rank, the question of promotion is a rare procedure and relates to positions of division chairpersons or administrative positions.

In the selection of Division Chairpersons, Directors, and Deans, a committee shall be appointed by the President to make recommendations to the President.

In the case of appointments by the President, of Division Chairpersons, Directors, and other minor administrative roles, such appointments are “at-will” and are reappointed or not reappointed on the basis of institutional need and/or performance.

FINANCIAL EXIGENCY POLICY

On May 18, 1979, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges unanimously adopted the following resolution:

“That the A&M Board of Regents direct each of the presidents under the jurisdiction of the A&M Board of Regents to develop and recommend to the A&M Board of Regents a policy for meeting any possible conditions of financial exigency. Included in this policy shall be provisions for securing appropriate input from representatives of academic and non-academic personnel.

Representatives of these personnel shall serve only in an advisory capacity to the President. Such policy statements after being approved by the A&M Board of Regents may be included in the respective institutional faculty and/or staff handbooks. Regardless of input or counsel received by the President from institutional personnel, it shall be the sole responsibility of the A & M Board of Regents to make the final decision regarding recommendations to the A&M Board of Regents concerning any financial exigency. The President and the governing A&M Board of Regents shall finally decide the specific actions required concerning any existing or anticipated financial exigency.”

This policy statement was submitted pursuant to this directive from the A&M Board of Regents and establishes the procedures and guidelines for addressing a state of financial exigency at Connors State College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency.

Definitions

When used in this policy statement, unless the context clearly indicates otherwise, the following words and terms shall be construed as having the meanings described to them in this section:

A&M Board of Regents shall mean the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges.

Financial Exigency shall mean that state of financial crisis brought about by an Educational and General Part I budget allocation to the College, which would:

- Necessitate the elimination or reduction of existing instructional programs; or,
- Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or,
- Seriously erode the quality of any existing program.

Financial Exigency Executive Committee shall be composed of the President, who shall serve as Chairman, the Vice President for Academic Affairs, the Vice President for Fiscal Services, and other designees as may be deemed appropriate at the time.

Financial Exigency Task Force shall be composed of the incumbents of the following described positions or their successors in interest as defined by the President;

- Vice President for Fiscal Services
- Affirmative Action Officer
- President of Student Government Association
- One (1) elected representative of the Division Chairpersons
- Athletic Director
- Vice President for Academic Affairs (Ex-officio and non-voting)
- Director of the Muskogee Branch Campuses (Ex-officio and non-voting)

In addition, the President may appoint to the Task Force such other faculty, administrators, staff, or students to assure appropriate representation of all groups within the college community.

When exploring termination of an employee for financial exigency, a Termination Review Committee shall be appointed. Termination Review Committee shall be composed of a chairman and six members, three of whom shall be faculty members and three of whom shall be administrators or staff. The Vice President for Academic Affairs shall determine the faculty members of the committee by random selection from among the continuing faculty who are full-time employees for two of the positions, and from among other faculty who are full-time employees for the remaining faculty position. Any faculty member so chosen may decline to serve. A continuing faculty member whose termination, if proposed, shall be allowed to excuse one of the three faculty members of the committee without cause; if necessary, another faculty member shall be chosen to serve. Challenges for justifiable cause shall also be allowed. The President shall designate administrators to serve on the committee. When the committee is considering the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings; when the committee is considering the appeal of a staff member whose termination is proposed, the Vice President for Fiscal Services shall chair the proceedings. (All members shall be voting members.)

Procedures

Declaration

When, in his opinion, a state of financial exigency is impending, the President shall convene the Connors State College Executive Council and may convene such other entities or groups as he shall deem appropriate and advise any group so convened of the circumstances upon which the opinion is founded. Included within the statement of circumstances shall be an estimate of the scope and duration of budgetary shortfall or other condition which gives rise to the expected exigency and an explanation of all pre-exigency budgetary reductions affected. The President shall further consult with the Executive Secretary and any appropriate committee of the A&M Board of Regents with respect to the expected exigency. If, following these consultations, the President determines that a financial exigency exists or is imminent; he shall declare the College to be in a state of financial exigency.

Preliminary Action Plan

Following the declaration, the President shall convene the Financial Exigency Task Force (Task Force) and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature

and extent of the crisis and developing a Preliminary Action Plan to return the college to a stable financial state. As a minimum, the plan shall contain a summary review of the academic and support programs of the college recommendations for reorientation, reorganization, realignment or reduction of academic and support programs; recommendations concerning reduction of personnel; the effect of the plan upon the performance of the college's mission and the effect of the plan upon the college's Affirmative Action Plan.

All Task Force Members shall seek input from personnel within their respective areas of representation.

Upon completion of its evaluation, the Task Force shall prepare and recommend its Preliminary Action Plan to the Financial Exigency Executive Committee (Executive Committee) which shall review the plan, make such revision as it deems appropriate, and recommend the plan to the President. The Executive Committee shall provide the Task Force with copies of the revised plan recommended to the President.

Exigency Action Plan

The President shall review and consider the Preliminary Action Plan and any revision thereof submitted by the Executive Committee. Further, the President will seek such other advice and counsel from faculty, students, and other interested parties, as he shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the A&M Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the A&M Board of Regents an Exigency Action Plan for alleviating the financial crisis at the college. The Exigency Action Plan will not identify specific faculty or staff for termination but will identify areas in which reductions are proposed.

Action by A&M Board of Regents

The A&M Board of Regents has ultimate responsibility for the financial integrity of the college. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the college to a stable financial state. Any Action Plan adopted by the A&M Board of Regents will not identify specific faculty or staff for termination, but it will identify areas and units in which reductions are proposed.

Action Plan Implementation

Following adoption by the A&M Board of Regents, the President shall direct the Vice President to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities of services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the college's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the college's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.