



Employee Handbook

*Office of Human Resources
& Risk Management*

PURPOSE OF THE HANDBOOK

The *Employee Handbook* has been prepared by the Office of Human Resources as an easy-to-read reference describing the variety of services and programs available to university employees. It has been designed to help both current and prospective employees become more familiar with The University of Tulsa and the roles and responsibilities of those employed at the university. Employees are encouraged to read this handbook thoroughly. Questions regarding the information provided should be referred to your immediate supervisor or to the Office of Human Resources.

The Employee Handbook will prove useful in answering many of the common questions that may arise during your employment at The University of Tulsa. Contents concerning the university's policies and procedures are presented as summaries of The University of Tulsa *Policies and Procedures Manual*. Guidelines set forth in this handbook are provided to assist in the consistent application of university policies and procedures for all employees. The University of Tulsa reserves the right to modify this handbook and policies summarized herein, in whole or in part, as needed.

The University of Tulsa is an at-will employer. Thus, an employee may end his/her employment with the university by giving the appropriate notice. In addition, the university may at any time end an employment relationship with appropriate notice and in compliance with The University of Tulsa *Policies and Procedures Manual*. The manual in its entirety can be found via the internet @ www.utulsa.edu/Personnel/Policies. Hard copies of the manual may be referenced in the Reserve Room in McFarlin Library or the Office of Human Resources.

This handbook is not all-inclusive and does not create a contract, implied or expressed, with any University of Tulsa employee. No employee or representative of the university, other than an authorized university official, has the authority to enter into any agreement with a present or prospective employee for any specified period. Further, any employment agreement shall not be enforceable unless it is in writing and signed by the appropriate university official.

For more information or questions regarding this handbook, please contact the Office of Human Resources.

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HISTORY AND TRADITION

Our Beginning

The University of Tulsa, Oklahoma's oldest independent institution of higher learning, was originally founded in 1892 as the Presbyterian School for Indian Girls in Muskogee, Indian Territory. Two years later, at the request of the Synod of Indian Territory, the Board of Home Missions of the Presbyterian Church elevated the academy's status. Henry Kendall College, named for the first General Secretary of the Home Missions Board, was officially chartered in 1894. The first classes in the new college were held September 12, 1894.

The early 1900s brought a series of changes for Henry Kendall College, the first of which was a new location. Strained by financial difficulties, the Synod of Indian Territory decided to sell the school's land and seek a new location. The business and professional community of Tulsa encouraged school officials to investigate the growing city, booming after the discovery of oil in Glenpool. In 1907, the year of Oklahoma's statehood, Henry Kendall College left Muskogee and settled in Tulsa. Several years later, a second college, to be named after successful oilman Robert M. McFarlin, was proposed. Not convinced Tulsa could support two such institutions, in 1921 the Board of Trustees for Henry Kendall College suggested that they unite under the name "The University of Tulsa."

Milestones

1928

The School of Petroleum Engineering opened and soon earned international recognition for its curriculum and faculty.

1935

The College of Business Administration was established.

1943

The Tulsa Law School, a city program founded by a group of Tulsa attorneys, became affiliated with the university.

1966

James A. Chapman passed away and bequeathed the university a \$34 million endowment.

1970

The Dimension for a New Decade campaign raised an additional \$43 million.

1973

After 30 years of affiliation, the Tulsa Law School moved to campus.

1980s

The university established the nationally recognized Tulsa Curriculum, which includes a humanities-based general curriculum for undergraduates and emphasizes the development of core skills in writing, mathematics, and foreign languages.

1988

A Phi Beta Kappa chapter was installed at TU.

1990

A Phi Kappa Phi chapter was installed at TU.

1994

The University of Tulsa celebrated its centennial celebration, marking 100 years of instruction.

The University of Tulsa Today

Today, The University of Tulsa supports a wide array of educational programs and a multitude of students. It continues to maintain and strengthen its standards as a comprehensive university with a personal touch. The University of Tulsa offers 58 undergraduate degree programs, which include 90 major areas of study. The Graduate School offers study leading to master's degrees in 33 programs and to doctoral degrees in 10 programs; plus joint juris doctorate/master's degree programs offered in most Graduate School fields of study. Students from 50 states and 70 foreign countries attend the university, pursuing education in the university's graduate school or one of four colleges: the Henry Kendall College of Arts and Sciences, the College of Business Administration, the College of Engineering and Natural Sciences, and the College of Law. With a student/faculty ratio of 11-to-1 and class sizes averaging less than 20 students, The University of Tulsa commits to providing students with the highest quality education possible.

The Colleges

The **Henry Kendall College of Arts and Sciences** offers students the opportunity to gain a comprehensive liberal arts education, to learn to think critically, and to master the skill of writing clearly, logically, and persuasively. A key element of the arts and sciences program is the Tulsa Curriculum, a required program of study spanning the humanities, arts, social sciences, and natural sciences. Established in the 1980s, this innovative, humanities-based curriculum is recognized nationally.

Within the college is the Division of Fine and Performing Arts, which includes the School of Art, the School of Music, and the Department of Theatre. Each unit offers degree programs that lead to professional careers in the arts and to the appreciation and understanding of the fine and performing arts.

The School of Education offers four licensure/ certification options: Secondary School Teacher, Elementary School Teacher, Elementary-Secondary School Teacher, and Special Education Teacher. The programs are accredited by the National Council for the Accreditation of Teacher Education and the Oklahoma Commission on Teacher Preparation.

The College of Arts and Sciences offers degrees in anthropology, the arts, communication, economics, education, English, environmental policy, history, languages, philosophy and religion, political science, psychology, and sociology.

The college also offers pre-law, pre-M.B.A., honors, and study abroad programs as well as public service internships. In addition to the various degree programs offered in the college, students may substitute an interdisciplinary certificate program for a minor field. Certificate programs are available in African American Studies, Classics, International Studies, Journalism Studies, Legal Thought, Museum Studies, Native American Studies, Political Philosophy, Visual Studies, and Women's Studies.

The mission of the **College of Business Administration** is educating team-oriented leaders in an active learning environment for global business in the information age. The Second Century Vision, an innovative instructional program, accomplishes this mission by creating an educational environment that emphasizes experiential learning. Graduates become management and health care professionals prepared for continuous learning and effective leadership.

The business administration program is fully accredited by the American Assembly of Collegiate Schools of Business and is one of a few select programs nationally that has been accredited at both the graduate and undergraduate levels.

The School of Nursing program is approved by the Oklahoma Board of Nursing and is accredited by the National League of Nursing. The Athletic Training program is approved by the National Athletic Trainers Association.

The iMBA program is accredited by the *International Association for Management Education* (AACSB), the premier international business school accrediting agency. Many colleges have programs which are only regionally accredited, whereas the Graduate Business programs are internationally accredited.

Academic programs available through the College of Business Administration include four undergraduate degrees — Athletic Training, Business Administration, Exercise and Sports Science, and International Business and Language; six master's degrees – Accounting and Information Systems, Business Administration, Business/Nursing Administration, Engineering and Technology Management, Nursing Administration, and Taxation; four certificate programs — Accounting, Business Administration, Finance, and Management Information Systems; and a joint undergraduate /graduate program that allows students from any discipline to earn both a bachelor's degree and a master of business administration with one additional year of study.

The **College of Engineering and Natural Sciences** offers curricula designed to provide a liberal education in both the humanities and the sciences. Thus, students gain insight into the roles that the engineer and scientist play within the complex interactions of American society. Emphasis is

placed on developing the students' curiosity and creativity rather than on mere indoctrination of current industrial technologies.

The college offers bachelor of science degrees in applied mathematics, biochemistry, chemistry, computer information systems, computer science, earth and environmental sciences, geosciences, mathematics, and physics. The college also offers competitive B.S. degree programs accredited by the Accreditation Board for Engineering and Technology in chemical engineering, electrical engineering, mechanical engineering, petroleum engineering, engineering physics, and biology. The computer science program is accredited by the Computing Sciences Accreditation Board. Students attend classes in Keplinger Hall, which is equipped with labs for research in robotics, optics, polymers, nuclear physics, and more.

Recognizing that the practice of law can be very specialized, the **College of Law** offers six certificate programs through which students obtain a higher level of exposure to particular areas of professional interest.

Through the Center for Dispute Resolution and the Alternative Dispute Resolution Certificate Program, students learn specific techniques to assist legal and non-legal entities to avoid costly litigation. In the Comparative and International Law Center and its certificate and study abroad programs, students learn about the interaction of national and international economics, business, politics, and the law.

In the National Energy-Environment Law & Policy Institute, students see the interplay of energy development, rate-setting, and environmental concerns, and gain the ability to use the law to both appropriately manage and promote exploitation of resources. Through the Native American Law Certificate Program, students learn about the unique legal problems of tribes and their members, with a special focus on regional concerns. In the Health Law Certificate Program, students work with doctors, hospital administrators, scientists, and experienced lawyers in studying and developing innovative ideas to cope with the management and ethical problems increasingly surrounding delivery of health care.

In the Public Policy and Regulation Certificate Program, students learn about the changing regulatory environment, moving from a national and rigid policy to one based more on analysis of costs, risks, and benefits at the local level.

The college also offers joint degree programs. A J.D./M.A. degree is offered in Anthropology, History, Industrial/Organizational Psychology, English, Accountancy, Biological Sciences, Geosciences, Taxation, and Clinical Psychology. Also offered is the J.D./M.B.A. degree.

UNIVERSITY POLICIES AND PROCEDURES

For your convenience, shortened definitions of university policies are listed. To review policies in their entirety, please refer to the *Policy and Procedure Manual*. Manuals are located in the Office of Human Resources, in the Reserve Room in McFarlin Library, and online at <http://www.utulsa.edu/Personnel/Policies>.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Affirmative Action/Equal Employment Opportunity

The University of Tulsa is an equal opportunity employer and institution of higher education. The university endeavors to create and nurture an informed and inclusive environment in its workplace and educational programs. Affirmative action and equal employment opportunity are integral parts of The University of Tulsa, not just because they are legally mandated, but because we recognize that the present and future strength of the university is based primarily on people and their skills, experience, and potential. The University of Tulsa does not discriminate on the basis of personal status or group characteristics, including, but not limited to, the classes protected under federal and state law. The university seeks to recruit, select, and promote students, faculty, and all other employees on the basis of individual merit.

The University of Tulsa, an Affirmative Action/Equal Employment Opportunity institution, values diversity in its workforce and student population because it feels diversity provides a benefit to the campus community; therefore, it is committed to increase representation by underrepresented groups.

The Office of Human Resources at The University of Tulsa has the responsibility for implementing and monitoring the Affirmative Action Plan of the university and assisting with the application and interpretation of pertinent laws and policy.

Individuals with complaints or inquiries should contact the Office of Human Resources.

Criminal Background Investigation

The University of Tulsa requires the completion of a criminal background investigation after a conditional offer of employment has been made and accepted by the candidate. No selected candidate may commence employment at the University until the Office of Human Resources has confirmed that a satisfactory criminal background report has

been received or has waived the requirement of a criminal background investigation. This requirement applies to all new hires which include full-time and part-time administrative/professional and hourly staff; temporary and part-time employees. For more information, see the Criminal Background Investigation Policy.

Employees with Disabilities Accommodation

As provided under the Rehabilitation Act of 1973 and the Americans with Disabilities Act, The University of Tulsa will reasonably accommodate all students and employees/applicants with disabilities, where to do so does not impose an undue burden on the institution. A reasonable accommodation may include the purchase of special equipment, changing the physical layout of the workplace, restructuring specific job responsibilities or duties, modifying the work schedule, etc. To request a reasonable accommodation, the employee or applicant should contact the Office of Human Resources.

The University of Tulsa is obligated to provide reasonable accommodation only if an individual properly identifies him/herself as a person with a covered disability and supplies the necessary documentation. A reasonable accommodation that creates an "undue hardship" for the employer is not required by federal law. However, what constitutes either a reasonable accommodation or an undue hardship is contingent upon a number of variables. The University of Tulsa will determine what constitutes a reasonable accommodation and reserves the right to request additional medical examinations, evaluations, or other appropriate information at university expense.

Services for People with Disabilities

Information concerning special services and facilities for disabled students and employees may be obtained from the Office of Human Resources, Twin Towers East, or from the Office of Student Affairs, Room 51, Holmes Student Center.

Racial Discrimination and Harassment

Racial harassment, or harassment of individuals based on other protected criteria such as religion or national origin, is inappropriate in the university community, which is committed to diversity and inclusiveness. Such harassment may be a violation of university policy and federal law, and employees who engage in such conduct may be subject to disciplinary action, including termination of employment.

Harassment

Harassment is prohibited at The University of Tulsa. All employees have a right to work in an environment free of harassment. The purpose of this policy is to protect university employees and students against unsolicited and unwelcome harassment overtures or conduct. Conduct which is prohibited by the policy may be verbal, physical, or visual; it may be

conduct related to favoritism, or based upon a person's legally protected status, or any actual or perceived status that motivates inappropriate conduct, such as inappropriate conduct based on color, age, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, marital status or personal physical trait. Prohibited Harassment also may include inappropriate conduct harmful to an individual's reputation. The University of Tulsa will take appropriate action to prevent, correct, and discipline behavior that violates the university's harassment policy.

Individuals who believe they have been subjected to harassment should be aware that there are a variety of different ways to bring it to the attention of the university. Individuals who witness possible harassment should report their concerns to the Office of Human Resources. An incident of perceived Prohibited Harassment may be reported to any University official or faculty member, including an individual's supervisor, department chair or dean, or the appropriate University officer. Retaliation against someone for reporting an incident of harassment may also result in discipline. The Harassment Policy may be accessed at <http://www.utulsa.edu/Personnel/Policies>.

NEW EMPLOYEES

Hire Date

Your hire date — the date you begin regular (not temporary) employment with The University of Tulsa — is important for several reasons. The employee's hire date may be utilized for determining:

- fringe benefit eligibility
- length of service awards
- salary adjustments
- seniority for decisions on vacation scheduling, reducing the work force, or making work assignments

If you have previously worked at The University of Tulsa and have a break in service, your hire date is the beginning date of your most recent continuous employment with TU.

Employment Eligibility Verification

It is the policy of the university to employ only those individuals entitled to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against university policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen.

All offers of employment are conditional upon providing proof of work eligibility and identification to the Office of Human Resources.

Parking Permits

As an employee of The University of Tulsa, you may purchase a university parking permit that allows you to park your vehicle in lots designated for employee parking. Signs at the entrance of each lot indicate who may use it and at what time it may be used. Your parking permit must be attached to the vehicle for which it was issued.

Although the university has made every effort to provide adequate parking space, the parking permit does not guarantee a parking space on a university lot. Parking spaces for the disabled are restricted to those with valid university disability permits or campus visitors with state disabled permits 24 hours daily, seven days a week.

New employees will receive authorization for parking permits during New Employee Orientation. Parking permits can be obtained in the ID/Parking Center located in Twin Towers Residence Hall.

ID Cards

All full and part-time faculty, administrative/ professional staff, hourly staff, and retirees should have a university identification card. We encourage you to carry your ID card with you during all university functions. If you work in a department that utilizes photo ID badges, you must wear your official identification badge with your photograph and name readily visible.

Identification cards are needed to use the libraries, the Collins Fitness Center, Mabee Gymnasium, and to receive employee discounts for athletic tickets and bookstore purchases. They are also needed for identification at campus business offices and various activities.

During New Employee Orientation, you will receive authorization for your ID, which should be taken to the ID Center at Twin Towers for processing. Lost, damaged, or stolen ID cards can be replaced in the ID Center for a small fee. ID cards and badges remain the property of the university and must be submitted to the Office of Human Resources when your employment ends.

Voice Mail

The University of Tulsa's voice mail system, AUDIX, is a call retrieval program available to employees and students. Instructions regarding the various functions of AUDIX can be found in the campus telephone directory. Employees should always bear in mind that phone messages and greetings are often a front-line source of customer service for the university. All employees should adopt consistent and professional phone etiquette practices when it comes to leaving messages, responding promptly to messages and calls, and updating personal greetings. For more information regarding the AUDIX service, contact Telecommunications or access the information at <http://www.cir.utulsa.edu/telephone>.

Orientation

Every new employee is encouraged to attend New Employee Orientation on the first Monday of their employment. During the orientation session, new employees are introduced to TU's mission, organization, and operations. Employees are also given an overview of benefits, services, and policies. At this time, employees will receive authorizations for IDs and parking permits.

Probationary Period

The purpose of the probationary period is to allow time for a supervisor to orient a new employee to the work requirements and expectations of the position and to determine whether or not the employee demonstrates satisfactory knowledge and skills in the performance of the position. The probationary period is also intended to allow the employee an opportunity to become adapted to the work required and to the department and to determine whether he/she wishes to continue in the position.

The term "probationary employee" applies to all newly hired hourly staff employees who are in their first 90 days of employment and to administrative/professional employees who are in their first year. An employee serves only one initial evaluation period. Reclassification, transfer, promotion, or demotion does not initiate a new probationary period.

JOB CLASSIFICATION AND COMPENSATION

Classification (Types) of Employees

Employees are classified for purposes of salary administration and eligibility for overtime payments and employee benefits. According to the Fair Labor Standards Act (FLSA) guidelines, jobs are categorized as either "exempt" or "non-exempt." Exempt (administrative/professional staff) and non-exempt (hourly staff) status is determined by the FLSA. Non-exempt staff members are eligible for overtime pay for all hours worked in excess of 40 hours per week. The Office of Human Resources has final responsibility for determining if a position should be allocated to exempt or non-exempt status, based upon a current job description outlining the duties and responsibilities of the position. "Faculty" classifications are defined according to the *Statement on Academic Freedom, Responsibility, and Tenure*.

Types of Employment

Full-Time Regular Employment

Employees who work the university's normal, full-time, 35-40 hour workweek on a regular basis. Such employees may be exempt or non-exempt as defined above.

Part-Time Regular Employment

Employees who work fewer than 35 hours per week on a regular basis. Such employees may be exempt or non-exempt as defined above.

Temporary Employment

Employees engaged to work on the university's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. Temporary employees are not eligible for any university fringe benefits including holiday pay.

Faculty

Employees with Faculty status are classified by definition in the *Statement on Academic Freedom, Responsibility, and Tenure*.

Job Classification System

The University of Tulsa uses an evaluation system to analyze Administrative/Professional (A/P) and hourly staff jobs. The jobs are organized into classifications (titles) based upon similar duties and responsibilities. The purpose of utilizing a job classification system is to ensure that positions within similar job duties and responsibilities are allocated to the same classification group and salary range; to evaluate all classes on the basis of their duties and responsibilities and establish ranges to ensure internal equity in accordance with federal laws relating to equal pay for equal work and nondiscrimination; and to base salary structures on competitive pay levels for comparable work.

Job Descriptions

Job descriptions for employees are general descriptions that summarize typical duties for a given classification title. Actual duties for any specific position may vary somewhat from the general description. Because all jobs evolve over time, departments are encouraged to review current duties of positions from time to time to make sure that the position is appropriately classified. Job descriptions should be updated and submitted annually as a part of the performance evaluation program.

Salary Administration

To attract and maintain quality employees, The University of Tulsa endeavors to pay competitive salaries and to encourage continued productivity in the workplace through advanced communication of planned salary increases or changes in employment status for regular employees.

Salary ranges are established for each administrative/professional and hourly staff title and position within the university's job classification system, reflecting national and local economic trends and conditions. To provide for university and employee planning, salary adjustments generally are awarded on an annual basis. Notification of any salary increase is made generally at the same time for all covered employees; change in employment status may be at any time.

Pay Ranges

Administrative/professional and hourly staff positions are categorized into classification groups and have a range of pay that is appropriate for the types of positions within each group. The pay range reflects the overall value of those jobs to the university and the labor market.

PAYROLL, EMPLOYMENT, AND TIME AND LEAVE RECORDS

Access and Maintenance of Personnel Files

The University of Tulsa maintains individually identifiable personnel files for persons who have been or who are employed by the university that may contain personal data as well as employment information. No negative information may be placed in an employee's file without providing opportunity for the employee to include a written response in the file.

Each employee may review the entire contents of his or her official personnel file during normal office hours. An employee shall be permitted to make hand-written notes from the file, but shall not be permitted to remove the file or portions thereof. However, requests by an employee or his or her designated representative for copies of personnel records will be honored.

Change in Employee's Personal Status

The Office of Human Resources is responsible for maintaining personnel records and for adding, correcting, and removing materials from those records. Complete a Personal Data Sheet and promptly return it to the Office of Human Resources if you have any of the following changes in personal status:

- Name
- Number of dependents for withholding tax purposes
- Address
- Beneficiary and dependents listed in insurance policies
- Telephone number
- Scholastic achievements (college course work, training, etc.)
- Disabilities
- Person to notify in case of emergency
- Birth or adoption of child
- Physical or other limitations
- Marital status
- Death of spouse or child

Overtime

Overtime payment is made in accordance with the federal Fair Labor Standards Act (FLSA) and is generally defined as work performed in excess of 40 hours during the work week. The university work week is Sunday through Saturday. Persons covered by the Fair Labor Standards Act (FLSA) are not to work overtime unless the overtime work is approved in advance by their supervisor.

Overtime rates are applied to actual hours worked on university business and are computed as follows: time worked in excess of 40 hours in one week is paid for at the rate of time and one-half the hourly rate of the employee.

Absences covered by paid sick leave, vacation, or floating holiday and any unpaid time are not considered as hours worked for purposes of computing overtime compensation. Absences covered by a university holiday will be considered as hours worked for purposes of computing overtime compensation.

Time and Leave Records

It is the policy of The University of Tulsa to comply with applicable laws that require time and leave records be maintained by university employees. A thorough record-keeping system must be utilized in order for The University of Tulsa to track accurate records of hours worked, sick leave, and vacation benefits used by eligible employees and to ensure appropriate compensation for these hours.

All **non-exempt** (hourly staff) employees are required to complete time sheets (or timecards) on a daily basis. It is the employee's responsibility to record actual starting and stopping times each day, including meal breaks and other time away from work. Reasons for absences must be stated. All **exempt** (administrative/professional) employees are required to complete leave records on a monthly basis. The leave records should reflect all absences related to vacation,

illness, family, other leaves, etc., either paid or unpaid. Absences of a half-day or more shall be reported if taken in either half-day or whole-day increments on a monthly basis. If no absences occurred during the month, the zero amount should be recorded and submitted to the Office of Human Resources.

Deliberate falsification of time or leave records, whether by omission or by commission, to avoid compliance with university policies, shall be considered just cause for disciplinary action of employees and/or supervisors knowingly contributing to falsification. This disciplinary action may include termination of employment.

Paychecks

Employees will receive their paychecks according to the scheduled payday. Hourly staff employees are paid on a two-week basis on alternating Fridays. Faculty, administrative/professional employees, and graduate assistants are paid on a monthly basis on the last working day of the month. Part-time student and temporary employees are paid on a two-week basis on alternating Wednesdays. If a scheduled payday falls on a university-observed holiday, the adjusted holiday pay schedule will be communicated to employees.

Payroll Direct Deposit

The university can deposit employees' payroll checks directly into their accounts in almost any bank, credit union, or savings and loan association. Checks may also be deposited into multiple banks and accounts. Employees will still receive an earnings statement showing the same payroll information as if they had received the entire check.

Lost or Stolen Checks

In the event that an employee's paycheck is lost or stolen, the Office of Human Resources should be notified immediately so that a stop-payment order may be initiated. If a stop-payment can be made (if the check has not cleared the bank), the employee will be issued another check.

Unfortunately, if the university is unable to stop payment on the employee's check (because the check has already cleared the bank), the employee alone will be responsible for such loss.

WORK SCHEDULES AND ATTENDANCE

Work Schedules

Most employees work a 35 to 40-hour work week on a schedule determined by the department. For most employees, the university work week is interpreted to be a seven-day

period beginning at midnight on Saturday and ending at midnight on the following Saturday. The work hours are to be scheduled within that period. A work day shall usually consist of eight hours per day.

Department heads shall have the right to establish hours for their offices or operations that are necessary for departmental needs or that conform to prevailing practices. Alternate schedules may be established or regular schedules may be extended for certain employees.

Flex Time

To provide flexibility for personal and/or family schedules, the university allows its departments to give employees a flex time work schedule. Daily and weekly work schedules may be changed from time to time at the discretion of the university to meet the varying conditions and requirement of serving students, alumni, faculty, staff, and the community. Changes in work schedules should be made at least two weeks in advance, whenever possible.

Job Sharing

Job sharing may be used to meet the needs of employees' life-styles, to expand the hours of other employees to cover an employee's absence rather than hiring a temporary replacement, and to meet other needs of the university.

Normally, any job is eligible for job sharing. Generally, jobs will be shared based upon the needs of employees and the university will make reasonable efforts to accommodate such requests. In the event that job sharing is not possible, the employee may be permitted to work part time or may apply for a leave under the applicable policy. As needed, the university may request employees share jobs, but will seek volunteers first.

Reduced Appointment Option

During the summer months, the demands of many departments slow considerably, and many employees have personal situations that permit a flexible appointment schedule. The reduced appointment option provides the opportunity for employees to voluntarily request to be off without pay during the summer months or off period and still maintain most fringe benefits.

If you are interested in participating in the Reduced Appointment Option, please contact the Office of Human Resources. Any request must be recommended by the immediate supervisor and approved by your dean or director and the vice president prior to implementation.

Breaks and Rest Periods

Breaks and rest periods provide a recess from an employee's work routine and physical and/or mental work activities.

Rest Periods

Taking a rest period is a privilege, not a right, and depends upon the department involved and whether normal work can be continued while employees take rest periods. The needs of the department must be met first and, in some areas, rest periods are not possible. If taken, the rest period will be with pay and will not exceed 15 minutes for each 4 hours of work.

For jobs with limited flexibility, supervisors are encouraged to schedule a 15-minute break approximately halfway through each 4-hour work period. These breaks are part of the regular work routine and are considered paid time.

Meal Breaks

Every employee who works a shift of six (6) consecutive hours or more receives a non-paid meal break. This break should be no less than 30 minutes and should not exceed 60 minutes. The actual time and length of your meal period will be scheduled by your supervisor, and may vary according to the scheduled hours of the office and working requirements. Meal time is considered personal time and you are encouraged to leave your immediate work area in order to eat and relax. Time spent during meal breaks is not paid.

Attendance

Reporting to work at the scheduled time is crucial for quality job performance. Absenteeism and tardiness cause a hardship on co-workers who must perform the duties assigned to the absent or tardy employee in addition to their own.

Any employee reporting to work but not at the scheduled starting time (i.e., beginning of shifts, return from break/meal period) is considered tardy. Chronic tardiness may result in disciplinary action, which may include termination of employment.

Calling In Late or Absent

If you are going to be late or absent, please be sure to notify your supervisor in advance whenever possible. This allows your supervisor time to adjust your department's work assignments to compensate for your absence. If you cannot notify your supervisor in advance, tell him or her as soon as possible.

Each department has its own procedures for reporting tardiness or absence. Please be sure you understand your department's expectations before the need to call in arises.

Failure to Call In

If an employee is late or tardy and does not call in, he/she may be subject to disciplinary action. If an employee is absent for three (3) consecutive scheduled workdays without

notifying and receiving approval from the supervisor, the university will consider him/her to have abandoned the position without proper notice resulting in voluntary resignation and termination of employment effective the last day of work.

Absences of More than One Day

If your absence lasts for more than one day, you should call each day according to your department's policy, unless you make arrangements in advance with your supervisor.

Absences due to Chronic Illness or Disability

Absences due to a serious health condition, whether continuous or intermittent, may be covered by the Family and Medical Leave Act (FMLA). Short-term absences for medical reasons (usually three days or less) like the flu or a sprained ankle are generally not considered to be serious health conditions and may not be covered under FMLA. For more information, see the Family and Medical Leave Act Policy in the *Policies and Procedures Manual*, or the "Holiday, Vacation, and Sick Time Benefits" section of this handbook.

Medical and Dental Appointments

Medical and dental appointments for you and your family should be scheduled for a time that does not cause you to miss work. If this is not possible, notify your supervisor as soon as the appointment is scheduled. You may use accrued sick time for medical appointments.

Inclement Weather

The severe weather policy will be implemented during times when weather conditions may cause extreme difficulty in traveling to and from the university. The president, after consultation with the President's Small Executive Staff, will decide whether the university should remain open or close.

If the university remains open, any employee who is unable to report to work on time due to severe weather conditions may be excused by the dean or director with pay for up to two hours not worked on the regularly scheduled shift. An employee who is absent for a period of more than two hours due to weather conditions will not be paid for any of the late time, including the first two hours.

If the severity of weather condition warrants closing the university, classes and activities will be canceled and employees will be dismissed early with pay for their regularly scheduled shift. Announcements of closing will be made through the media, radio, and television and will also be posted throughout the campus. The decision to close will not include departments providing essential services that must function regardless of adverse weather conditions. Essential services include, but are not limited to, Security, Physical Plant, and Housing & Dining Services.

HOLIDAYS, VACATION AND SICK TIME BENEFITS

University Holidays

The University of Tulsa offers paid time off for ten (10) holidays: nine (9) of the commonly observed holidays and a floating holiday. The floating holiday may be used for religious holidays, Martin Luther King Jr. Day, the employee's birthday, personal business, etc. (not to be taken in hour increments).

Upon hire, regular full-time and part-time employees are eligible for the following official holidays:

New Year's Eve
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving (2 days)
Christmas Eve
Christmas Day
Floating Holiday (Coincides with vacation eligibility and must be prearranged with supervisor. See University Holidays Policy.)

In the past, the university has granted three extra holidays, called Energy Conservation (or non-standard) holidays. This time usually falls between the Christmas Eve paid holiday and the New Year's Day paid holiday and requires approval by the university president on a yearly basis.

No holiday pay is granted when you take a day without pay immediately preceding or following the holiday break.

Vacation

The university's vacation program provides an opportunity for employees to get away from daily job responsibilities for a while and come back refreshed and ready to perform their best.

Employees must request and schedule vacation time in advance with their supervisor and take it at a time that is mutually satisfactory to both. For hourly staff employees, vacation time may be used to compensate for any regularly scheduled work time, including fractions of hours. For administrative/professional employees, vacation time may be taken in half-day increments.

Vacation accrual is based on the employee's FTE (whether hourly staff or administrative/professional) and is determined by the university's fiscal year, July 1 through June 30. Vacation accrual begins the first day of the month on or following an employee's hire date. For example, if an employee begins work on November 8, the accrual period begins December 1. Vacation accrued to June 30 may be taken during the following fiscal year.

Accrued vacation should be taken before the end of the fiscal year (June 30). A maximum of 5 available vacation days can be carried over to use throughout the next fiscal year. If an employee resigns from the university, vacation time or other paid time off cannot be taken as resignation notice time. However, employees will be paid for any accrued and unused vacation time as part of the final paycheck.

Sick Time

Recognizing that illness and injuries may occur, the university has established paid sick time and long-term disability benefit plans to compensate eligible employees for certain time lost for legitimate reasons. These plans, however, do not entitle an employee to use all possible days off as a matter of right.

Sick time benefits are a form of short-term disability coverage (generally for periods of time less than three days) designed to protect you and your family from loss of income if you become ill or temporarily disabled and are unable to work. For information regarding additional sick time benefits, please refer to the Family and Medical Leaves of Absence policy (FMLA) and Long-Term Disability Benefits policy.

Accruing Sick Leave Benefits

Hourly staff employees accrue one day per month (or a percentage of his/her FTE). Employees who regularly work at least 30 hours per week will receive a prorated number of annual sick leave days based on the percentage of time worked. For example, an hourly employee who regularly works 35 hours per week or 88 percent FTE will receive 10.5 days of annual sick leave (88 percent of 12 days). Sick leave with pay may be taken only after the completion of three months of continuous full-time service.

Sick leave does not accrue when an employee is on an unpaid leave of absence. For example, a full-time employee on a Personal Leave of Absence without pay for four months will receive eight of the twelve days of annual sick leave for use during the following year.

Employees should give as much notice as possible for absences for sick time. When unable to schedule doctor's appointments during non-work time, employees should schedule sick time off in advance, according to his or her department's procedures. For unexpected, non-serious medical absences, such as the flu or a sprained ankle, employees should follow his or her department's procedures for calling in before the start of a work shift. Failure to call in according to departmental procedures may result in disciplinary action. For more information on attendance, please refer to the Absenteeism and Tardiness policy.

If an employee is eligible and requests sick time off for a medical reason covered by the Family & Medical Leave Act (FMLA), he or she must give at least 30 days written notice if the absence is foreseeable. If not, the employee must give as much notice as is possible. If notice is given, such FMLA-covered absences will not be considered toward disciplinary

actions. For more information on FMLA, please see the Family and Medical Leave Policy.

Reporting Sick Time

All non-exempt (hourly) employees are required to complete time sheets (or timecards) on a regular basis that must reflect actual hours worked and any time off. Non-exempt employees should report sick time used for any missed work due to illness or injury, including fractions of hours.

All exempt (administrative/professional) employees are required to complete leave records on a monthly basis that reflect time away from work, either paid or unpaid. For more information on time and leave records, please refer to the Time and Leave Records Policy.

LEAVES

Family and Medical Leave Act (FMLA)

The university leave policies are consistent with the Family and Medical Leave Act (FMLA). Under the provisions of FMLA, employees are entitled to up to 12 weeks of leave per 12-month time period for circumstances in which an employee is unable to perform the functions of his or her position due to a serious health condition or due to a qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Furthermore, the FMLA entitles up to twenty six (26) weeks of unpaid leave when the employee is needed to care for a child, spouse, parent or next of kin (nearest blood relative) who is a member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligibility for FMLA Leave

To be eligible for FMLA leave, the employee must have worked at the university for at least one year and have worked at least 1,250 hours in the past 12 months.

Requesting FMLA Leave

To request leave time under FMLA, ask a supervisor or the Office of Human Resources for a copy of the complete FMLA policy. If the reason for the leave is foreseeable, FMLA leave should be requested at least 30 days in advance. A Request for Leave of Absence form and appropriate medical certification must also be provided. The Office of Human Resources will coordinate the approval of the leave with the corresponding departmental dean, director, or vice president. The university reserves the right to request a second medical opinion paid for by the university.

Continuation of Health Care Benefits During FMLA Leave

If an employee is on an approved FMLA leave, the university will continue to cover its portion of his or her health care costs during the period of leave, up to 12 weeks total (or 26 if military injury related) in a 12-month period. Employees on an approved leave will continue to be responsible for their portion of his or her health care costs during their leave.

Administrative Leave

The university encourages and supports attendance at professional meetings and training seminars. Employees will be reimbursed for meeting fees and associated travel costs, and will be paid for the time required to travel to and attend such sessions. However, the period of leave with pay should be limited to the shortest time required for attendance at the meeting and travel time by the most direct method. Absences in excess of this period shall be charged to available vacation time or shall be without pay.

Approval to attend this type of function must be gained by the employee's supervisor and is contingent upon funds being available, scheduling, and the ability to maintain a satisfactory level of service during an employee's absence.

Funeral Leave

The loss of a family member may require an employee to take time away from work. An employee will be granted up to three consecutive days off of work with pay in the event of the death of his/her immediate family. Immediate family is defined as the employee's spouse, child, parents, siblings, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, and daughter-in-law. "Step" relationships will be viewed as natural.

Requests for additional funeral leave are subject to approval by the appropriate department supervisor. Any approved requests for an additional day(s) above the three days granted, will be charged to the employee's sick, vacation time, or will be without pay. In no cases will more than five days be charged to sick time.

In the event of the death of anyone other than a member of the employee's immediate family as defined herein, one day will be charged to sick time, vacation or without pay.

Court/Jury Duty

The University of Tulsa recognizes employees' civic responsibilities to serve on a jury or to testify as a witness, and cooperates fully with local, state, and federal courts in allowing employees time off when summoned or subpoenaed.

- When regular, full-time, and part-time employees (excluding temporary employees) are summoned to jury duty or subpoenaed, the university continues their pay

during their active period of jury duty for a maximum of 30 working days per calendar year. Subpoenaed witnesses are covered for the time actually required to appear in court.

- Full-time employees may use accrued vacation benefits to cover any period of unpaid time off that is not covered by this policy.
- Temporary employees are given time off without pay while serving court or jury duty. The university may fill the position during such an absence and does not guarantee availability of the position at the completion of duty.

Court appearances for personal reasons (i.e. divorce, personal injury, etc.) are not covered by this policy.

Military Leave

The University of Tulsa respects employees' decisions to serve our country and fully complies with all statutory obligations for re-employment of employees who have been on military leave of absence. If an employee leaves his or her job in order to enter active duty in the Armed Forces, voluntarily or involuntarily, the employee is entitled to return to his or her civilian job after discharge, provided the separation from military service was under honorable conditions.

Military leave is not paid. However, the employee will continue to accumulate sick and vacation time while on leave. The returning employee will be offered a job of similar seniority, status, and pay at the university.

Personal Leave

Employees may be granted an extended leave of absence due to the medical conditions of the employee or family member (beyond the 12 weeks allowed by the Family and Medical Leave of Absence Policy). Personal leave may also be used for educational advancement, personal business, public service, or vacation.

Eligibility for Personal Leave

To be eligible for Personal Leave, the employee must be a full-time or part-time administrative, professional, or hourly staff employee. Temporary employees are excluded.

The length of the leave, and the ability to grant it, will depend upon the university's ability to make personnel adjustments within the department enabling it to function in a satisfactory manner during the employee's absence.

Requesting Personal Leave

If an employee wishes to request Personal Leave time, he or she should complete the Leave of Absence Request form. This form may be obtained from the Office of Human Resources. The employee should submit the request, with any required documentation, to the appropriate dean or director

for approval. The dean or director should forward the employee's leave request to the Office of Human Resources for final approval and processing.

Time Off for Voting

The University of Tulsa encourages employees to exercise their privilege as a citizen to vote.

If an employee will not have time to vote because he or she is working, the employee may request and receive paid leave for purposes of voting. To qualify for time off to vote, the employee must satisfy the following conditions:

- The work day must be such that the polls will not be open for three hours before the work day begins or three hours after the work day ends.
- The employee must request time off to vote (orally or in writing) from his or her supervisor at least one day before the election.
- The election must be for some purpose other than a school board or bond election.

If an employee qualifies for time off to vote, the supervisor will decide when it would be best for the employee to take off, considering the university's schedules and needs.

BENEFITS

The University of Tulsa has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, or death. Benefits are also offered that help employees plan for retirement, provide employees with assistance in dealing with job-related or personal problems, and offer educational assistance for employees and eligible dependents. Information on employee benefit programs may be accessed at www.utulsa.edu/Personnel/Benefits/.

Benefit Choices

The Office of Human Resources annually updates the website where the *Benefits Handbook, Your Benefit Choices* are located, providing a description of your benefit options and a description of plan provisions that govern your benefits. It is a companion piece to this handbook. The benefits handbook serves as the primary resource for common questions about the benefit programs, summarizing each benefit plan and providing information on:

- Eligibility for you and your dependents
- The enrollment process
- Plan options
- Costs involved
- How to file claims

New employees receive copies of both the *Employee Handbook* and the *Benefits Handbook* during orientation. Copies are also available from the Office of Human Resources. Though the benefits handbook is a general overview of benefit programs, more specific information is provided in the Summary Plan Descriptions (SPD) for each program. SPDs are available upon request from the Office of Human Resources.

Tuition Assistance Program

To provide educational opportunities for university employees and their dependents. The university offers three types of tuition assistance: 1) Tuition Reduction for credit hours, 2) Tuition Reduction for Continuing Education (for courses offered through the Center for Executive & Professional Development-Business Administration College; Continuing Education-Zink Hall; Continuing ENS Education-College of Engineering & Natural Sciences; Continuing Education Law-College of Law); and the 3) Tuition Exchange Program. (This policy is intended to expand the population of schools in which tuition benefits may be utilized.)

Tuition Assistance is available for full-time employees and their eligible dependents that are determined to be admissible through the undergraduate or graduate offices of admissions. Temporary employees are excluded.

An eligible dependent is defined as (1) your lawfully-married spouse based on Oklahoma's marriage laws (without looking at other state laws or rules) (2) your Domestic Partner based on criteria set forth by The University of Tulsa and/or (3) unmarried children up to and including the age of 24. Children include natural born children, adopted children, step-children who live with you more than half-time, or any child for whom you have legal custody.

Information on the tuition assistance program may be accessed at www.utulsa.edu/Personnel/Policies/ under the benefits.

Tuition Reduction

The program provides a reduction of tuition at the undergraduate or graduate level. The reduction is provided for the pursuit of you or your eligible dependents' first undergraduate or graduate degree. Both levels cannot be pursued under this program. Second undergraduate or graduate degrees are not covered.

A tuition reduction is available to full-time employees and their eligible dependents who are deemed admissible through the undergraduate or graduate offices of admissions. Full-time employees, who are hired after the beginning of the semester, but prior to the Census Date, may enroll or have their eligible dependents enroll in college credit courses up until the Census Date. They will be eligible for a 50% tuition reduction for classes taken. If an employee is hired after the Census Date, they or their eligible dependents will not be eligible for tuition benefits until the beginning of the following semester.

Tuition reduction for employees' dependents cannot be combined with institutional financial aid. This means that during the first year of employment when an employee's dependent is entitled to 50% tuition reduction and the dependent has also been awarded institutional aid, he or she may receive either the tuition reduction OR the institutional aid, but not both. Generally, employees have decided to accept the one that offers the greatest amount.

Based on the employee's anniversary date, after one year of service, full-time employees and their eligible dependents are entitled to 100% tuition benefits. For anniversary dates that fall after the start of a semester, employees and their eligible dependents will be eligible for 100% tuition benefits beginning the following semester.

During the second year of employment, the dependent is entitled to full tuition reduction based on the parent's date of hire, and no institutional aid. This enables the University to make that aid available to students who are not dependents of employees. Naturally, dependents of employees are entitled to receive any and all external aid such as Federal Aid, private grants, and scholarships, etc., for which they qualify. It is important to recognize that the value of the tuition reduction will be factored into the determination of the student's federal need in connection with any need-based aid that the student could receive.

Full-time employees who utilize the tuition assistance benefit for either themselves or their eligible dependents must remain an active employee for the entire semester. Employees who terminate their employment prior to the end of the semester, will have their tuition benefit pro-rated accordingly for either themselves and/or their dependents. The employee will be required to sign a promissory note agreeing to pay the remaining balance of the tuition cost. If the employee does not agree to sign this note, they and/or eligible dependents will be withdrawn, receiving no credit for the class.

Employees, spouses of employees, and eligible dependent children may enroll for any course for credit (excluding such areas as private music lessons). The tuition reduction benefit does not apply to noncredit courses and special programs (such as the Speech and Hearing Clinic, University School, Child Development Center, etc.). The tuition benefit applies to the costs of the course credit only; it does not cover textbooks or other associated fees.

Tuition Exchange

Under the Tuition Exchange Program, eligible dependent children may enroll at other member institutions. The Tuition Exchange Program comprises more than 500 member colleges or universities. This policy is intended to expand the population of schools in which tuition benefits may be utilized. The benefit is available only to eligible dependent children of full-time University of Tulsa employees who have completed at least one year of full-time employment. (Eligible dependent children are those children of employees who may be claimed as a tax exemption as determined by IRS guidelines.)

Tuition Policy Guidelines

- Taking courses during working hours is a privilege, not a right, and is subject to supervisory approval. Employees may request to enroll in a maximum of one course during regular work hours, subject to approval by the supervisors, department head, and appropriate vice president. When reviewing such requests, the supervisor should consider the department's needs, staffing level, and the employee's performance.
- Employees will be required to make up lost work time through arrangements approved by their supervisors.
- Time spent in class during working hours must be indicated as such (for example on time sheets for hourly employees and noted in administrative/professional employees' departmental files).
- Any time spent in class, even though occurring during the employee's regular schedule of working hours, shall not be considered as time worked for the purposes of calculating overtime pay unless attendance was required by the supervisor.
- The completed Tuition Reduction form, once approved by the employee's supervisor, must be returned to Human Resources for approval, and the approved form is forwarded to the Financial Aid Office for final processing.

Taxation of Benefits

Under the Internal Revenue Service Federal Tax Code, tuition benefits for employees taking graduate courses are taxable on the amount over and above the tax exempt limit set by the I.R.S. Tuition benefits for the employee's spouse and eligible dependents are taxable to the employee. The university is required to withhold payroll taxes on the full amount of the tuition benefit. The tuition benefit amount, less the withholding taxes, is credited to the student's account. Tuition benefits for undergraduate students, who have not received a Bachelor's degree, are not taxable to the employee.

Group Banking Services

Group banking services are extended to University of Tulsa employees by the Tulsa Teachers Credit Union and the Bank of Oklahoma. You may contact the institution of your choice for specific group benefits.

SERVICES AND FACILITIES

Automated Teller Machine (ATM)

TransFund, SCS, and the Cirrus systems are honored at the Automated Teller Machine located by the Chick-Fil-A on the first floor of the Allen Chapman Activity Center and in Twin Towers near the ID Center.

Bookstore

Located on the first floor of the Allen Chapman Activity Center, the Campus Bookstore and Gift Shop offers textbooks, supplies, insignia, and convenience items. Daily newspapers available in the store include the *New York Times* and *USA Today*. University employees, upon presentation of their ID card, are entitled to a 25 percent discount on purchases, with the exception of textbooks.

Bulletin Boards

In order to maintain an effective avenue for communicating with employees, the university maintains official bulletin boards located throughout the most frequented facilities on campus. The university's bulletin boards are used to communicate official government information on EEO, wages and hours, health and safety, and other issues. The bulletin boards are also used to communicate information regarding university policy, business, and announcements including, but not limited to, job vacancies, safety rules, health items, benefit programs, and special events.

The official university bulletin boards may not be used by employees or outside parties for posting commercial notes and advertisements, announcements, sales of personal property, or any other matters. Employees and outside parties are also prohibited from distributing literature and soliciting other employees.

Check Cashing

Personal checks up to \$50 may be cashed at the cashier's window in McClure Hall with a valid TU employee ID card.

Child Development Center

Located at 2906 East Third (3rd and Evanston), the Child Development Center serves university students, faculty, and staff, as well as the general public, on a space-available basis. The center offers quality all-day care and after school programs. It is affiliated with Children's World and has earned accreditation by the National Association for the Education of Young Children (NAEYC). In addition, TU faculty, staff, and students are given a rate reduction. The 7,900-square-foot facility can accommodate up to 148 children between the ages of six weeks to 12 years and is open Monday through Friday from 7:00 a.m. to 6:00 p.m. For more information on the Child Development Center, please call 583-5400.

Computer Labs

Computer labs are available for TU students and employees in the technology addition of McFarlin Library. The McFarlin computer labs are open 24 hours on weekdays during the academic year with abbreviated hours on the weekends and summer. This facility features up to date

software for Microsoft Windows PCs. Students and employees have access to high-quality laser printers, a color scanner, and high-speed network connections that link this facility to other-computing resources on campus and to the Internet. For more information, please call extension 3500.

myTU

myTU is web-based tool available to current students, faculty and staff. myTU can be accessed from around the world; anywhere that you can access the internet, you can get your campus e-mail through myTU. Here are some of the following services that it provides:

- Change your campus password
- Send/Receive campus email,
- Setting vacation notices
- Campus directory search
- Download the latest versions of software
- Links to check your grades, class schedules, and access your web-based course materials
- Updated calendar of events, the latest news, weather, and current entertainment in Tulsa.

To access various systems you must know your campus user name and the password associated with your user name.

Dining Services

Operated by Sodexo, Inc., Dining Services provides a variety of dining options that includes the H2H Sports Bar & Grill, the Food Court, Chick-Fil-A, Bonici Brothers, the University Club for employees and a dining hall in Twin Towers. Catering and care package options are available for special occasions.

Please contact Dining Services for more information regarding their services. To find out the daily menu selections, you can call the Menu Hotline (Twin Towers) at extension 2672, the Menu Hotline (ACAC) at extension 2186, or on the Campus Happenings Forum.

Food Court

This upbeat ACAC dining facility features a wide variety of menu items from breakfast to lunch and everything in between. Breakfast, which features both daily specials and cook-to-order meals, is served each day from 7:30 to 10:30 a.m. Lunch offerings include: a daily blue plate special; Mexican and Asian favorites, along with a 40-item deluxe salad bar. Lunch is served daily from 11:00 a.m. until 2:30 p.m. with the salad bar until 5:00 p.m.

H2H Sports Bar & Grill

Open Sunday -Thursday in ACAC, 11:00 a.m. to 11:00 p.m., and Friday -Saturday 11:00 a.m. through 7:00 p.m. for dine-in or carry-out, features pizza, burgers, hot specialty sandwiches, fries, blizzards, soft drinks, beer, and much more. Watch for the daily specials!

Twin Towers Dining Hall

This spacious dining hall features a well balanced variety of breakfast, lunch, and dinner selections at very affordable prices. Meal plans are available for resident and nonresident students. Visitors and guests are welcome. Cash prices are posted at the door. Open weekdays from 7:00 a.m. to 7:30 p.m. On weekends, brunch is served from 11:00 a.m. until 1:30 p.m. and dinner from 4:00 to 6:30 p.m.

Bonici Brothers

Bonici Brothers is located upstairs in the Allen Chapman Activity Center. Open five days a week from 10:45 a.m. until 3:45 p.m. serving a variety of pizza and pastas. Pasta closes at 2:00 p.m. No Exceptions!

Chick-Fil-A

Chick-Fil-A is located on the Northeast lower level in the Allen Chapman Activity Center. Open Monday through Friday from 11:00 a.m. until 3:00 p.m. serving a variety of fast food chicken dishes and sides.

McFarlin Library Café

The Martha and Cort Dietler Café is located on the main level of the McFarlin Library. A large variety of organic items and Seattles best coffee are served daily. Other menu items also include breakfast breads, soups, sandwiches and sushi. Open Monday-Thursday 8:00 a.m. until 8:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.

The University Club

Located upstairs in the Allen Chapman Activity Center, the Faculty Club offers a quieter environment for faculty, staff, and their guests to meet and dine. This beautiful new space provides wonderful opportunities to enjoy a respite from the daily routine in a relaxed and comfortable atmosphere. The Faculty Club is open from 8:00 a.m. to 6:30 p.m., Monday through Friday. These hours are subject to change due to legal holidays, university breaks and summer schedules.

Coffee & Tea Service - 8:00 a.m. - 11:30 a.m.

Buffet Lunch – 11:30 p.m. - 1:30 p.m.

Bar Hours - 11:30 p.m. - 6:30 p.m.

Light Menu Service - 1:30 p.m. - 6:00 p.m.

By advance reservation, the private dining room in the Faculty Club is available to TU faculty and staff for special events. Inquiries regarding reservations should be directed to Leisa Taylor at 631-2145.

***TU Gold Card accounts, Visa, and MasterCard are accepted at all locations.**

Employee Assistance Services

The University of Tulsa considers alcoholism and other chemical dependencies, emotional disturbances, and many

personal stresses such as family disputes, credit problems, and mental illness as health problems that may be successfully treated. The university will become concerned only when job performance, attendance, or job responsibilities are affected by behavioral/medical problems and intends that such problems be diagnosed and treated at the earliest possible stage. Since supervisors normally do not have the professional qualifications to diagnose and treat such illnesses, the university offers employee assistance services.

Employees should be reassured that their jobs will not be jeopardized by taking advantage of the assistance services. The fact that an employee is participating in such services should remain confidential and should be known only to those employees who have a need to know. Any records maintained by the university will be kept separate from personnel files.

Participation in the employee assistance services does not excuse employees from complying with normal university policies or from meeting normal job requirements during or after receiving employee assistance services. Nor will participation in employee assistance services prevent TU from taking disciplinary action against any employee for performance problems that occur before or after the employee's seeking assistance through these services.

Gold Card

The Hurricane Gold Card is a feature of the TU ID card that allows you to make purchases for meals and snacks at TU dining facilities and is also honored at the bookstore, photocopy machines in the Law School and McFarlin Library, and most campus vending machines. You simply make a deposit on the account at the ID/Parking Center in Twin Towers, the Business Office, or ACAC Dining Offices, and your TU expenses are deducted from the balance when making purchases. For more information, please contact the Business Office, extension 2581.

Collins Fitness Center/Campus Recreation

The Campus Recreation Department, located in the Collins Fitness Center (502 S. Delaware Avenue) offers a wide variety of activities which include, basketball, volleyball, badminton, walking track, cardio theater and 2 aerobic rooms. Full-time faculty and staff are eligible to purchase a membership pass to use the Collins Center. There are a limited number of spouse passes available. A valid membership pass also entitles an employee to check out a variety of equipment. For specific information about the facilities and hours of operation, you may access the Campus Recreation website at <http://www.utulsa.edu/recsports/> or contact the Campus Recreation Department at extension 2679.

Mabee Gymnasium

Mabee Gymnasium (8th and Florence Avenue) has complete facilities for swimming, racquetball, squash and locker rooms for men and women. These privileges are extended to

employees' immediate families (spouses and children). A valid TU ID card or guest pass must be presented to enter and use the facilities. For specific information about the facilities and hours of operation, please call extension 3382.

International Student Services

The Office of International Student Services was created to meet the needs of international students, faculty, and staff at TU. The office staff is trained to help solve problems, handle immigration matters, and answer questions about the university, Tulsa, and life in the United States. For more information, please contact the Office of International Student Services, extension 2329.

Libraries

The University of Tulsa libraries contain more than three million items including books, serials, government documents, microfilms, maps, literary manuscripts, historical archives, and other materials. The libraries offer high levels of service to its users and provides strong electronic capabilities including electronic access to national and international library holdings.

McFarlin Library, the central facility of the system, is open more than 95 hours each week. The Special Collections Department houses 110,000 books in rare book and special collections and 3,500 shelf feet of literary and historical manuscripts and university archival records. The Petroleum Abstracts Document Delivery Service, which is an integral part of McFarlin Library, contains an outstanding energy collection, notably in petroleum, and serves the College of Engineering and Natural Sciences with more than 25,000 items pertaining to engineering and physical sciences. McFarlin Library also houses an extensive collection of articles, papers, patents and reports from the more than 770,000 abstracted items in *Petroleum Abstracts*, which is published by the university.

The **Mabee Legal Information Center**, located in John Rogers Hall, contains approximately 323,000 volumes and provides access to numerous electronic databases including the Lexis and Westlaw databases. Although its primary constituency is the law faculty and students and members of the local bar with access privileges, the library is a campus-wide resource for interdisciplinary programs created jointly by the College of Law and other colleges and departments. All faculty members, staff, and students of the university have full access to the Law Library. Information regarding the use of the Mabee Legal Information Center is available from the Mabee Legal Information Center staff or the website <http://www.utulsa.edu/law/library/>.

University libraries require a validated university identification card for admission. Open stacks provide easy access to materials and Professional librarians are available for assistance. One main service point supports access to print

and a growing collection of electronic resources. Interlibrary loan service is available for all university faculty, staff, and students. Information regarding use of the libraries is available from the library staff or the website <http://www.lib.utulsa.edu>: McFarlin Library, extension 2873; Mabee Legal Information Center, extension 2404; Petroleum Abstracts, extension 2231.

Lost and Found

The University maintains a central lost and found service through the Department of Safety and Security located at 3115 E. 8th Street (extension 5555). After an appropriate period of time, lost articles are disposed of according to university policy.

Postal Sub Station

A full-service mailing area is located on the first floor of Allen Chapman Activity Center offering stamps, express mail, parcel service, and Federal Express. Mail drops are available and maintained on a daily basis. For more information, please contact Mail Services, extension 2211. UPS service is available through the Physical Plant. For information, please contact the Physical Plant at extension 3594.

Publications, Radio, and Television

The *Collegian*, the student newspaper, is published each Tuesday during fall and spring semesters. It has received numerous national and state awards for overall newspaper excellence and individual writing.

Radio station *KWGS-FM* (89.5), housed in Kendall Hall, is Northeastern Oklahoma's only major-market public radio station. The station provides international, state, and local news and information programming 24 hours each day. *KWTU* (88.7), a sister station to *KWGS* offers classical music 24 hours a day. Two color television studios in Kendall Hall are used to produce educational television programs for distribution throughout the state. *TU TV*, a student-run program, is produced and broadcast from these studios.

Purchasing

It is the responsibility of the university Purchasing Department to conduct all negotiations affecting purchase price and terms for delivery of materials, equipment, or services for the operations of the university campus. The policy and procedures by which purchases are governed, as well as copies of all purchasing forms and instructions for their completion, are contained in the university's *Purchasing Manual* which may be accessed at www.utulsa.edu/controller/Purch.html. The Purchasing Department is located in McClure Hall, Room 105.

Recycling

The university encourages recycling of all types of clean, dry paper (newspaper, copy paper, post-it notes, brochures, junk mail, brown paper bags, colored paper, etc.) by providing desk-side recycling boxes. Aluminum can receptacles are located in offices and facilities throughout the campus for recycling convenience. For more information, please call extension 3398.

Religious Activities and Resources

In covenant with the Presbyterian Church (U.S.A.), The University of Tulsa is committed to the full and diverse expression of religious life at the university. Acting on behalf of the university and its educational mission, the Office of the University Chaplain provide for and support the ongoing articulation of the life of faith on campus: planning, implementing, and sponsoring religiously oriented programs; providing counseling and pastoral care; serving as a liaison with other religious groups; leading ecumenical and interfaith worship services; and assisting the campus in nurturing a caring and respectful environment for diverse expressions of the life of faith.

Sharp Memorial Chapel, home to the non-sectarian ministries of the university chaplain, stands at the head of the "U," sharing the plaza with McFarlin Library and Kendall Hall. Its location at the center of the campus is a fitting metaphor for the religious life of the university and a reminder of the historic ties the university maintains with the Presbyterian Church (U.S.A.).

The Office of the University Chaplain offers several programs to help students, faculty, and staff understand their own faith and the faith of others. The chaplain provides worship opportunities, counseling, studies, retreats, and fellowship.

Sharp Memorial Chapel is available for personal use. Worship services are regularly held in Sharp Chapel and the Chapel is available for weddings and other ceremonies. For information regarding worship services or arrangements for special services, please contact Sharp Chapel at extension 2546.

Safety and Security

In an emergency affecting the safety of students, staff, or faculty, campus security should be notified at extension 5555. Campus security patrols the campus and responds to calls 24 hours daily. Emergency phones providing direct access to campus security are located north of Twin Towers, north of Sorority Row, and next to Zink Hall. The phones are located in blue boxes bolted onto poles and are marked by distinctive blue lights.

For battery jumps, to report a crime or problem, or for a security escort, please contact Campus Security.

Speech and Hearing Clinic

The Mary K. Chapman Center for Communicative Disorders, operated by the university's Department of Communicative Disorders, is a clinical learning environment for students of speech-language pathology and deaf education. University employees and their eligible dependents are entitled to use the available services, which may include speech, language, and hearing evaluations; therapy for speech articulation, stuttering, and language and voice disorders; lip reading and signing instruction; and training for the deaf. Please refer to your specific medical plan policies for benefits that may be applicable. University employees will receive a 20 percent discount on services. For more information regarding available services, please contact extension 2504.

Telecommunications

The University of Tulsa operates its own telephone system providing telephone service to the entire campus. The long distance network is accessible by using personal billing numbers - PBN (PAC codes). Telecommunications also provides other services such as voice mail and data circuits. To inquire about services, please call Telecommunications at extension 3732.

Tickets

A variety of tickets are available for university students and employees to purchase.

All full-time employees are eligible to purchase four athletic tickets at half-price for any home sporting event subject to availability and Athletic Ticket Office Policy. Employees who are enrolled at The University of Tulsa are foremost considered as employees of the university and shall receive the ticket benefits offered to them as an employee of The University of Tulsa. The ticket benefits offered to students shall not apply to university employees who are also enrolled as students. Please contact the TU Athletic Ticket Office, located in the Donald W. Reynolds Center, for more information on athletic tickets.

Please contact the following areas for more information:

Athletic Tickets, ext. 4688
Athletic Ticket Office, **Reynolds Center**

Chapman Theatre Tickets, ext. 2567
Theatre Box Office, **Kendall Hall**

Volunteer Opportunities

Community Service

The University of Tulsa strongly encourages service to others and supports such efforts whether provided by faculty, students, or staff. The University and Community Service Office coordinates university-affiliated community service

and volunteer projects with the Tulsa community. Individuals or groups wishing to consider such projects are encouraged to visit the office to explore ideas and discuss organizational procedures. Please contact the University and Community Service Office in the Holmes Student Center for more information at extension 3535. For more information regarding the Community Service-True Blue Neighbors policy, please access the policy at <http://www.utulsa.edu/Personnel/Policies>

On Campus

The University of Tulsa is fortunate to utilize the services of many individuals who are willing to provide voluntary services without pay. Voluntary appointments at TU do not carry any fringe benefits, tenure, voting rights in university elections, or election rights to a university committee. The volunteer's term of appointment can be changed or ended by the university at any time.

Volunteers are subject to supervision and are expected to follow university policies and procedures; failure to do so may result in cancellation of voluntary service. All voluntary appointments will be processed through the Office of Human Resources and, in academic areas, will require provost approval. Deans or directors wishing to appoint volunteers, with appointments exceeding one week or 40 hours, will need to complete a Volunteer Appointment Acceptance form for the volunteer to sign and date. Volunteers must submit time sheets showing volunteer time worked to the Controller's office.

University School

Located at 326 South College, The University School is a full school program for able learners from ages three to thirteen. The purpose of the school is to maximize the intellectual, social, and emotional capacities of gifted children. The low pupil/teacher ratio provides the opportunity for students to receive a great deal of individual attention. The University School also serves as the practicum site for The University of Tulsa's master's program with specialization in gifted education. For more information, please contact the University School at extension 5060.

HEALTH AND SAFETY

Accidents on the Job

Even in a safe work environment, accidents occasionally happen. When accidents occur that result in property damage or personal injury, a supervisor should be informed immediately, and the procedures outlined in the sections below should be followed.

Worker's Compensation Benefits

To provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or

illness, an employee may be covered by worker's compensation insurance. The amount of benefits payable and the duration of payment depend upon the nature of the injury or illness. In general, however, all medical expenses incurred in connection with any injury or illness are paid in full, and partial salary payments are provided beginning with the fourth consecutive day of absence from work due to a work-related accident or illness.

Personal Injury or Illness

If an employee is injured or becomes ill on the job, the injury or illness must immediately be reported to a supervisor. This ensures that the university can assist the employee in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate worker's compensation report not being filed in accordance with the law, which may consequently jeopardize rights to benefits in connection with the injury or illness.

Minor injuries such as cuts, bruises, and burns that do not require a doctor's treatment may be handled by the supervisor or the Alexander Health Center. If necessary, the injured employee should be referred to Concentra Medical Centers, located at 1541 North Sheridan, or their own physician. Employees must receive authorization from their supervisors to go to the Concentra Medical Centers. After hours and on Saturday or Sunday, injured employees may report to any Emergency Room.

First Report of Work Injury

The Supervisor's Accident Investigation Report and Employer's First Report of Work Injury (Form #2) must be completed in detail and sent to the Office of Human Resources immediately after the supervisor learns of the accident.

Absence from Work

If an employee misses work due to a work-related injury or illness, a statement from an authorized physician may be required. The employee should call in, according to established departmental policies, for each day missed, or make alternate arrangements with the supervisor in the case of a more extended absence. Accrued sick time may be used for any follow-up visits that require work to be missed.

Returning to Work

An employee may not return to work following a job-related injury or illness until the return is approved by a doctor. Providing the employee is released unconditionally, he/she will be reassigned to the same job held before the injury or illness if possible. However, if that job is not available, the employee will be assigned to work that is as closely related as possible (in duties, hours, and pay) to the previous job.

Property Damage

Accidents that result in property damage should be reported immediately to a supervisor. Failure to report an accident on the job may subject an employee to disciplinary action.

Intentional or negligent acts that result in the loss or damage of property — including property of the university, co-workers, customers, or vendors — may result in disciplinary action including termination.

Blood Borne Pathogens Exposure Control

The standards issued by the Occupational Safety and Health Administration (OSHA) are designed to protect workers at risk of occupational exposure to blood borne pathogens, such as human immuno-deficiency virus and the hepatitis B virus. Universal blood and body fluid precautions will be used by all employees, especially those in emergency-care settings or exposure to unknown infection in which the risk of blood exposure is increased. For more information on precautions or this policy, please contact the Associate Vice-President of Human Resources at 2616, or access the website at www.utulsa.edu/ehs, or refer to the university *Policies and Procedures Manual*.

General Safety Precautions on Campus

The University of Tulsa is concerned about the safety of employees on the job. The responsibility of promoting a safe workplace by observing occupational health and safety regulations and by practicing safe work habits is shared by the university and its employees. With the volume and complexity of our work, we must be especially diligent in maintaining a safe and healthy work environment.

Neglect and Disorderly Conduct

Behaviors that endanger an employee's safety or the safety of others — such as neglect, disregard for safety procedures, use of drugs or alcohol, disorderly or unprofessional conduct, or horseplay — are grounds for disciplinary action, including termination of employment.

Safety in the Workplace

The Office of Human Resources and Risk Management is responsible for the university's compliance with the federal Occupational Safety & Health Act (OSHA). The purpose of OSHA is to protect the health and safety of employees.

If an employee is exposed to hazardous or infectious materials on the job, notify your supervisor immediately. For more information, please refer to the Accidents on the Job section of this handbook.

Right to Know

In compliance with federal and state regulations, employees who work in an area where they are exposed to hazardous chemicals, or where they might be exposed in a foreseeable emergency like a leak or a spill, have a right to know and to be trained in safety measures. A list of chemicals used in the work area will be made available to employees and a complete university listing is available in the Department of Environmental Health & Safety. Training is administered by the department in consultation with university safety personnel.

Protective Clothing and Equipment

Several jobs require that protective clothing or equipment be worn while performing certain duties. Employees must comply with departmental guidelines for protective gear (e.g. hard-hats, goggles, gloves, scrubs). Failure to comply may result in disciplinary action, including termination of employment.

Weapons

Oklahoma's Concealed Weapons Act became effective January 1, 1996. As a business, The University of Tulsa may and does prohibit the possession of any weapon on university premises. Students and employees who wish to bring firearms or other weapons to campus, even for a short duration of time, must immediately register them with the Security Department and turn them over for storage.

Violation of the university's policies pertaining to concealed weapons may result in disciplinary action, including termination of employment. Please contact the Office of Human Resources for additional information.

Threats

All bomb or arson threats should be treated as real threats to safety. No such threat or call should ever be taken as a joke or disregarded. Threats of death or bodily injury should also be taken seriously and reported. Immediately contact the Campus Security department at extension 5555.

Severe Weather

The Severe Weather Policy will be implemented during times when weather conditions may cause extreme difficulty in traveling to and from the university. These weather conditions may include, but are not limited to, ice and snow. Closing announcements will be made through the media, radio and television, and notices will be posted throughout the campus any time the decision is made to close.

For additional information regarding time off due to severe weather, refer to the "Work Schedules and Attendance" section of this handbook.

Campus Security

The Department of Campus Security provides 24-hour service for the entire university. Periodically, the Department of Campus Security publishes a brochure about security at the university. Copies are available upon request. You may access the Campus Security website at www.utulsa.edu/security or call extension 5555.

Escort Service

The Department of Campus Security provides 24-hour escort service for the university. Individuals are encouraged to walk in groups of two or more. When this is not possible, use the escort service by calling extension 5555.

Investigations, Searches, and Inspections

Investigations protect both the employee and the university by maintaining a safe and healthy work environment. Use or possession of illegal and unauthorized drugs, alcoholic beverages, or firearms and weapons is not permitted on university property. The university's successful operations are affected by theft, espionage, or other wrongful activities and it is critical that this type of problem be resolved as quickly and accurately as possible.

The university reserves the right to conduct searches or inspections (including medical exams) of employees' persons, personal effects, or lockers for the purpose of determining if any employee is using or in possession of any illegal or unauthorized items. Any university employee's refusal to submit to a search, inspection, or examination of personal property may result in disciplinary action, which may include termination.

The university reserves the right to use any lawful method of investigation that it deems reasonable and necessary in its sole discretion for determining whether any employee has engaged in conduct warranting disciplinary action. Security personnel will investigate questionable offenses and report violations only to those employees with a bona fide need to know.

DRUG-FREE WORKPLACE

Use or Possession of Controlled Substances

It is the university's policy to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1990.

The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our campus to unacceptable safety risks, and undermines the university's ability to operate efficiently and effectively. In addition, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in university business off the university's premises is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that in the opinion of the university, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the university.

Drug/Alcohol Counseling and Treatment

Counseling and treatment for drug or alcohol abuse and addiction are available through on-campus programs. In addition, many local community services provide rehabilitation programs. The Alexander Health Center's Counseling and Psychological Services Center (extension 2200) can provide information about and referral to available services. An employee may be required to enroll in and successfully complete a treatment program as a condition of continued employment. Refer to the Employee Assistance Services section for related information.

Smoke-Free Workplace

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in university offices and facilities is prohibited.

Employees who smoke may do so outside the smoke-free areas and are expected to limit time for smoking to breaks and lunch periods. Employees are required to use ashtrays or similar receptacles, which are provided by the university, to guard against fire and maintain good housekeeping.

PERFORMANCE FEEDBACK AND PROFESSIONAL DEVELOPMENT

The University of Tulsa has a strong commitment to excellence, depending on its staff to uphold the highest professional standards. The university strives for an environment of trust, integrity, and a genuine concern for the welfare of the organization and of others.

From the first day on the job, effective communication between you and your supervisor provides the basis for a successful employment relationship. To assist you in achieving excellence in your job, you should regularly seek advice and feedback from your supervisor on your performance and the professional goals that you and your supervisor have set.

Performance Review Program

University departments provide periodic opportunities, at least once a year, for supervisors and employees to formally discuss the employee's overall performance, to review how the past year has gone, and to set goals and priorities for the next year. These discussions provide an excellent opportunity for confirming how the employee is doing in the position, identifying areas of improvement on which to concentrate, and establishing objectives for the future.

The Performance Review Program has been developed to encourage a positive working environment and fulfill the following objectives:

- Provide an atmosphere that fosters and increases communication between the employee and the supervisor.
- Create an environment in which the employee is provided assistance and encouraged to maximize his or her potential.
- Provide the employee with performance expectations, consistent and constructive feedback, and a clear understanding of the position's requirements and responsibilities.

Training and Development

Training and development activities are open to all faculty and staff. Workshops, seminars, and other developmental activities designed to improve the administration of university functions are often offered through the Office of Human Resources, the Division of Continuing Education, or other departments as appropriate.

The university supports new learning opportunities for employees so the employees may better serve our customers. To that end, the university pays for seminars on campus or away, and encourages employees to participate. For approved seminars, the university pays for each employee's admittance fee, transportation or parking costs, lodging, meals, and instruction materials.

Time off with pay during working hours may be given for training. When special training is required for job performance, it is expected that an employee will complete training in the designated time. If an employee does not complete the training (i.e., attend all sessions and satisfy testing requirements or otherwise demonstrate proficiency), the employee may be subject to disciplinary action, which may include termination of employment.

Transfers and Promotions

An employee who has satisfactorily completed the probationary period and who has been employed in his or her current position at least six months is eligible for other vacant positions that may arise at the university. An employee usually needs to establish a strong work record before he or she will be a competitive candidate for another position; thus, transfers or promotions should not be sought every few months. However, if an opportunity arises for which an employee has the required skills and experiences, he or she may request consideration for the position. Exceptions may be made by the Associate Vice-President of Human Resources depending on the circumstances (i.e., if the vacancy exists within an employee's current department or there is a mutual agreement for a transfer).

Internal Transfers

The university has implemented a policy whereby current university employees are given first notice of available jobs within the university. In light of this practice, continuing employees who transfer to another position or who have been promoted are required to remain in the position at least six months before applying for other vacant positions on campus. This six-month period allows time for the supervisor to orient the employee to the work requirements and expectations of the position. It further provides the employee an opportunity to adapt to the work required and be productive beyond training.

Promotions

The university encourages the career development of employees and strongly supports promotions to positions for which they are qualified and that meet their career interests or objectives. Employees seeking promotions should discuss opportunities with their supervisors before submitting applications/ resumes. As promotions are a part of normal business activity, supervisors should be supportive of employees seeking career advancement.

Applying for Another TU Position

Vacancies are sent to every campus department as they arise and can be reviewed via the Internet at www.utulsa.edu/personnel/jobs/. General information about applying for positions and the latest employment opportunities can also be obtained from the Office of Human Resources, extension 3563.

PROFESSIONAL CONDUCT

As an integral member of the TU team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of professional conduct, and exhibit a high degree of personal and professional integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that you refrain from any behavior that might be harmful to you, your co-workers, and/or TU, or that might be viewed unfavorably by current or potential students, alumni, or by the public at large.

Customer Service

Every successful organization is built on customer satisfaction, and The University of Tulsa is committed to superior customer service. We define our customers as parents, students, faculty, and staff. Since customers are the focus of our work, they should be treated with courtesy and professionalism and attention should be given to details.

We are respected by our customers not only because of the quality of service we deliver, but the manner in which we communicate with them. Your continuous, positive treatment of our customers is an important part of your duties. The

University of Tulsa customer service philosophy is a foundation for the success of our university: "In all we attempt, in all we accomplish, we will strive to attain a Vision of Excellence, which provides the highest level of customer satisfaction to all whom we serve."

Confidentiality

Employee Information

The university respects individual privacy and is committed to maintaining confidence in all information and records pertaining to employees to the extent allowed by the law or on a bona fide need-to-know basis with university officials.

University Information

If, during the course of their employment, employees acquire confidential or proprietary information about The University of Tulsa or its students, such information is to be handled in strict confidence and should not be discussed with outsiders. Proprietary information is information owned or known exclusively by the university that affects its normal course of business.

Falsification of Records

In the best interest of the university and its employees, accurate records must be maintained. Falsification of records, such as job applications/resumes or time records, is considered a serious offense.

Employees should ensure that their actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of university policy and is grounds for disciplinary action, which may include termination of employment of the employee and/or the appropriate supervisor(s).

Falsification of Application Materials

Questions on the university's job application are designed to elicit job-related information needed by the university to accurately assess an applicant's qualifications. Giving false information on a job application and/or resume may be grounds for termination.

If information is misrepresented or omitted from an application form or resume, or if misleading information is given by an applicant during the interview process, The University of Tulsa reserves the right to revoke or withdraw any offer of employment. If the applicant has accepted a position with the university, the university may take disciplinary action, which may include termination of employment.

Absenteeism and Tardiness

Reporting to work at the scheduled time is crucial for quality job performance. Absenteeism/tardiness causes a hardship on co-workers who must perform the duties assigned to the absent/tardy employee in addition to

their own. Any employee reporting to work eight (8) minutes or more after starting time (i.e., beginning of shifts, return from break/meal period) is considered tardy.

Applicants and Employees with Conviction Records

The university recognizes its responsibility to provide an academic and working environment that is safe from criminal activity. The very nature of an academic institution necessitates an open environment where students, faculty, staff, and visitors can freely pursue their academic and cultural interests and livelihoods unencumbered by the presence of criminal conduct.

An applicant for employment who has been convicted of a crime is expected to disclose such information on the application form. Failure to do so is a material omission of significant information and is cause for discharge. Persons convicted of crimes involving violence, moral turpitude, or drug dealing shall normally not be eligible for employment.

Progressive Discipline

Issues of poor performance or misconduct compromise both the individual and the university. For these reasons, the university expects professional conduct to meet high standards at all times. Any performance or conduct issue that arises requires immediate attention. The Office of Human Resources is available for consultation at any time and must be consulted before termination of employment.

Progressive disciplinary action is considered a dimension of performance evaluation. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. Depending on the severity of the offense, disciplinary action may take the following forms: oral warning, written warning, withholding salary increases, suspension, or termination of employment. Disciplinary action is accomplished upon the recommendation of the department head and with approval of the Office of Human Resources.

Misconduct Warranting Immediate Discharge

Actions that involve dishonesty, violation of the law, or material risks to university operations or to the safety or well-being of oneself or others are grounds for termination of employment.

EMPLOYEE ACTIVITIES

To develop and maintain good employee morale within the university community, The University of Tulsa sponsors activities throughout the year in which employees may participate.

Employee Appreciation Events

Every May, the university hosts various employee appreciation events designed to recognize the outstanding

efforts of all employees throughout the year. Activities include length of service and retirement recognition ceremonies, an employee picnic, and a variety of employee events.

Length of Service Recognition

Maintaining a loyal, experienced work force is a primary objective of The University of Tulsa. One of the many ways the university recognizes such continuous service is a Length of Service recognition ceremony normally held for faculty and staff members during Employee Appreciation Week. This ceremony honors employees who have reached key service milestones such as 5, 10, 15, 20, etc. years of service.

Retirement Recognition

In appreciation of their many years of service, the university honors retiring employees during the fiscal year with a Retirement Recognition Ceremony usually held in conjunction with Employee Appreciation Week.

GENERAL POLICIES

Arrests and Warrants

If a law enforcement officer comes onto university property for the purpose of serving a warrant or making an arrest, supervisors should make efforts to minimize disruption in the work area. It may be possible to arrange for the officer to meet the employee under the auspices of the university's Department of Campus Security, either at the Security Office or in a private area away from the immediate workplace.

Supervisors should contact the Department of Campus Security for assistance. In some cases, it may be appropriate, with approval from the Office of Human Resources, to place the employee on leave pending further information.

Conflict of Interest

Staff members usually have interests outside the university and are involved with family, friends, and other commitments such as recreation, community service, and professional development activities. The University of Tulsa encourages such activity as long as it does not conflict with the duties that staff members have to the university.

Computer Use

All computer users have the responsibility to use TU computer resources in an efficient, effective, ethical, and lawful manner consistent with the policies of the University. In order to make every reasonable effort to protect the integrity of its computing systems, workstations, networks, and lab facilities the University has the right to monitor its computing resources. The Computer Ethics Policy and other Information Services policies can be accessed at <http://www.is.utulsa.edu/>.

Contact with the Media

The management of media relations is centralized through the Office of University Relations. Every attempt will be made by University Relations staff to fulfill media requests in a timely and judicious manner while maintaining a consistent profile and message. On occasion, reporters for newspapers, radio stations, or television stations will contact university employees directly instead of working through the Office of University Relations. Calls from print and electronic media representatives (for interviews, quotes, policy information, statistical information, etc.) should be forwarded to the Office of University Relations at extension 2309.

Driver's Licenses

Employees who are required to operate a university motor vehicle on any public roadway must have a valid driver's license issued by the state of Oklahoma to ensure proper licensure for operation of university motorized vehicles, providing for the safety of employees and adequate insurance coverage.

Any new employee who has applied and been accepted for university employment in a position where possession of a valid driver's license is a listed requirement and who is subsequently determined not to have (or have had at time of application) a valid Oklahoma driver's license, will be considered to have submitted false information and therefore may be subject to termination.

Current employees who must possess a valid driver's license as a condition of employment must notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver's license has been suspended, revoked, or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification may result in termination.

If a current employee's driver's license is suspended or revoked, expires, or is subject to modification or restriction that prevents the employee from performing any part of his/her regularly assigned work duties, that employee will not be permitted to operate a university motor vehicle on any public roadway until the license is fully reinstated, renewed, or additionally modified.

Employment of Relatives

The University of Tulsa permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the university, 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.

Family Members in the Workplace

It is generally inappropriate for staff members to have their children or other family members present in the workplace. Please make appropriate arrangements (such as adequate child care) so that the presence of family members does not impose on your work or present a distraction to others in the workplace.

Grievance Policy

It is the goal of The University of Tulsa to resolve problems informally through effective communication between employees and supervisors whenever possible when disagreements arise from working relationships, working conditions, employment practices, or policy interpretation differences that might arise between the university and its employees.

The Employee Grievance Policy is intended to help employees constructively resolve work-related concerns with fairness and justice while maintaining the dignity of all concerned. A grievance is a complaint of any employee relating to the employment relationship with The University of Tulsa and shall be based on issues resulting from the following:

1. Disputes, disagreements, and complaints about decisions and actions made by supervisors and co-workers
2. Improper or inconsistent administration and/or application of policies, procedures, rules, or regulations
3. Unfair or unequal treatment

A grievance may be brought against any university employee, including a faculty member exercising employment supervision over secretaries, student employees, research assistants, technicians, or other non-faculty employees or faculty employees not covered by the faculty governing document. An initial decision shall be made by the provost, in consultation with the Office of Human Resources, to determine if this policy shall apply to a grievance brought by or against a faculty member.

Keys

Keys for buildings, offices, classrooms, storerooms, and laboratories are issued by the Physical Plant Department. Employees entrusted with keys are responsible for reporting any loss of keys immediately and for turning in all keys issued to them upon termination of employment.

Personal Appearance and Dress Code

The university's commitment to excellence and our position in the community require standards of personal appearance from employees that are consistent with departmental needs and with the expectations of its customers. Personal hygiene and general appearance are considered crucial to the image we project to the campus community; therefore, employees are expected to present a clean and neat personal appearance at work.

TU Spirit Days

On a yearly basis, the president may approve TU Spirit Days where employees may wear TU spirit attire on Fridays. Showing our "blue and gold" is one way to demonstrate our university spirit. Acceptable Spirit Day attire consists of clothing that bears the TU name or sports TU colors. Spirit Day is not the same as a casual day. Employees who graduated from the Quality Service With A Plus Vision of Excellence program are encouraged to wear their Vision of Excellence shirt on Fridays. You may always wear normal work attire if you do not opt to wear TU spirit dress. When an employee is representing the university at a business or civic function, it is expected that his or her attire will be appropriate for the business occasion.

Personal Property Insurance

The university's insurance coverage does not extend to the personal property of its employees and students. To avoid losses due to theft or damage, employees are advised that they bring valuables at their own risk.

Personal Relationships

Friendships and personal relationships often develop in the workplace. Coworkers or individuals in different departments of the university are not prohibited from socializing or having personal relationships as long as such interactions do not interfere with the work performance of either individual or with the effective functioning of the workplace. Employees who engage in such relationships must accept responsibility for ensuring that they do not raise concerns over ethics or professionalism and must bear the burden for establishing the appropriateness of the relationship if called into question.

Political Activity

Effective democracy provides the right of every private citizen to endorse a specific political candidate or cause. However, such endorsement should not infer or reflect the support of the university for such political candidate or cause. Except for the limited purpose of identifying the university as the employer of the faculty or staff member making a political endorsement, the name of the university is not to be connected with such an endorsement in any way.

Before engaging in direct political activity that will involve a substantial amount of time (i.e., holding or running for political office, managing a campaign, or directing group action on behalf of a political candidate or issue), employees are expected to obtain written approval outlining a mutual agreement for released time with their dean, director, or vice president before undertaking such activity.

Receiving Personal Mail

The University of Tulsa assumes no responsibility for the safekeeping of personal mail or packages sent to you at work. If at all possible, you should make arrangements to have such mail delivered to your home address.

Secondary Employment

Outside employment is defined as additional employment for which outside compensation is paid while being employed by the university. An employee should not undertake outside employment if such work is competitive with typical university services and could be undertaken through university sponsorship.

All activities performed inside or outside the university for extra compensation must be arranged, as regular assignments are, with the agreement of the appropriate department head, dean, director, or vice president. This is to ensure that university employees assume a professional obligation to the university and their primary position.

Applications and arrangements for secondary employment must be submitted whenever a secondary employment opportunity arises.

Solicitation

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

Telephone Use

The university often provides telephones for staff in the course of their work. Telephones are the property of the university and are intended for business purposes.

Business Use

The Telecommunications Department keeps monthly records of all long distance phone calls, including numbers, that are made from each phone extension and provides phone charges to departments. If you need to make long distance calls as part of your job, your supervisor will arrange for you to be issued a proper access code.

Personal Use

Due to the large volume of university business transacted by telephone, the use of university telephones or cellular phones for personal matters is discouraged. The university recognizes that today, when most adult members of a household work, there may be occasional times when personal calls must be made or received during business hours. Such calls should be held to a minimum, however, and must not interfere with the employee's work.

Visitors

In some areas of the university, visitors are restricted to certain areas in order to avoid unnecessary distractions, protect the confidentiality of certain university operations, and maintain safety standards.

It is the supervisor's responsibility to make certain that visitors in his or her department, whether employees or not, are authorized to be there. In case of doubt, the supervisor may ask such visitors for identification.

SEPARATION OF EMPLOYMENT

Separation of employment may be voluntary or involuntary as further described in this section. For information regarding continuation of benefits upon separation of employment, please refer to the university's current year's *T-Flex Booklet* at www.utulsa.edu/personnel/benefits/, or contact the Office of Human Resources at extension 2259.

VOLUNTARY SEPARATION

Voluntary separation of employment occurs when the separation is initiated by the employee, such as voluntary resignation, retirement, total disability, job abandonment, and death.

Resignation

If you decide to resign from TU, your department needs to make arrangements to replace your position or to otherwise cover the duties for which you are responsible. To allow the department time to plan for such a transition with minimal disruption of service to its customers, appropriate written notice from you is expected. Hourly staff employees are expected to give at least a two-week written notice; administrative/ professional employees are expected to give at least one month notice. Employees who plan to retire are urged to give a minimum of three months notice to allow ample time for the processing of appropriate retirement benefit forms.

Notice of resignation is expected to be a "working" notice. This allows your supervisor an opportunity to spend productive work time with you to complete projects or to have you help train whomever will be assuming your responsibilities. For that reason, it is not possible to allow a resignation notice to be taken as vacation time or other paid time off. However, you will be paid for any accrued, unused vacation time as part of your final paycheck. The number of unused vacation days paid is contingent upon the date of termination. Unused vacation paid will never exceed the number of days that one could possibly take before the end of the fiscal year, plus any available carry over. There is no pay-out for sick time. Failure to give appropriate written working notice may affect your consideration for future employment at TU.

Retirement

There is no mandatory retirement age at the university. Age 65 is considered normal retirement age and the employee must have a minimum of 10 years of consecutive full-time service at the University immediately preceding retirement to be eligible for retiree fringe benefits. Early retirement status may be granted if an employee is at least 60 and has at least 15 years of service. Age plus length of service must equal at least seventy-five.

The University does have a provision for granting early retirement to employees who are between the ages of 55-59 who have met the criteria for retirement provided they could substantiate a hardship. TU has taken an extremely conservative position in these cases. In the past, early retirement has been granted to employees who can show that they have a serious medical condition that would preclude them from working. In addition, we have applied this practice to spouses of employees who are seriously ill and the employee must be in a position to care for them.

An employee considering retirement is encouraged to contact the Office of Human Resources to discuss his or her retiree fringe benefits. The Office of Human Resources will determine benefits eligibility and provide information regarding retirement options and benefits.

To allow ample time for the processing of retiree benefits, employees should notify the Office of Human Resources as soon as possible (preferably three months in advance of the intended retirement date). Employees are also advised to contact the Social Security Administration three months before the anticipated retirement date to make provisions for Social Security and Medicare benefits.

Retiring employees are recognized campus-wide once per year, generally during Employee Appreciation Week. For more information about this event, please refer to the Employee Activities, Retirement Recognition Policy.

Job Abandonment

Three consecutive working days' absence without notification will be considered job abandonment, resulting in a voluntary resignation.

Incarceration

Incarceration that prevents an employee from being present at work to perform the duties of his or her job and may result in loss of employment. Since incarceration is due to the actions of the employee and is not the university's responsibility, such loss of employment is considered a voluntary resignation.

Death

If a supervisor is notified of the death of an employee, the supervisor should contact the Office of Human Resources for assistance and to report the death for purposes of benefits administration.

INVOLUNTARY SEPARATION

Involuntary separation of employment occurs when the separation is not initiated by the employee. Layoff for lack of work or termination are examples of involuntary termination.

Reduction in Work Force

It is the policy of the university to provide stable employment to its employees. However, conditions may arise that necessitate a reduction in the university's work force. The need for personnel reduction due to lack of work, lack of funds, or the abolition of an activity as implemented by the dean or director shall be reviewed and approved by the appropriate vice president.

Termination

Termination, either for failure to meet performance expectations or for misconduct, should be documented in accordance with established university guidelines for progressive discipline as appropriate. Termination due to performance issues or misconduct may affect consideration for future employment with TU.

Supervisors should consult with the Office of Human Resources before terminating any employee. Once termination has been established as the appropriate action under university guidelines, the discharge is effective immediately. There is no provision for severance pay; however, any accrued, unused vacation time should be paid as part of the final paycheck. There is no pay-out for sick time.

CHECK-OUT PROCEDURES

Check-out appointments with the Office of Human Resources are normally scheduled for outgoing employees after the supervisor receives notice of resignation or intent to retire and for employees whose termination is initiated by the university. The purpose of this meeting is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all university property that may be in the employee's possession (e.g., university credit cards, university ID cards, keys, and cellular phones), to arrange for distribution of final paychecks, and to provide employees with an opportunity to discuss their job-related experiences.

Upon notice of separation of employment, the Office of Human Resources will send a letter to the exiting employee, as appropriate, explaining the exit and checkout procedures.

Final Paychecks

The employee will be paid for all unused and accrued vacation on his or her final paycheck. The number of unused vacation days paid is contingent upon the date of termination. Unused vacation paid will never exceed the number of days that one could possibly take before the end of the fiscal year, plus any available carry over. Any outstanding debts or charges to the university (including library, parking or other fines) will be deducted from the employee's final paycheck, which is issued on the next regularly scheduled payday. The employee may elect to have his or her final check mailed to a designated address, or he or she may pick it up in the Office of Human Resources.

Rehire Eligibility

Employees who leave TU after a satisfactory employment relationship — and with proper notice — should be eligible for rehire consideration. Rehire notation is for internal purposes only and is not released to other prospective employers.

Re-Employment

Credit for time of previous employment with The University of Tulsa may be counted for purposes of calculating vacation and sick leave accrual or eligibility for the tuition reduction plan and the retirement plan. Requests for such credit are often referred to as a "Bridge of Service" or an "adjusted hire date."

The Bridge of Service benefit privilege is not automatic. Employees must apply for credit of temporary employment. For more information, please contact Human Resources.

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