



THE UNIVERSITY *of*
TULSA

Office of Human Resources

EMPLOYEE HANDBOOK

*This handbook is currently being revised to reflect the new policies updated as of 8/1/2023.
This version supersedes any previous versions.*

PURPOSE OF THE HANDBOOK

This handbook is currently under revision. This copy supersedes any previous version.

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*. 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*. Policies in their entirety can be found on the University of Tulsa Portal.

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 at human-resources@utulsa.edu or 918-631-2259.



Contents

<i>History and Traditions</i>	7	<i>Employee Classification</i>	10
<i>Ringing the Cupola Bell</i>	7	<i>Non-Exempt Employees</i>	10
<i>Equal Employment & Affirmative</i>	7	<i>Exempt Employees</i>	10
<i>Employment At Will</i>	7	<i>Access and Maintenance of Personnel Files</i>	10
<i>Harassment</i>	8	<i>Change in Employee’s Personal Status</i>	10
<i>Required Harassment & Title IX Training</i>	8	<i>Overtime</i>	11
<i>Non-Discrimination Statement</i>	8	<i>Time and Leave Records</i>	11
<i>Employees with Disabilities Accommodation</i>	8	<i>Paychecks</i>	11
<i>Service and Assistance Animals</i>	8	<i>Work Schedules & Attendance</i>	11
<i>Voluntary Self-Identification Disability Form and Veteran Status</i>	9	<i>Work Schedules</i>	11
<i>New Employees</i>	9	<i>Attendance</i>	11
<i>Employment Eligibility Verification</i>	9	<i>Calling in Late or Absent</i>	11
<i>Criminal Background Investigation Notification</i>	9	<i>Failure to Call In</i>	11
<i>Hire Date</i>	9	<i>Absences</i>	11
<i>Orientation</i>	9	<i>Absences due to Chronic Illness or Disability</i> ...	12
<i>Parking Permits</i>	9	<i>Breaks & Rest Periods</i>	12
<i>Identification Cards</i>	9	<i>Meal Breaks</i>	12
<i>Hub – The University of Tulsa</i>	10	<i>Rest Periods</i>	12
<i>Telecommunications on Campus</i>	10	<i>Holidays, Paid Time Off (PTO), & Leaves</i>	12
<i>Job Descriptions</i>	10	<i>Holidays</i>	12
<i>Employment, Records, & Payroll</i>	10	<i>Paid Time Off (PTO)</i>	12
		<i>Maximum Accrual Limits</i>	12
		<i>Paid Time Off at Termination or Change of</i>	

<i>Status</i>	13	<i>McFarlin Library Café</i>	16
<i>Leaves</i>	13	<i>Collins Fitness Center/Campus Recreation</i>	16
<i>Family and Medical Leave Act (FMLA)</i>	13	<i>Mabee Gymnasium</i>	16
<i>Eligibility for FMLA Leave</i>	13	<i>Employee Assistance Services</i>	16
<i>Basic Leave Entitlement</i>	13	<i>Speech and Hearing Clinic</i>	17
<i>Requesting FMLA Leave</i>	13	<i>Gold Card</i>	17
<i>Continuation of Health Care Benefits During FMLA Leave</i>	13	<i>Lost and Found</i>	17
<i>Bereavement Leave</i>	13	<i>Postal Sub Station</i>	17
<i>Jury Duty Leave</i>	13	<i>Publications, Radio, and Television</i>	17
<i>Criminal Proceeding Leave</i>	14	<i>Purchasing</i>	17
<i>Time Off for Voting</i>	14	<i>Recycling</i>	17
<i>Military Leave</i>	14	<i>International Student Services</i>	17
<i>Benefits</i>	14	<i>Tickets</i>	17
<i>Benefit Options</i>	14	<i>Religious Activities and Resources</i>	18
<i>True Blue Neighbors–Volunteer Opportunities</i>	14	<i>Health & Safety</i>	18
<i>Tuition Assistance Program</i>	15	<i>Accidents on the Job</i>	18
<i>Tuition Reduction</i>	15	<i>Worker’s Compensation Benefits</i>	18
<i>Tuition Exchange</i>	15	<i>Personal Injury or Illness</i>	18
<i>Taxation of Benefits</i>	15	<i>First Report of Work Injury</i>	18
<i>Facilities & Services</i>	15	<i>Absence from Work</i>	18
<i>Bookstore</i>	15	<i>Returning to Work</i>	18
<i>Child Development Center (Kinder Care)</i>	15	<i>Property Damage</i>	18
<i>University School</i>	16	<i>Blood Borne Pathogens Exposure Control</i>	19
<i>Libraries</i>	16	<i>General Safety Precautions on Campus</i>	19
<i>McFarlin Library</i>	16	<i>Inclement Weather</i>	19
<i>Mabee Legal Information Center</i>	16	<i>Emergency Notification System</i>	19
<i>Dining on Campus</i>	16	<i>Neglect and Disorderly Conduct</i>	19
<i>Student Union - Allen Chapman</i>	16	<i>Safety in the Workplace</i>	19
<i>The Faculty Club</i>	16	<i>Right to Know</i>	19
<i>Pat Case Dining Center</i>	16	<i>Protective Clothing and Equipment</i>	19

<i>Weapons.....</i>	<i>19</i>	<i>Length of Service Recognition</i>	<i>23</i>
<i>Threats.....</i>	<i>19</i>	<i>Retirement Recognition</i>	<i>23</i>
<i>Severe Weather and Tornado.....</i>	<i>20</i>	<i>University Policies and Procedures</i>	<i>23</i>
<i>Campus Security.....</i>	<i>20</i>	<i>Airfare Purchase</i>	<i>24</i>
<i>Safety and Security.....</i>	<i>20</i>	<i>Travel and Expense Reimbursement</i>	<i>24</i>
<i>Safety Measures</i>	<i>20</i>	<i>Arrests and Warrants.....</i>	<i>24</i>
<i>Escort Service.....</i>	<i>20</i>	<i>Incarceration.....</i>	<i>24</i>
<i>Investigations, Searches, and Inspections.....</i>	<i>20</i>	<i>Mandated Reporting</i>	<i>24</i>
<i>Drug-free Workplace</i>	<i>20</i>	<i>Signature Authority Policy.....</i>	<i>24</i>
<i>Use or Possession of Controlled Substances</i>	<i>20</i>	<i>Conflict of Interest.....</i>	<i>24</i>
<i>Drug/Alcohol Counseling and Treatment.....</i>	<i>20</i>	<i>Computer Use.....</i>	<i>24</i>
<i>Performance Feedback & Professional Development.....</i>	<i>20</i>	<i>Policy Information Security</i>	<i>24</i>
<i>Performance Review Program</i>	<i>21</i>	<i>Records Retention and Destruction Policy.....</i>	<i>25</i>
<i>Training and Development</i>	<i>21</i>	<i>Communication</i>	<i>25</i>
<i>Productivity</i>	<i>21</i>	<i>Contact with the Media</i>	<i>25</i>
<i>Transfers and Promotions</i>	<i>21</i>	<i>Driver’s Licenses</i>	<i>25</i>
<i>Internal Transfers</i>	<i>22</i>	<i>Employment of Relatives.....</i>	<i>26</i>
<i>Promotions.....</i>	<i>22</i>	<i>Family Members in the Workplace.....</i>	<i>26</i>
<i>Applying for another the University Position....</i>	<i>22</i>	<i>Grievance Policy.....</i>	<i>26</i>
<i>Supervisor Expectations</i>	<i>22</i>	<i>Ethics Point</i>	<i>26</i>
<i>Progressive Discipline.....</i>	<i>22</i>	<i>Keys.....</i>	<i>26</i>
<i>Professional Conduct.....</i>	<i>22</i>	<i>Personal Appearance and Dress Code</i>	<i>26</i>
<i>Customer Service.....</i>	<i>23</i>	<i>Spirit Days – The University of Tulsa</i>	<i>26</i>
<i>Confidentiality.....</i>	<i>23</i>	<i>Personal Property Insurance.....</i>	<i>26</i>
<i>Employee Information</i>	<i>23</i>	<i>Non-Fraternization Policy</i>	<i>26</i>
<i>University Information</i>	<i>23</i>	<i>Solicitation Distribution.....</i>	<i>27</i>
<i>Falsification of Records.....</i>	<i>23</i>	<i>Participation in Non-Profit or For-Profit Causes</i>	<i>27</i>
<i>Falsification of Application Materials.....</i>	<i>23</i>	<i>Political Activity.....</i>	<i>27</i>
<i>Employee Activities.....</i>	<i>23</i>	<i>Receiving Personal Mail</i>	<i>27</i>
<i>Employee Appreciation Event</i>	<i>23</i>	<i>Secondary Employment</i>	<i>27</i>

Solicitation 27
Visitors 28
Separation of Employment..... 28
Voluntary Separation..... 28
Resignation 28
Retirement..... 28
Job Abandonment..... 28
Incarceration..... 28
Death 29

Involuntary Separation 29
Reduction in Work Force..... 29
Misconduct Warranting Immediate Discharge . 29
Termination..... 29
Check-out Procedures..... 29
Final Paychecks 29
Rehire Eligibility..... 29
Re-Employment 29

The University of Tulsa

History and Traditions

The University of Tulsa (the University) has its roots in the Presbyterian School for Indian Girls, a small boarding school in Muskogee, Indian Territory, which was founded in 1882. In 1894, at the request of the Synod of Indian Territory, the Board of Home Missions of the Presbyterian Church elevated the academy's status and chartered it as Henry Kendall College, a name that honored the first general secretary of the Home Missions Board. The first classes in the new college were held on September 12, 1894.

In the years following, financial difficulties prompted school officials to ask the Synod of Indian Territory to assume control, sell the school's land, and seek a new location. Successfully courted by the business and professional community of Tulsa, which was booming after the discovery of oil at Glenpool, Henry Kendall College moved to Tulsa in 1907, the year of Oklahoma's statehood. Several years later, a new college, to be named after oilman Robert M. McFarlin, was proposed for the city. Aware that Tulsa was not large enough to support two competing colleges, the Henry Kendall College trustees proposed that the contemplated McFarlin College and Kendall College affiliate under the common name "The University of Tulsa." A charter for the university was approved on November 9, 1920. In 1926, the Articles of Incorporation were amended to create its modern structure as an independent school corporation governed by a self-perpetuating board of trustees.

In October 2007, the City of Tulsa and the University agreed to a historic public-private partnership. The agreement put the University in charge of operations at Tulsa's Gilcrease Museum, home to the world's largest collection of art and artifacts of the American West.

Today, the University operates as an independent, nondenominational university. A top-rated research institution, the university welcomes students from many different faiths and countries. The University campus fosters a rich, diverse experience for students and faculty regardless of religious or cultural background through a strong belief in mutual respect and understanding.

Ring the Cupola Bell

One of the oldest traditions at the University, dating back more than a half-century, graduating seniors ring the cupola bell after completing the last final exam of their university careers. Many students ring the bell again on Commencement Day.

Equal Employment & Affirmative

The University is an equal-opportunity employer and an 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, not just because it is 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 does not discriminate in access to, in treatment, or employment in its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, pregnancy, parental status, national or ethnic origin, disability, family, marital status or genetic information, political affiliation, military service, or any other non-merit-based factor.

The University values diversity in its workforce and student population because it feels diversity provides a benefit to the campus community; therefore, it is committed to increasing representation by underrepresented groups.

The Office of Human Resources at the University 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 policies. Individuals with complaints or inquiries should contact the Office of Human Resources at 918-631-2259.

Employment At Will

Regular staff employees are employed "at will." This means that both the University and its employees have the right to terminate their employment relationship at any time, for any reason or for no reason, with or without cause, and with or without notice. Even temporary employees with an end date are employed at will.

The employment-at-will relationship is in effect regardless of any other written statements, policies, procedures, or forms in any other University policies. No University policy, procedure, practice, or form creates or shall be construed as an expressed or implied contract of employment or as a guarantee of any fixed term(s) or condition(s) of employment. While the University generally attempts to follow the procedures and policies outlined in its human resources policies, they are not a contract of employment. The University retains the right

to change or cancel the policies, procedures, practices, or benefits in any manner, with or without notice, and with or without consideration. The University attempts to give prior notice of such changes whenever practical.

Harassment

The University is responsible for helping to ensure all employees 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, based upon a person's legally protected status, or any actual or perceived status that motivates inappropriate conduct, such as inappropriate conduct based on race, color, age, religion, sex, sexual orientation, gender identity or expression, pregnancy, parental status, national or ethnic origin, disability, family, marital status or genetic information, political affiliation, military service, or any other non-merit-based factor. Prohibited harassment also may include inappropriate conduct harmful to an individual's reputation. The University will take appropriate action to prevent, correct, and discipline behavior that violates the university's harassment policy, including termination.

Individuals who believe they have been subjected to harassment should be aware that there is 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 will also result in disciplinary actions, up to and including termination.

Required Harassment & Title IX Training

The University is committed to fostering a workplace and learning environment free of all forms of violence and harassment. All faculty and staff who are affiliated with the University are required to complete two online training courses. The University has partnered with Vector to offer online courses on harassment/sexual assault prevention and Title IX. All newly hired employees are assigned the course shortly after the start of their employment. All employees will be assigned this course annually thereafter during an established time for the entire campus (typically in September/October).

Non-Discrimination Statement

The University is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristics including, but not limited to individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs.

Employees with Disabilities Accommodation

As provided under the Rehabilitation Act of 1973 and the Americans with Disabilities Act, The University will reasonably accommodate all students, employees, and applicants with disabilities, where to do so does not impose an undue burden on the institution. Reasonable accommodation may include the purchase of special equipment, changing the physical layout of the workplace, restructuring specific job responsibilities or duties, or modifying the work schedule.

The University is obligated to provide reasonable accommodation only if an individual properly identifies themselves 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 undue hardship is contingent upon a number of variables. The University will determine what constitutes a reasonable accommodation and reserves the right to request additional medical examinations, evaluations, or other appropriate information at the expense of the University. To request a reasonable accommodation, the employee or applicant should contact the Accessibility Office & ADA Coordinator or access@utulsa.edu.

Service and Assistance Animals

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. An assistance animal is an animal that provides emotional support, well-being, or companionship to an individual with a disability. A pet is an animal kept for ordinary use and companionship unrelated to a disability.

University employees shall not ask about the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a service animal. (1) if the animal is required because of a disability, and (2) what work or task the animal has been trained to perform. University employees shall not

require documentation.

A service animal is not required to wear a vest, ID tag, or specific harness. If a service animal or assistance animal behaves aggressively or dangerously, contact [Campus Security](#) at 918-631-5555 immediately.

Voluntary Self-Identification Disability Form and Veteran Status

The University is a government contractor and in compliance with the Office of Federal Contract Compliance Programs (OFCCP), is required to invite applicants and employees to self-identify as an individual with a disability and/or identify their veteran status. Providing this information is voluntary and your answers will not be used against you in any way. To update your information, go to the [Paycom Employee Module](#).

New Employees

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.

Criminal Background Investigation Notification

The University 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, including temporary, regular full-time, and regular part-time.

Hire Date

Your hire date — the date you begin regular (not temporary) employment with the University — 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 Paid Time Off (PTO) scheduling, reducing the workforce, or making

work assignments.

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

Orientation

Every new employee is required to attend New Employee Orientation, preferably on the first Monday of their employment. During the orientation session, new employees are introduced to the University's mission, organization, and operations. Employees are also given an overview of benefits, services, and policies.

Parking Permits

As an employee of the University, you may purchase a 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. For complete parking, guidelines, and regulations visit [Parking Services](#). Parking Permits are the property of the University and must be returned to the Office of Human Resources when your employment ends. Permits will be mailed to your designated address. Required Information: Tag Number.

Identification Cards

All faculty, 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.

ID cards are required to use the library services, Collins Fitness Center, Mabee Gym, and to receive employee discounts for athletic tickets and bookstore purchases. They are also required for identification at campus business offices and various activities.

New, lost, damaged, or stolen ID cards can be ordered at the University ID Card Services, select Cane Photo, and picked up in Parking & Card Services Office. The replacement card fee is \$15.00. ID cards and badges are the property of the university and must be returned to the Office of Human Resources when your employment

ends.

Hub – The University of Tulsa

The university provides employees with an online resource that contains current departmental information. The University Hub can be accessed at: <https://univoftulsa.sharepoint.com>. The Hub is a tool for all University employees and can only be accessed with your University NET ID and password.

Telecommunications on Campus

The University utilizes hosted Microsoft Office 365 Teams. The system allows you to communicate and collaborate easily with others in different locations using a range of options including instant messaging, voice, desktop sharing, and video.

Employees should always bear in mind that messages and greetings are often a front-line source of customer service for the university. All employees should adopt consistent and professional etiquette practices when it comes to leaving messages, responding promptly to messages and calls, and updating personal greetings.

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 the 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.

Employment, Records, & Payroll

Employee Classification

The University recognizes 3 employee classifications: faculty, staff, and student. These different classifications afford the flexibility necessary for the University to meet the varying employment needs of academic, research, and administrative functions. The combination of employee classification and employment status determines the application of other human resource policies as well as eligibility for benefits.

Non-Exempt Employees

All non-exempt (hourly) employees are required to complete time sheets daily. It is the employee's responsibility to record actual starting and stopping times each day, including meal breaks and other time away from work.

Exempt Employees

All exempt (salary) employees are required to complete

the Web Time Sheet on a monthly basis. The leave reports should reflect all absences related to paid time off (PTO) and leaves, either paid or unpaid. If no absences occurred during the month, the zero amount should be recorded and submitted. Timesheets are due by the 20th of the month.

The deliberate falsification of time or leave reports by employees and/or supervisors, whether by omission or by commission, to avoid compliance with university policies shall be considered behavior that may warrant disciplinary action. This disciplinary action may include termination of employment.

Access and Maintenance of Personnel Files

The University 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 an opportunity for the employee to include a written response.

Each employee may review the entire contents of their official personnel file during normal office hours. The employee shall be permitted to make handwritten notes from the file but shall not be permitted to remove the file or portions thereof. Requests by an employee or their 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. If you have any of the personal status changes listed below go to Paycom Employee Module to update your personal information. Documents may need to be uploaded for the change to be approved.

- Name
- Number of dependents for withholding tax purposes
- Address
- Beneficiary and dependents listed in insurance policies
- Telephone number
- Scholastic achievements (college coursework, training, etc.)
- Disabilities
- Person to notify in case of emergency
- Birth or adoption of a 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 workweek. The university workweek 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.

Time and Leave Records

It is the policy of the University to comply with applicable laws that require time and leave records be maintained by university employees. Paycom is utilized in order for the University to track accurate records of hours worked, paid time off (PTO), and leave used by eligible employees to ensure appropriate compensation for these hours.

Paychecks

Employees will be paid according to the scheduled paydays. Hourly staff employees (including part-time students and temporary employees) are paid on a two-week basis on alternating Fridays. Faculty, staff, and graduate assistants are paid on a monthly basis on the last working day of the month. If a scheduled payday falls on a university-observed holiday, the adjusted holiday pay schedule will be communicated to employees.

Please go to Paycom if your designated account(s) close or change. If a direct deposit is sent to a closed account, the University must wait to replace funds until they are returned to our bank. Once funds are replaced, payment will be issued on the next available pay cycle. The university will 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. To view your earnings statement/advice online log in to Paycom. For more information, please contact [Payroll](#) at 918-631-2473

Work Schedules & Attendance

Work Schedules

Most employees work a 30 to 40-hour workweek on a schedule determined by the department. For most employees, the university workweek 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 workday 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.

Attendance

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

All employees are expected to maintain a satisfactory record of attendance. Falsifying recorded time is fraud and is subject to corrective action, up to and including termination. Supervisors (or department designees) are responsible for reviewing employees' time records, resolving discrepancies, and then approving the reported time and attendance. A supervisor's failure to approve employees' time entries by the closing date is subject to corrective action, up to and including termination.

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 them 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, they 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 them to have abandoned the position without proper notice resulting in a voluntary resignation and termination of employment effective the last day of work.

Absences

If you are absent from your job, you are required to follow the department's reporting procedures each day, unless you make arrangements in advance with your supervisor. If an employee and their supervisor (or department designee) realize they have not recorded Paid Time Off (PTO) in their timesheet and the month has

already closed, they must immediately contact payroll@utulsa.edu.

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.

Breaks & Rest Periods

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

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. Mealtimes are 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.

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 four (4) hours of work.

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

Holidays, Paid Time Off (PTO), & Leaves

Holidays

The University offers 12 holidays: 11 commonly observed holidays and one Employee Appreciation holiday, an event usually celebrated in May.

All University offices (except for essential services) are closed in observance of the holidays listed below.

When a holiday falls on a Saturday, the preceding Friday

is observed as a holiday; when a holiday falls on a Sunday, the following Monday is observed as a holiday.

Some exceptions may occur based on the calendar holiday schedule.

The University recognizes the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Native American Day (the day after Thanksgiving)
- Christmas Eve
- Christmas Day

During the winter break (typically between Christmas and New Year's holidays), the University offers additional holidays at the discretion of the President's office.

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

Paid Time Off (PTO)

This policy entitles all full-time regular staff employees of the University to be paid for time away from work. PTO may be used for vacation, personal time, illness, or for any other reason. Time off under this policy should be requested and approved by the employee's supervisor in advance of the first date of time off whenever possible; in the event, such advance notice and pre-approval is not possible, such as in the case of an emergency need, the employee must make the request as soon as practicable. The University reserves the right to require medical or other documentation in the event such time off is needed for medical, illness, or related reasons.

Paid time off is calculated on an employment year basis and is accrued per pay period immediately upon hire.

Completed Years of Employment	Annual Paid Time Off
Through year 5	18 hours monthly / 8.31 hours bi-weekly
Year 6 through year 10	20 hours monthly / 9.24 hours bi-weekly
Year 11 and thereafter	22 hours monthly / 10.16 hours bi-weekly

Accruals become available at the end of the pay period.

Maximum Accrual Limits

PTO has a maximum total limit of 320 hours. Once the

maximum of 320 hours is reached, PTO accruals will cease; PTO will recommence accruing when the balance is lesser than the maximum accrual threshold.

Maximum PTO Payout*	Maximum PTO
Through year 5	216 hours
Year 6 through year 10	240 hours
Year 11 and thereafter	264 hours

Paid Time Off at Termination or Change of Status

Terminating employees are paid for their earned and unused PTO up to a maximum of one-year accrual. Any remaining hours will be forfeited. In the event the termination occurs in the middle of a pay period, the employee will remain eligible for the full accrual for that period. PTO may not be used to extend one's termination of employment. This applies to all years of service. Employees changing from full-time regular status are paid for unused PTO up to the maximum as noted above.

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, eligible employees are entitled to up to 12 weeks of leave per 12-month time period. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Eligibility for FMLA Leave

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

Basic Leave Entitlement

For eligible employees with the following conditions: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth. (2) To care for the employee's child after birth or placement for adoption or foster care. (3) To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Requesting FMLA Leave

To request leave time under FMLA, use [Requesting FMLA](#) directions. 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 Accessibility](#) will coordinate the approval of the leave with the corresponding departmental dean, director, or vice president. Forms and additional information can be retrieved from the [Office of Accessibility website](#).

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/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.

Bereavement 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 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 bereavement 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 PTO, or will be without pay.

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 PTO, or without pay.

Jury Duty Leave

The University provides time off with pay for the duration of an employee's compulsory jury duty or service.

Requests for time off under this policy should be made in advance and accompanied by a copy of the original summons, except where this would cause an undue hardship on the employee, in which case documentation must be provided as soon as practicable. For requests for time off of more than 30 days, employees are required to provide proof of attendance. In the absence of the required documentation, employees will be required to use other applicable forms of paid leave or unpaid time off for their absences.

Employees should return to work as soon as practicable at the conclusion of the jury service, except when there are less than 2 hours remaining in the scheduled workday. Not returning in a timely manner may be

considered an unexcused absence.

Criminal Proceeding Leave

For employees who are a witness to or victim of a criminal offense and are subpoenaed to attend a criminal proceeding, the University provides paid time off for the duration of their requested or required participation in the criminal proceeding process.

Requests for time off under this policy should be made in advance and accompanied by documentation supporting the necessity for leave, except where this would cause undue hardship for the employee, in which case documentation must be provided within a reasonable time period. For requests for time off of more than 30 days, employees are required to provide documentation to support the request.

Requests for leave are kept confidential, and information related to the reason for the leave is restricted to those with a business need to know.

Time Off for Voting

The University encourages employees to exercise their privilege as a citizen to vote. To qualify for time off to vote, the employee must satisfy the following conditions:

- The workday must be such that the polls will not be open for two hours before the workday begins or two hours after the workday 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.

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

Military Leave

The University respects employees' decisions to serve our country and fully complies with all statutory obligations for the 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.

The first 30 days of Military Leave are paid by the University. Any additional time is not paid. However, the employee will continue to accumulate paid time off (PTO) while on leave. The returning employee will be

offered a job of similar seniority, status, and pay at the university.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 26-week leave entitlement to address certain qualifying exigencies.

Benefits

The University 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 on the University Portal under [Human Resources/Employee Benefits](#).

Benefit Options

The Office of Human Resources annually updates the information on the University Portal where Benefits 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 BCBS Benefits Enrollment Guide during orientation. Copies are also available from the Office of Human Resources. Though the 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 online, from the Office of Human Resources.

True Blue Neighbors–Volunteer Opportunities

The University strongly encourages service to others and supports such efforts whether provided by faculty, staff, or students. The True-Blue Neighbors initiative helps improve the quality of life in the Kendall Whittier

neighborhood, as well as the greater metro Tulsa area. Up to one paid day per month may be used for volunteering. For more information visit <https://utulsa.givepulse.com/login>.

Tuition Assistance Program

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. Part-time and temporary employees are excluded. Beginning January 1, 2014, the Tuition Benefit for each eligible dependent child shall be limited to not more than five (5) consecutive calendar years from the date of first enrollment. The policy on Tuition Assistance may be accessed on the HR Hub. To apply for the tuition benefit, an application must be submitted (Application for [Tuition Reduction](#)).

Tuition Reduction

The program provides a reduction of tuition at the undergraduate or graduate level. The reduction is provided for the pursuit of your 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. If a student who is receiving a 100% tuition reduction and receives outside scholarships, this funding may be combined up to the federal cost of attendance. The University Fees are not covered by tuition reduction but may be covered by outside scholarship funding. 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.

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 prorated 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. 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.

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.

Facilities & Services

Bookstore

Located in the Allen Chapman Student Union. [The Campus Bookstore](#) offers textbooks, supplies, insignia, and TU spirit wear. University employees, upon presentation of their ID card, are entitled to a 25% discount on purchases, with the exception of textbooks.

Child Development Center (Kinder Care)

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-University programs. It is affiliated with Kinder Care 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 10% rate reduction at all Kinder Care facilities in the Tulsa area. The 7,900-square-foot facility can accommodate up to 148 children between the ages of six weeks to 4 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 918-583-5400.

University School

[University School](#) is a private school located on The University of Tulsa campus serving academically talented children ages three through eighth grade. The purpose of the school is to maximize the intellectual, social, and emotional capacities of gifted children. The school also serves as the practicum site for the University's master's program with specialization in gifted education. For more information, please contact the University School at 918-631-5060.

Libraries

University libraries require a valid University ID 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 the use of the libraries is available from the library staff or the website <http://www.utulsa.edu>; McFarlin Library 918-631-2873; Mabee Legal Information Center 918-631-2404; Petroleum Abstracts 918-631-2231. Abstracts 918-631-2231.

McFarlin Library

The central library for the University includes direct access to the library's holdings of more than three million items that include more than 54,000 electronic journals and over 400,000 electronic books. The library collection also includes digitized University of Tulsa dissertations and archival materials, extensive collections of electronic reference sources and databases, as well as print resources such as books, serials, government documents, microform, and maps. The library's world-class Special Collections are available for graduate and undergraduate research and include extensive collections of manuscripts, historical archives, art objects, photographs, and memorabilia in a range of subjects that include Modernist literature, Native American history, and the American West. Employees need IDs to check out books and access the library on weekends and evenings. Electronic resources may be accessed anywhere on campus and may be accessed off-campus with their name and ID. More information about services, hours, and resources in McFarlin Library may be found here: <https://libraries.utulsa.edu/mcfarlin>.

Mabee Legal Information Center

Located in the law University building, the [legal information center](#) contains approximately 250,000 volumes and provides access to numerous electronic databases. 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

access to the Law Library.

Dining on Campus

[Dining Services](#) is operated by Sodexo, they provide a variety of options around campus. Catering and care package options are available for special occasions. Contact Dining Services for more information regarding their services, at 918-631-2145.

Student Union - Allen Chapman

The Allen Chapman Student Union is a dining facility that features a newly renovated food court offering several options including Subway, Chick-Fil-A, Einstein Bros, SOL Tex-Mex, Sushi Blu, Benevento's, Tulsa Burger & Wings, Mr. Beast Burger and Tossed.

The Faculty Club

Located on the 2nd floor of the student union, the Faculty Club provides an elegant and relaxed environment for faculty, staff, and trustees to enjoy a buffet lunch service. The Buffet Lunch is from 11:30 a.m. - 1:30 p.m. Monday through Friday. Doors close at 2:00 pm. These hours are subject to change due to legal holidays, University breaks, and summer schedules.

Pat Case Dining Center

Located in Fisher Hall, the Pat Case Dining Center features a well-balanced variety of breakfast, lunch, and dinner selections.

McFarlin Library Café

The Cortland and Martha Dietler Café is located on the Plaza level in the lobby, just behind the circulation desk. The café features an assortment of Seattle's Best coffees served daily.

Collins Fitness Center/Campus Recreation

Located on the main campus, the Collins Fitness Center offers the University's faculty and staff a wide variety of activities, which include basketball, volleyball, badminton, a walking track, a Cardio Theater, and two aerobic rooms. For specific information about facilities and hours of operation, you may contact the Campus Recreation Department during office hours at (918) 631-2358 or after hours at (918) 631-3781.

Mabee Gymnasium

Mabee Gymnasium (8th and Florence Avenue) has complete facilities for 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.

Employee Assistance Services

There are times in life when you might need a little help

coping or figuring out what to do. Our [Employee Assistance Program](#) is available to employees and their family in connection with their group insurance from Stand Insurance Company (The Standard). It's confidential – information will be released only with your permission or as required by law. Contact EAP by calling 888-293-6948, 24 hours a day, seven days a week.

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.

Gold Card

[The Hurricane Gold Card](#) is a feature of the TU ID card that allows you to make purchases for meals or snacks at TU dining facilities sales tax-free, and is accepted in the bookstore, the photocopy machines in the Law University and McFarlin Library, and most campus vending machines. You simply make a deposit on the account at the Business Office located in McClure with cash or check or online at <https://utulsa.edu/parking/> Hurricane Gold Dollars. Your TU expenses will be deducted from your balance when making purchases. For more information, please contact the Business Office, extension 2232.

Lost and Found

The University maintains a central lost and found service through Campus Security which is located at 3115 E. 8th Street. 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 Student Union offering stamps, express mail, parcel service, Federal Express and UPS Service available Mail drops are available and maintained on a daily basis. For more information, please contact [Mail Services](#) at 918-631-2211.

Publications, Radio, and Television

[The Collegian](#), the student newspaper, is published each Tuesday during the 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 a 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. University 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 on the Hurricane Hub. 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 in offices and facilities throughout the campus for recycling convenience. For more information, please call 918-631-3398.

International Student Services

The [Office of International Student Services](#) was created to meet the needs of international students, faculty, and staff at the University. 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, at 918-631-2329.

Tickets

A variety of tickets are available for University students and employees to purchase. All full-time employees are eligible to purchase up to four athletic tickets at half-

price for any home sporting event subject to availability and Athletic Ticket Office Policy. Employees who are enrolled at TU are foremost considered as employees of the University and shall receive the ticket benefits offered to them as an employee of the University. The ticket benefits offered to students shall not apply to university employees who are also enrolled as students. Please contact the following areas for more information:

[Athletic Tickets](#), ext. 4688 Athletic Ticket Office, Reynolds Center

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 provides for and supports 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. To learn more about Sharp Chapel Ministries, visit the University Website-Offices-Sharp Chapel-Campus Ministries.

Health & 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. If necessary, the injured employee should be referred to Work Health Solutions, located at 8523 E. 11th St, Ste A, 918-609-1600, or their own physician. Employees must receive authorization from their supervisors to go to Work Health Solutions. 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 the Employer's First Report of Work Injury must be completed in detail and sent to the Office of Human Resources immediately after the supervisor learns of the accident. For questions, contact the Office of Environmental Health and Safety..

Absence from Work

If an employee misses more than three days of work due to a work-related injury or illness, a statement from an authorized physician is 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 PTO may be used for the first three days and 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 bloodborne pathogens, such as human immunodeficiency virus and 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 infections in which the risk of blood exposure is increased. For more information, please contact [The Office of Environmental Health & Safety](#).

General Safety Precautions on Campus

The University 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.

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 executive staff, will decide whether the university should remain open or close.

Announcements of closing will be made through the University Emergency Notification System, the local 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.

Emergency Notification System

The University has an [emergency notification system](#) to communicate with faculty, staff, and students in a matter of minutes by telephone, email, and text messaging. Any contact information provided for the purpose of the emergency notification system is securely stored and used only in emergency situations. To sign up visit, <https://utulsa.edu/campus-security/campus-safety-measures>

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 Environmental Health & Safety](#) 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.

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 Environmental Health and Safety section on the University Portal. 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

Weapons are not permitted in any University building or on the campus grounds. Effective November 1, 2019, to the extent required by Oklahoma law, a lawfully possessed and stored firearm, machete, blackjack, loaded cane, hand chain or metal knuckles may be kept in vehicles parked in University parking spaces. Such weapons may not be removed from the vehicle. The University strongly encourages storing weapons with Campus Security, rather than in parked vehicles.

Consistent with Oklahoma Statutes, it is prohibited for anyone to carry a concealed weapon on the University of Tulsa's campus, except under specified conditions as set out in university [policy](#).

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 [Department of Campus Security](#) at extension 5555.

Severe Weather and Tornado

The [Tornado and 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.

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 page on the University Portal or call extension 5555.

Safety and Security

The Department of Campus Security has a full-time force of armed and unarmed officers who are trained and certified by the Council on Law Enforcement Education and Training (OK-CLEET). Officers conduct foot, bicycle, and vehicular patrols of the campus 24 hours a day, 365 days a year. The department's Communications Center is staffed with certified Public Safety Dispatchers (APCO) and support personnel who assist in the safety of our campus community. During an emergency notify Campus Security at 918-631-5555 or the Tulsa Police Department at 911 immediately. Campus Security offices are located at the north entrance of the Mabee Gymnasium.

Safety Measures

The Emergency Notification System allows the University to communicate with faculty, staff, and students in a matter of minutes by telephone, email, and texting. To sign up visit the Campus Security page at <https://utulsa.edu/campus-security/>.

[Safety Awareness Programs](#) are held to inform faculty, staff, and students on topics including personal safety awareness, rape prevention, and the prevention of burglary and vandalism.

The [Blue Light Telephone System](#) enables anyone on campus to reach Campus Security quickly. Phones are located and marked by signs at multiple locations around campus.

Escort Service

The Department of Campus Security provides a 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

The University prohibits employees from taking part in the following activities while on the University premises or on university business. Employee involvement in such activities is considered gross misconduct and is therefore subject to disciplinary action up to and including immediate termination.

Prohibited activities include the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances at The University of Tulsa. Controlled Substances and Illegal drugs include but are not limited to, all forms of narcotics, hallucinogens, depressants, stimulants, and marijuana.

Drug/Alcohol Counseling and Treatment

The University's Counseling and Health Centers, located in the Alexander Health Center, will provide referral services to employees on a confidential basis. The University's health plan covers employees for part or all of drug and alcohol counseling and treatment, off campus. In addition, many local community services provide rehabilitation programs.

Performance Feedback & Professional Development

The University believes success in its mission depends on the successful job performance of its employees. Successful job performance depends on, among other things, an understanding of workplace expectations. The University expects all employees to maintain an effective, quality work environment through good work habits, personal responsibility, respect for others, trust, professional decorum, genuine concern for the welfare of the organization and of others., support of an inclusive work environment, and compliance with university policies, procedures, and programs.

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, review how the past year has gone, and 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

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.

Productivity

The University expects all employees to meet high productivity standards. Time management, teamwork, efficiency, cooperation, and effort all contribute to an employee's productivity. The standards and behaviors that lead to high productivity include, but are not limited to, the following:

- Consistently reporting to work and leaving work according to an agreed work schedule
- Fully engaging in the work while on paid time/not misusing work time
- Meeting deadlines
- Asking for assistance when necessary
- Assisting others with information, knowledge, time, and resources
- Being prepared to give extra time when necessary
- Limiting unscheduled absences
- Notifying supervisors as soon as possible of unscheduled absences in accordance with department procedures
- Learning and using technology, databases, and other resources for maximum efficiency
- Being prepared for meetings
- Starting and ending meetings on time
- Avoiding unnecessary interruptions of others at work
- Following up on activities that have been delegated
- Minimizing the need to conduct personal business during work hours.

Transfers and Promotions

An employee who has satisfactorily completed the probationary period and who has been employed in his or her current position for at least 6 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 experience, he or she may request consideration for the position. Exceptions may be made by the Office 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

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 with 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 the University Position

Vacancies are posted on the university website at [Job Listings](#). General information about applying for positions and the latest employment opportunities can also be obtained from the Office of Human Resources.

Supervisor Expectations

Supervisors are expected to manage their employees' performance. The key elements of a successful supervisor are communication, teamwork, role modeling, and productivity. Supervisor responsibilities include consistent and timely implementation of the following:

- Clearly communicating focus, goals, and services that will achieve the University's mission with staff
- Interacting with staff and other members of the University community in a professional and respectful manner
- Providing specific and constructive feedback on performance, including through the Annual Performance Review Process
- Addressing in a timely way performance or behavior that falls below acceptable standards or fails to serve the success of the individual, team, or University
- Approving time
- Addressing excessive absenteeism
- Submitting Personal Action Forms (PAFs)
- Recommending changes to policy through consultation with appropriate University personnel (e.g., the department head or the

Office of Human Resources)

- Attending leadership development programs, on-campus supervisory briefings, and training programs
- Promoting university-wide cooperation among employees
- Mentoring newer members of the University community
- Understanding, supporting and implementing changes necessary for continued success in teaching, research, and scholarship
- Supporting and implementing, in a proactive and constructive manner, all University policies
- Focusing during work hours on academic, research, and business issues rather than on personal interests
- Linking goals and objectives of each individual to overall department goals and objectives.

Supervisors who consistently fail to meet the standards of this policy or to follow or implement University policies appropriately may be subject to corrective action and/or be required to attend supervisory training through the Office of Human Resources.

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 the approval of the Office of Human Resources.

Professional Conduct

As an integral member of the University team, you are expected to accept certain responsibilities and adhere to acceptable business principles. Employees must always exhibit a high degree of personal and professional integrity. 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 coworkers, and/or the University, 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 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's 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 employment, employees acquire confidential or proprietary information about The University 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 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 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.

Employee Activities

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

Employee Appreciation Event

Every May, the University hosts an employee appreciation event designed to recognize the outstanding efforts of all employees throughout the year. Activities include length of service and retirement recognition ceremonies and an employee lunch.

Length of Service Recognition

Maintaining a loyal, experienced workforce is a primary objective of the University. One of the many ways the university recognizes such continuous service is a Length of Service recognition ceremony normally held during the Employee Appreciation Event. 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 the Employee Appreciation Event.

University Policies and Procedures

For the University to achieve its mission—to improve and enrich people's lives through teaching, research, and scholarship—every employee must share responsibility for specific principles that promote excellence. These principles provide the foundation for a university community in which employees can thrive. Faculty and staff share the responsibility for complying with, and promoting, these principles.

For your convenience, shortened definitions of university policies are listed. Policies in their entirety can be accessed in The University Hub <https://utulsa.policystat.com>.

Airfare Purchase

Faculty and staff members traveling on approved business for the university are required to book airline tickets on Concur, which is available at <http://travel.utulsa.edu>. Airfare booked by another source will not be reimbursed.

Travel and Expense Reimbursement

All faculty and staff are required to submit a Travel and Expense Report via Concu to an approver substantiating amount, time, and business purpose within 30 days after the expenses are incurred. For more information, see the [Purchasing site](#) on the TU Hub.

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.

Incarceration

Incarceration that prevents an employee from being present at work to perform the duties of his or her job 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.

Mandated Reporting

An employee arrested or convicted of a crime, whether the crime is related or unrelated to the individual's employment activities with the University, must report the arrest or conviction within three (3) business days of the arrest or conviction to their supervisor or through the Office of Human Resources.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the University. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner. If an employee is convicted of a criminal offense while employed at the University, the employee may be terminated and, if terminated may be ineligible for

rehire.

Employment may be ended if an employee is unavailable to work for three days or more due to circumstances related to an arrest or conviction.

Minor Traffic Violations do not need to be reported. Examples of minor violations include expired parking meter citations, failure to wear a seat belt, or speeding violations of no more than 20% above the posted speed limit (e.g., going 48mph in a 40mph zone).

Signature Authority Policy

This policy defines the scope of authority granted to various officers and employees of the University to enter into agreements with external parties on behalf of The University and to execute other legally binding documents.

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 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 the University's 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.

Policy Information Security

University Information in all its forms will be safeguarded from unauthorized modification, destruction, or disclosure through its life cycle, through appropriate measures preserving:

- Confidentiality – Access to University Information shall be confined to those with appropriate authority.
- Integrity – University Information shall be complete and accurate. All systems, assets, and networks shall operate correctly, according to specifications.
- Availability – University Information shall be available and delivered to the right person(s), at the time when it is needed, and otherwise appropriately secured from unauthorized access.

Records Retention and Destruction Policy

Records and documents developed by the university are protected and maintained until no longer needed or are of no value. This policy provides employees of the university with an understanding of their obligations in retaining physical records and electronically stored information.

Communication

The University operates on the premise that a successful employment relationship is a shared responsibility of the employer and employee. In support of that shared responsibility, the University promotes ongoing communications such as periodic campuswide notices, voicemail, email, handbooks, brochures, policies, and procedures. To demonstrate its sense of community, the University commits to:

- Foster and preserve open communications
- Treat all members of the University community fairly, equitably, and respectfully
- Promote University standards of which all employees can be proud
- Offer opportunities to develop new ideas and projects
- Provide employees with the resources and training to maximize their productivity, professional development, and health
- Set aggressive but achievable goals
- Serve employees through a capable team of leaders
- Provide employees with means and opportunities to discuss University policy and practices
- Solicit employee input as appropriate on a variety of issues
- Promote an inclusive environment.

As members of the University community, Faculty and Staff

- Treat and speak to all members of the community fairly, equitably, and respectfully
- Value the different perspectives of team members and departments
- Practice individual leadership to foster positive relationships among diverse individuals
- Emphasize a service orientation throughout the University community
- Use the resources and training provided to maximize productivity and health or wellness
- Promote high standards of performance in themselves and among their colleagues
- Conduct themselves in a professional and productive manner

- Comply with all University policies and procedures
- Recognize and respect the University's proprietary interest in all work, research, materials, projects, and information, where appropriate
- Raise issues of ethics, conflict, and concern with the proper personnel, as necessary.

In addition, University employees may not record conversations or meetings with coworkers, other staff, supervisors, faculty, or students in any manner (e.g., video or audio recordings) or by any medium (e.g., smartphone, recording device) without the express written permission of all the individual parties involved.

Contact with the Media

The management of media relations is centralized through the Office of Marketing and Communications. 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 Marketing and Communications. Calls from print and electronic media representatives (for interviews, quotes, policy information, statistical information, etc.) should be forwarded to the Office of Marketing and Communications.

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 the 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/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 permits the employment of qualified relatives of employees as long as such employment in the opinion of the University does not 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 childcare) 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 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 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 and shall be based on issues resulting from the following: Disputes, disagreements, and complaints about decisions and actions made by supervisors and coworkers.

1. Improper or inconsistent administration and/or application of policies, procedures, rules, or regulations
2. Unfair or unequal treatment

A grievance may be brought against any university employee, including a faculty member exercising employment supervision over staff, 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.

Ethics Point

The University has selected Ethics Point, Inc. to provide you with simple, risk-free ways to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate activity or behavior in violation of the University's policies and procedures. Contact Information –[Ethics Point](#) Site or 866-384-4277

The Ethics Point Reporting System is not a substitute for existing reporting channels, already established by the University. The University has elected to provide this service as an additional means of reporting, where maintaining the reporter’s anonymity and confidentiality is important. The University encourages reporters to first attempt to resolve problems or disputes through established communication channels whenever possible.

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.

Spirit Days – The University of Tulsa

On a yearly basis, the president may approve the University Spirit Days where employees may wear the University 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 University name or colors. Spirit Day is not the same as a casual day. 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.

Non-Fraternization Policy

The University strives to provide an environment for students, faculty, and staff that is respectful, fair, and free of unlawful harassment or discrimination. In

keeping with its commitment to provide equal opportunity to students, faculty, and staff, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment, or breaches of professional standards, the University prohibits romantic or sexual relationships in certain specified circumstances.

Solicitation Distribution

Solicitation or distribution of advertising materials or printed or written literature of any kind by employees for non-sanctioned University events or University non-sanctioned events, activities, or materials is permitted only while employees are on nonwork time, and in nonwork areas and/or non-patient care areas.

The use of university property or resources—including, but not limited to, directories, email, voicemail, facsimile systems, and bulletin boards—for the purposes of solicitation or distribution of literature for non-sanctioned University events is prohibited during the employee's work time or the work time of the solicited employee(s). Work time does not include lunch breaks or any period when employees are not engaged in the performance of their work tasks.

Nonprofit fundraiser materials may be placed in a common area for interested employees to review. "Common areas" exclude reception areas and immediate patient care areas.

Supervisors are responsible for enforcement of this policy. Employees found to be soliciting or distributing literature in violation of this policy may be subject to corrective action, up to and including termination.

This policy is not intended to infringe on the rights of university employees and staff as individuals to freely express and exchange views and to associate with others.

Participation in Non-Profit or For-Profit Causes

The University recognizes that employees may participate in nonprofit and for-profit organizations that conduct fundraising. Employees are encouraged to participate in community activities and organizations but must confine such activity to nonworking hours.

Employees may not use work time or University resources to engage in external business or activity(ies), whether nonprofit or for-profit. They may not actively solicit another employee at work with goods for sale as a fundraiser for a nonprofit organization or actively solicit funds for a for-profit activity. Only University-approved fundraising activities may be conducted while at work.

An employee who has an opportunity to integrate the University community and the greater community should discuss the collaboration with their supervisor to

ensure University approval. No University resources may be used by or for outside organizations without prior approval.

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 a 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, 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 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.

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 the continuation of benefits upon separation of employment, please refer to the T-Flex Booklet for the current year at Portal/HR/Employee Benefits or contact the Office of Human Resources.

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 the University, 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 whoever 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 carryover. There is no payout for sick time. Failure to give appropriate written working notice may affect your consideration for future employment at

the University.

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 75.

The University does have a provision for granting early retirement to employees who are between the ages of 55-59 and who have met the criteria for retirement provided they could substantiate a hardship. The University 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. 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.

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 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. Layoffs 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 workforce. 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.

Misconduct Warranting Immediate Discharge

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

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 the University.

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 payout 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 their accrued paid time off (PTO) up to the maximum limits. The number of unused vacation days paid is contingent upon the date of termination. 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.

Rehire Eligibility

Employees who leave the University 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 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 for previous employment. For more information, please contact the Office of Human Resources.