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Refer to the University Staff Handbook located at <https://apps.hr.ou.edu/StaffHandbook> for policies and procedures not listed below.

BREAKS / LUNCH

Employees are allowed two breaks and a lunch each day. Breaks are to be 20 minutes long and are to be taken at 10:00 a.m. and 3:00 p.m. Lunch is from 12:00 – 1:00 p.m.

COMPUTER BACK-UP

If employees store files on their c: drive they will need to make sure that their IT support backs it up or they back it up with a storage device on a regular basis. The IT department does not back-up individual hard drives to the University server.

COMPUTER SUPPORT

For assistance with computer, networking, and printing problems call either Jeff Boles at 30011 or Victor Gramm at 30012. If they cannot respond in a timely manner contact the Help Desk at 271-12203.

DECORATIONS

Only those materials labeled "Non Combustible", "Flame Resistant", or "Flame Retardant" should be used. **All Candles are prohibited.** Decorations should not block, or obscure exits, stairwells, emergency lighting, or EXIT lights, or be placed near any heat source. All decorations will be monitored, and subject to approval by the Department Head.

DISASTER RECOVERY

In the event the facility that the department is located at in part or whole is destroyed to the point that the department cannot operate from their original facilities, the department will relocate to the Research Park Building 800 room 400 or another University facility.

DRESS CODE

	<u>Acceptable</u>	<u>Unacceptable</u>
Jewelry	minimal and in good taste	gaudy and extravagant
Hair, Beards, Moustaches & Make-Up	neat in appearance; must not detract from the total professional appearance	oily, straggly, uncombed/un-brushed, ratted or dirty

Fragrances	wearing of fragrances should be kept to a minimum	overpowering aroma
Garments	neat in appearance; business casual or professional attire	wrinkled, faded, stained, ragged, or dirty; reveals waist, shoulders or cleavage; see more below; jeans except on special days
Undergarments	bras or camisoles are to be worn at all times; appropriate slips must be worn under dresses and skirts	undergarments seen through clothing or physically visible
Shoes	dress shoes or clean tennis shoes(dress sandals during Spring and Summer)	tennis shoes, thongs, flip flops, or house shoes

Unacceptable Garments:

T-shirts, sweat suits, sweatshirts, hats
 Midriff, low-cut, or revealing blouses, dresses, or tops
 Sundresses, spaghetti strap tops or dresses without jacket or sweater
 Halter tops or tube tops
 Shorts, jeans (except on special days), miniskirts

FIRES

- RP865: Exit the building via the stairs and go to the Northeast side of RP825 (Pavilion/Food Court).
- RP800: Exit the building via the stairs and go to the Northeast side of RP825 (Pavilion/Food Court).
- BRC: Exit the building via the stairs and go to the far side of Lot 10W (library parking lot to the East of the building).

MEDICAL ASSISTANCE - EMERGENCY

Campus Police will respond to medical emergencies including injuries and sudden illness occurring on the Oklahoma City Campus. Trained Emergency Medical Technicians and an ambulance through EMSA are available when necessary. Dial the emergency number, 1-4911.

PERFORMANCE EVALUATIONS

All staff employees (except student and other temporary employees) are to receive a performance evaluation at least once each year. Evaluations may be given on a more frequent schedule when supervisors believe them to be useful. New employees are to receive an evaluation at the completion of their probationary period. Each employee will receive an evaluation from his/her immediate supervisor.

Performance evaluations are to be documented and signed by the employee's immediate supervisor, the employee and the budget unit head as appropriate. The employee's signature is not interpreted to mean agreement with the evaluation but rather acknowledgment that the evaluation has been discussed with the employee. A copy of the written evaluation is to be given to the staff member and placed in the employee's personnel files at the departmental level. The original is to be sent to Personnel Services to become part of the employee's official personnel file.

An employee should have two working days after receiving a copy of the evaluation before he or she is required to sign it.

PERSONAL USE OF OFFICE SUPPLIES/EQUIPMENT

Use of office supplies and/or equipment for personal use is prohibited.

SEVERE WEATHER AND EMERGENCY PREPAREDNESS

During extremely hazardous weather or other emergencies, the Vice President for Administration and Finance will contact the Provost and advise him of pending conditions. The Provost will determine if changes to the University's programs or operations are appropriate. If so, he will advise the Vice President for Administration and Finance of these changes and the Vice President will start the emergency notification procedure.

Tornado Procedure:

The City of Oklahoma City maintains a citywide civil defense warning siren network, which is used to signal danger from tornadoes. A steady siren for three to five minutes means IMMEDIATE DANGER. Take shelter immediately. No all-clear signal is sounded on the siren system. An all-clear status message will be broadcast on local public broadcast radio stations in cooperation with the City of Oklahoma City Civil Defense office when the danger is past. For further information on weather status and forecast information, the National Weather Service broadcasts on a special frequency of 162.400 MHz, which is updated hourly.

The buildings on campus are generally considered safe for use as tornado shelters because they are of substantial masonry construction. The following procedures should be followed in the event of a tornado:

- 1) Employees will be advised to proceed to a lower level corridor(s) away from glass. The tunnels at the University Research Park and the tunnels from the Library, Colleges of Nursing, Medicine (Biomedical Sciences Building), Biomedical Research Center, and Pharmacy are designed as passageways and could be occupied as shelters.
- 2) Remain in the tunnel/basement area until an all-clear signal is broadcasted by Campus Police.
- 3) If caught in the open, move at right angles to the tornado and attempt to reach shelter. If shelter is unavailable, lie flat in a ditch or depression.

Further information regarding the specific areas of each building used for tornado shelter, contact Campus Police, 1-4300.

SMOKING / DRUG POLICY

Any person on University-owned or University-leased property shall abide by OU's Tobacco and Drug Free policies and will require its employees, agents, invitees, and others to abide by the policies. The use of tobacco products, electronic cigarettes, vaping devices, illegal drugs and any marijuana products is prohibited in any building or portion thereof owned, leased, or operated by OU, including OU housing/apartments, within any OU parking structure, in any vehicle owned or leased by OU or on the OU grounds or campus, including, but not limited to, public or non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc. For the full text of the policies, please go to <http://www.ouhsc.edu/policy/> .

TELEPHONE CALLS

Phone: 271-5522

- To make a call on campus dial 1-XXXX or their 5 digit extension.
- To dial an outside number press "9" and then the number.
- To make a long distance call, you must have a long distance access code. Otherwise you must go through the operator. To make a long distance call, dial "9", 1+the number, wait for the beeps and enter your long distance authorization number.

To Transfer a Call:

With caller on the line press transfer, dial the number, and press transfer again. Hang up. (If you want to speak to the person you are transferring the call to before releasing the call, wait until they pick-up before hitting the transfer button the second time.)

Personal:

Personal phone calls are to be kept to a minimal amount and time frame and are not to interfere with the employees work.

If it is necessary for an employee to place a personal long distance call through the University system, the call should be billed to the employee's personal telephone account. The practice of placing long distance calls on the University system and then later reimbursing the University is prohibited. Not only does this result in unwarranted administrative expense to the University, it also constitutes an improper use of office or position because the individual will be receiving the advantage of the University's long-distance discounts and tax-free status.

Retrieving Messages:

To retrieve messages from voicemail, press the envelope button on your phone and follow prompts.

Telephone Support:

For assistance with the telephones or voicemail contact the Help Desk at 271-2203.

WORK RELATED INJURIES/ILLNESSES

An employee who becomes injured or contracts an occupational disease while working, or as a result of working, for the University must make an immediate report of such occurrence to his/her immediate supervisor no matter how trivial in nature the injury or illness may seem. **Worker Compensation Forms** need to be filled out the same day of the injury/illness and directed to Consolidated Business Resources and Personnel Services so that the complaint may be properly documented.

Non-Life Threatening:

Fill out Worker Compensation Forms and send the employee to Employee Health.

Emergency/Life Threatening:

Seek medical treatment immediately! Then complete and submit Worker Compensation Forms.

Supervisor's Responsibilities:

Procedures to be followed by the supervisor must include going to the injury site and documenting how the accident occurred. Also, the supervisor must assist the employee on responsibilities concerning obtaining medical attention, completion of supervisory reports on the injury/illness, filing claims, and accounting for time.

Medical Treatment:

Employee Health has been designated as the initial point of treatment for all on-the-job injuries and illnesses. If follow-up treatment is necessary or if the employee needs to be referred to a specialist, the employee may choose to continue treatment with Employee Health or may use a provider participating with WorkCare Oklahoma. An employee who has a work related injury and seeks treatment with an unapproved non-network provider could result in denial of medical bills. These charges could become the employee's responsibility.

WORKING HOURS

Normal business hours are from 8:00 a.m. until 5:00 p.m. Monday through Friday. Employees are to report to work at 8:00 a.m. sharp every day Monday through Friday. Employee is required to call in as soon as possible to inform supervisor that they will be late. Supervisor can doc employee's paid leave time for the time absent from work. Employees will be expected to work until 5:00 p.m. sharp every day Monday through Friday. Supervisor can doc the employee's paid leave time if employee leaves work before 5:00 p.m. Hourly employees will be paid time and a half or earn comp time for time that they are required to come in before or after normal business hours. Hourly employees must get supervisor's permission prior to working overtime in order to get paid or earn comp time. Salary employees will not be paid extra for time worked outside of normal business hours. Salary employees will be expected to come in early or stay late to meet deadlines.

ELECTRONIC SIGNATURE POLICY

Electronic signatures may be used to conduct Operations Department (Department) business. Although the Department supports the use of electronic signatures, it does not require that electronic signatures be utilized. To the fullest extent allowed by law, the Department accepts

electronic signatures as legally binding, unless the individual does not have the signature authority to sign the document or approve the transaction in accordance with the University of Oklahoma Board of Regents.

Electronic signatures are acceptable in place of a handwritten signature except in instances in which a party will not accept an electronic signature or where applicable law, regulation, policy or process requires a handwritten signature

Employees must obtain approval from their supervisor for the authority to use an electronic signature. As with handwritten signatures, supervisors must approve that the individual signing the document has the appropriate authority to sign on behalf of the Department and/or University.

The Department's IT support will authorize what platform the Department shall use for electronic signature to ensure University confidentiality and security policies are observed.