

STAFF PAY AND BENEFITS

Pay Information

Hours of Work / Time Records for Non-Exempt Employees

The pay period for a non-exempt staff employee is bi-weekly (every two weeks). Non-exempt staff employees will record time worked and absences on a timesheet through the electronic time system. The timesheet will include full name, CWID, hours worked, including any overtime hours worked during the workweek and leave taken (if applicable). A timesheet is a legal record of the hours worked and the staff employee's paycheck is calculated from the time recorded on the timesheet.

All timesheets must be verified and signed by the staff employee and the employee's supervisor. It should be received by Human Resources by the established deadline for each pay period. Once the time has been submitted to Human Resources, any changes must be made creating a corrected timesheet and submitting to Human Resources by the supervisor. Time not received by the deadline may result in a delay in pay.

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

Time Worked

- A. Approved rest periods are counted as working time, in addition to time actually worked.
- B. Lectures, meetings and training programs when attendance is required by the supervisor.
- C. Travel Time (time en-route) may be considered working time under certain conditions:
 - 1. Travel time from job to job site during a workday, after reporting for the day's work.
 - 2. Travel time from home to work and return on a special one-day assignment in another city. Deduct the usual time from home to regular work site and return and meal time(s).
 - 3. Travel time for out-of-town assignments of more than one day. The travel time that coincides with the employee's normal work-day

schedule is counted as time worked. This applies to any day of the week.

4. Time for work performed while traveling. The time is counted as hours worked whether or not it occurs within the employee's normal working hours.

- D. Not counted as working time are bona fide meal periods, vacation, sick leave, other leave and holidays not worked.

Hours of Work / Time Records for Exempt Employees

- A. The work schedule for exempt staff employees shall be whatever is deemed appropriate to meet the operating needs of the department. In general, a 40-hour workweek is considered minimal for exempt staff members and such personnel are expected to work hours in excess of 40 hours per week when the work load requires such additional hours.
- B. Records of time may be kept for exempt employees to determine project assignment, time management or for other reasons. However, in no case shall such records be used in the determination of actual payment of compensation.
- C. Exempt employees are required to keep an accurate record of leave taken and report such leave to the unit administrator at the end of each month, for accurate reporting to Human Resources. Failure to do so may result in termination of employment.

Overtime Pay for Non-Exempt Employees

- A. Non-exempt employees shall receive overtime compensation or compensatory leave at the rate of time and one-half (1.5) their regular rate for all hours worked in excess of 40 hours in any workweek. Each workweek shall stand alone and may not be averaged with any other week. Only hours worked will be used in the calculation of overtime pay; Holidays, administrative, vacation and sick leave, inclement weather days will not be used in the calculation of overtime.
- B. Payment for overtime should be made within the same pay period, if possible, or no later than the pay period following the one in which the overtime hours were worked, unless hours are accumulated as compensatory time.
- C. Supervisors are responsible for managing overtime work and keeping it minimal as possible. Occasionally however, it may be necessary for staff employees to work overtime and they are expected to do so as conditions warrant.

Circumstances where employees may work overtime include heavy enrollment periods, unusual busy periods, unexpected absences, or campus activities.

- D. Under no circumstances may a non-exempt staff employee perform work of any nature for the institution at his/her normally assigned work station, or elsewhere on the institution's premises, in excess of his or her normal work schedule, unless such overtime work has been specifically authorized by the supervisor.
- E. In the OSU system, the normal method of overtime compensation is accrual of compensatory time, in lieu of actual payment. Situations that may warrant actual payment include heavy enrollment periods or other unusual situations. Since the payroll system will automatically put overtime compensation into compensatory accrual, supervisors must notify Human Resources to pay overtime and their respective Vice President must approve this method of payment.

Compensatory time will be given according to the following:

1. Non-exempt employees may not accrue more than 240 hours of compensatory time (160 hours of overtime work x 1.5 = 240 hours). When a non-exempt employee's compensatory time balance exceeds the accumulation limit of 240 hours, the employee must be paid for any additional hours over the limit at time and one-half (1.5) the employee's regular rate of pay.
2. The use of compensatory time will be taken within a reasonable period when it will not be disruptive to department operations. Upon reasonable notice, a department head may request that an employee use all or a portion of the accrued compensatory time, at any time that is deemed advisable.
3. At termination of employment, payment for accrued compensatory time shall be calculated at the employee's regular rate of pay at the time of termination.
4. When an employee with a compensatory time balance transfers to a non-exempt position in another department, accumulated compensatory time will be transferred to the new department unless the new department requires it taken as time off before the effective date of the transfer, paid as compensation, or a combination of these.
5. When a non-exempt employee changes to exempt status, the accumulated compensatory time must be eliminated by payment, taking the time off, or a combination of these, before the non-exempt employee transfers to the exempt position. If the change involves moving to another department, a cooperative decision by the two departments may be necessary.

6. A non-exempt employee may not “volunteer” his/her own agency services of the same type s/he is employed to perform.
7. When a non-exempt employee performs additional non-exempt work at a different pay rate than the employee’s normal pay rate, outside the scope of their primary non-exempt position duties and/or normal working hours, the hours spent performing the duties will be calculated at a blended rate and compensated at one and one-half times (1.5) that blended rate. Supervisors must consult with Human Resources prior to the employee engaging in additional work to determine the blended rate to use in calculating overtime payment.

Payroll

- A. The responsibility of reporting the amount of time worked and leave taken in a timely and accurate manner is assigned to each individual employee and their supervisor. The responsibility for collecting new employee sign-up information, initiating pay actions, collecting/reporting of time worked and leave taken is assigned to the Payroll Services function of the Human Resources office.
- B. A partnership therefore exists between Human Resources, individual departments and every employee to ensure that employees are paid what is due them in a timely and accurate manner. In order for Human Resources to meet this objective, it is imperative that all departments/units involved with the pay process meet the payroll deadlines. Furthermore, every employee must meet the deadlines set by their departments/units for reporting time worked and leave taken.
- C. Salaries, wages, payroll taxes and employee benefits are a significant part of the college’s expenditures and are subject to various federal and state regulations. The college has established pay structures, systems, and processes which promote compliance with these regulations as well as its own policies and procedures.
- D. There are two types of payrolls: monthly (salary), bi-weekly (wage). As required by state law (Section 75-250.6(b)), all state officers and employees shall not be paid any salary, fee, wage, remuneration, expense allowance, or other compensation on warrants issued by the State Treasurer except when claim for payment is made on the prescribed payroll form of the agency for which services are performed. Direct deposit or PayCard is required of all employment status unless exempted as a federal employee.

- E. The Board of Regents must approve certain personnel /payroll actions for full-time continuous OSU employees per Section 3.08 of the Policy Manual of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.
- F. Employees cannot be paid until all employment and pay documents are completed and routed through the prescribed approvals and administrative offices. All new employees are required to complete all sign-up documents before being placed on payroll. It is the responsibility of the hiring department to ensure that all new employees (whether continuous or temporary) go to Human Resources to complete new-hire documents before the employee starts working. An employee's start date will be delayed if certain required documents are not in place (such as the I-9). Employees must be able to provide required identification and eligibility to work in the United States no later than the first day of employment.
- G. In addition, OSU requires that the employee provide their actual social security card (not a copy) to ensure accurate tax reporting to various entities such as the IRS, State of Oklahoma and Social Security Administration.
- H. International employees have certain restrictions and guidelines to follow for employment in order to maintain their legal status in the United States. These employees require clearance from the Office of International Students and Scholars (ISS) in Stillwater. ISS is responsible for determining the work status of the international and what does the employee is allowed to work. Departments shall not appoint international employees past their work clearance end date.
- I. Employees may have certain items either deducted or reduced from their pay. Deductions have no effect on an employee's taxable income and can include both voluntary and involuntary items. Reductions decrease the taxable income for the employee. For a list of the most common deductions and reductions, see below: Voluntary deductions and reductions are established when employees complete the appropriate form. Involuntary deductions are established from court-ordered documents.

Payroll Deductions (do not reduce taxable income)

- Voluntary deductions (employee's discretion)
 - Life Insurance for self, spouse, or children
 - Long-term Disability Insurance
 - United Way
 - OSU Foundation
 - Oklahoma College Saving Fund
- Involuntary deductions (court-ordered)
 - IRS Levy
 - Child Support
 - Bankruptcy

- Garnishment
- Student Loan
- State Levy
- Processing Fee

Payroll Reductions (reduce social security, Medicare, federal, and state taxable gross)

- Health Insurance
- Vision Insurance
- Dental Insurance
- Cancer Insurance
- Salary Deferral - (Payback would increase the taxable gross)
- Flex Medical Reimbursement
- Flex Dependent Care Reimbursement
- Health Savings Account

Payroll Reductions (reduce federal and state taxable gross only)

- 403(b) reductions - tax deferred annuities
- 457(b) reductions - tax deferred annuities
- Roth 403(b)
- Roth IRA

Bi-weekly staff will normally have two pay periods per calendar year in which insurance premiums may not be deducted. Employees may obtain their W-2 through Employee Self Service at <https://my.okstate.edu>. [Employee](#) This statement summarizes income and deductions for the year. Any questions regarding these deductions should be directed to Human Resources.

Paydays

- A. Employees working for state agencies or under the *Oklahoma State Regents for Higher Education system* are required to be paid by direct deposit to an account at the employee's financial institution. The exception to this rule includes federal employees.
- B. Employees who are unwilling or unable to have an account at a financial institution must use the PayCard to receive their pay. Access to the funds on this card (which come from electronic deposits of OSU paychecks), is only available electronically either through ATM cash withdrawals or store/vendor purchases. Fees are associated with the PayCard. Questions regarding direct deposit or the PayCard should be directed to Human Resources.
- C. Hourly staff is paid bi-weekly (every two weeks on Friday). A bi-weekly staff employee will normally be paid two weeks after they have completed work in a given two-week work period. A schedule of work periods and pay dates is available in the Human Resource Office or website. Monthly staff is normally paid on the last working day of the month.
- D. Every possible attempt will be made to adhere to these schedules, but in unusual situations, adjustments may be necessary.
- E. OSU does not issue paper pay stubs or vouchers. Instead, detailed information about the employee's pay information (including past paychecks and W-2's) can be obtained from Employee Self Service at <https://my.okstate.edu> . Additionally, employees who activate the O-key (informational services) system will receive automatic email notifications of the net amount of their paycheck several days prior to payday.

BENEFIT INFORMATION

Insurance Plan

- A. OSU-Oklahoma City provides a generous package of employee benefit programs for eligible employees. Employees with a continuous regular appointment of at least six months who work at least 30 hours per week (.75 FTE) are eligible for insurance benefits.
- B. Insurance benefits become effective the first of the month following the hire date. Flexible benefits (*Section 125*) become effective the first of the month following completion of enrollment forms. Employees must enroll within 31 days of hire for insurance benefits and Flexible Benefits plan.
- C. An orientation session, conducted by Human Resources soon after the employee is hired, will introduce the employee to the various benefits available to them. Human Resources will also provide information and other resources that will assist the employee through the enrollment process.
- D. Due to the variety and complexity of the insurance benefit program, details of the insurance and flexible benefits plan are not available within this handbook. Enrollment options include:
 - ✓ Medical
 - ✓ Dental
 - ✓ Group Life
 - ✓ Supplemental Life
 - ✓ Vision
 - ✓ Long-Term Disability
 - ✓ Cancer
 - ✓ Flexible Benefits
- E. Coverage is available for just the employee or for the employee and dependents. The most current source for obtaining information on the insurance is to go to OSU-Stillwater's benefits website- <http://hr.okstate.edu/benefits> .
- F. Employees who fail to enroll in the insurance plans within the first 31 days of hire will lose the opportunity to enroll in the health care plan of choice until the next annual option enrollment period. The employee will also lose the opportunity to participate in the optional dental and vision plans and be unable to cover dependents until the next annual option enrollment period. Late enrollments in other benefit programs can also have serious consequences, such as coverage

limitations (dental) or proof of insurability requirements (life, long-term disability, and long-term care).

- G. The plan year will begin January 1 and end December 31. Each year a deadline is established to end the option enrollment period in which you may enroll or change your election.

COBRA-Continuation of Coverage

- A. Continuation coverage under federal law is provided under COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985). A similar right is provided under a federal law called USERRA, if the employee takes a leave of absence for military service.
- B. Continuation coverage means the employee's right, or participant's right, to continue the same coverage under any component medical benefit plan (major medical insurance under the Health Insurance Plan and the Health FSA Benefits) that was in place the day before a qualifying event, if participation otherwise would end due to the occurrence of such qualifying event.

A qualifying event under COBRA is:

- Termination of employment (other than by reason of gross misconduct) or reduction of work hours
 - Death
 - Divorce or legal separation
 - Becoming entitled to receive Medicare benefits
 - Dependent ceases to be a dependent
- C. For a qualifying event other than death or change in employment status, it will be the employee's obligation to inform the Employer of the qualifying event within 60 days of its occurrence. The Employer will in turn furnish the participant with separate, written options to continue the coverages provided at stated premiums costs with respect to each health plan in which that person is participating. The notification will explain all the rest of the terms and conditions of the continued coverage.
- D. Certain participants with Health FSA Benefits will be eligible for COBRA if they have positive Health FSA account balances at the time of a qualifying event (taking into account all claims submitted before the date of the qualifying event). The participant will be notified if he/she is eligible for COBRA. However, even if COBRA is offered for the year in which the qualifying event occurs, COBRA coverage for the Health FSA account will cease at the end of the year and cannot be continued for the next Plan Year.

Flexible Benefit Plan

- A. OSU sponsors an employee benefit program known as a “Section 125 Flexible Benefit Plan” (“The Plan”). Employees who are eligible for insurance benefits sponsored by the institution are also eligible to participate in the Flexible Benefits Plan.
- B. The Plan is called a cafeteria plan because it lets the employee choose from several different insurance and fringe benefit programs, according to individual needs. The flexible benefit plan provides the employee an opportunity to pay for selected benefits by entering into a salary reduction arrangement. Through this arrangement, insurance premiums and flexible account contributions are deducted from the employee’s paycheck before taxes are calculated, thereby lowering taxable income.
- C. The Plan includes the following benefit plans:

Premium Payment Component- permits an employee to pay for his/her share of premiums (that is, contributions for the cost of coverage) for the Insurance Plan(s) with pre-tax dollars.

Health Flexible Spending Arrangement (Health FSA)-also called a medical expense reimbursement plan-permits an employee to pay for his/her qualifying medical care expenses or the medical care expenses of an eligible dependent, that are not otherwise reimbursable by insurance, with pre-tax dollars. An employee may elect to reduce the salary by an amount up to \$ the maximum allowed by IRS per plan year to cover certain out-of-pocket unreimbursed medical expenses. Samples of eligible medical expenses include deductibles, co-pays, prescription drugs, , eyeglasses, contacts, dental care, as well many other items.

Health FSA expenses may be incurred during the plan year. Upon the original election to participate, the employee will be provided a debit card that allows access to the Health FSA. The debit card can be used for eligible expenses at medical, dental, and vision providers that accept signature based Visa debit cards.

For medical care expenses to be reimbursable, they must have incurred during the Plan Year. A medical care expenses is incurred when the service is provided, not when the expense was paid. Expenses that may not be reimbursed are those that arise before the Plan became effective, before the election form became effective, for any expenses incurred after the close of the Plan Year or after a separation from service (except for COBRA coverage, as explained above).

Other expenses that are not reimbursable are health insurance premiums, long-term care services, certain cosmetic surgery, vitamins and food supplements (unless prescribed by a physician), as well as other exclusions.

Dependent Care Assistance Program (DCAP)- also called a dependent care flexible spending account-permits an employee to pay for his/her qualifying dependent care (such as day care) expenses with pre-tax dollars. An employee may elect to reduce the salary by an amount up to \$5,000 (married or head of household) or \$2,500 (married filing separately) per plan year. As with the Health FSA, only eligible dependent care expenses may be used.

For more complete information and further details about the Flexible Benefit Plan, refer to the Summary Plan Description- <http://hr.okstate.edu/benefits/flex>

Wellness Program

The OSU-Oklahoma City Wellness Center is committed to individual health promotion, self-responsibility and a proactive approach towards the overall wellbeing of its students, staff, faculty and Community members. Membership is free for all full-time faculty and staff. Services provided include a well-equipped fitness center and choices of various exercise classes. The Center also provide free blood-pressure measurement and consultation on health life-style modification.

Classes such as Cross Training, Kickboxing, Yoga and Boot Camp Style classes are offered at the Wellness Center. Please visit their webpage: <http://www.osuokc.edu/wellness/> for more information.

Hours of Operation	
Monday - Thursday	6:00 am to 7:00 pm
Friday	6:00 am to 5:00 pm
Saturday	Closed
Sunday	Closed
<i>Hours may change during interim periods</i>	

EAP (Employee Assistance Program)

The EAP is a confidential resource for faculty, staff and their families who are experiencing personal difficulties. Developed to improve well-being, the service is provided free of charge to employees.

Access to consultation services is currently available through CompPsych Guidance Resources Worldwide. Your GuidanceResources benefit will give you and your dependents

confidential support, resources and information for personal and work-life issues. Areas of support include counseling, work-life solutions, legal support, financial information and wellness. The service is available to you 24 hours a day, 7 days a week.

<https://www.guidanceresources.com/groWeb/login/login.xhtml>

Retirement Programs

- A. OSU offers a very generous retirement program for eligible employees. To be eligible for retirement benefits, an employee must be working at least .75 FTE (30 hours per week) in a continuous position.
- B. Those hired after July 1, 2004, have a choice between two retirement plans, Oklahoma Teachers' Retirement System Plan (OTRS) or the OSU Alternate Retirement Plan (TIAA-CREF).
- C. New employees have 31 days from the date of hire to make the decision between the two programs. This decision is irrevocable, meaning it can never be changed. If the employee fails to make their retirement election within the first 31 days of hire, state law requires that OSU enroll employees (working .50 FTE or greater), into the Oklahoma Teacher's Retirement System. Employees working .50 to .74 FTE will be required to pay the contribution. OSU pays the contribution on employees working .75 FTE or greater.
- D. Participation in the Alternate Retirement Plan (TIAA-CREF) will never be allowed if the election is not made within the first 31 days of hire.

Oklahoma Teachers' Retirement System (OTRS)

OTRS is a state-supported retirement program for employees of Oklahoma public educational institutions. OTRS provides the opportunity for a lifetime income benefit at retirement, based on a formula. The benefit formula includes an employee's years of service and total compensation salary level during employment with an OTRS employer, including OSU.

Employee pays the member contribution to OTRS an amount equal to 7% of member's total compensation (annual base salary plus the amount paid by OSU for your health, life and retirement benefits). OSU pays an employer fee of 8.55% to OTRS but this fee is not credited to member's account.

Alternate Retirement Plan (ARP)

The Alternate Retirement Plan focuses on cash value, based on contributions made to the employee's account and performance of personal investment decisions. OSU makes a contribution in amount equal to 11.5% of participant's annual base salary. This contribution is paid to TIAA-CREF (Teachers Insurance and Annuity Association). This company was founded in 1918 as the portable pension for education. TIAA's companion organization is the College Retirement Equities Fund (CREF). It was established in 1952 as an open-end diversified investment company. OSU also pays 2.5% funding surcharge to OTRS for some employees.

TIAA-CREF offers a variety of investment instruments, with a variety of risk and return alternatives and provides participants access to a wide range of retirement planning and investment decision-making tools. A participant's account balance will fluctuate with the performance (gains and losses) of the participant's investments. A participant may change investment allocations at any time with a phone call to TIAA-CREF or through the TIAA-CREF web site.

For more complete information and program comparisons, click here...

http://hr.okstate.edu/benefits/retirement_plan

Additional Savings and Investment Opportunities

Regardless of the OSU retirement plan elected, an employee can also choose to participate in the voluntary tax-sheltered annuity and deferred compensation programs. These voluntary pre-tax savings vehicles can help the employee set aside more money toward savings and/or retirement.

Voluntary contributions are deducted before federal and state tax from regular paychecks and invested through each of the plan's investment sponsors that were chosen by the employee.

The Human Resource Office will be able to answer questions and provide all necessary paperwork.

Statutory Benefits

Statutory benefits are those that are mandated by law of the employer to provide. Often, they are not thought of as benefits because they are "behind the scenes". But they do provide tremendous value and are considered part of the total compensation package to the employee, due to the significant cost to the employer. Types of statutory benefits are as follows:

Social Security/Medicare Taxes

Participation in the Federal Social Security System is mandatory for all staff employees, unless exempt by law. The staff employee and OSU-Oklahoma City each contribute to Social Security according to the schedule established by law. OSU pays 6.2% of FICA gross salary (up to the limit) for social security taxes and 1.45% of all salary in a calendar year for Medicare taxes. Social Security benefits are based upon the worker's earnings as reported to the social Security Administration. The worker's earnings are also used to determine insured status for entitlement to retirement, survivors, and disability insurance benefits.

Medicare provides coverage for Part A-Hospitalization and Part B-Supplemental Medical Insurance.

Unemployment Compensation Insurance

The provisions of the Employment Security Act apply to most OSU employees. Student employees (exempt from FICA) are not covered. Unemployment compensation provides economic security for a worker during temporary periods of unemployment.

Determination of a terminated staff employee's eligibility for unemployment benefits is made by the Oklahoma Employment Security Commission, based on the circumstances of the separation. OSU-Oklahoma City pays the full cost of this benefit.

Workers' Compensation Insurance

OSU-Oklahoma City provides workers' compensation coverage for all employees who are on payroll (except those who have federal workers' comp coverage). Workers' Compensation Insurance protects employees against accidental injuries or occupational diseases arising from employment. The coverage provides for reasonable and necessary medical treatment. These benefits are not subject to a deductible.

An injured employee may also be entitled to prosthetic devices, physical rehabilitation, vocational rehabilitation, job placement services, permanent disability compensation, or disfigurement compensation. If the injury or occupational disease causes death, the employee's dependents may be entitled to additional benefits. OSU-Oklahoma City pays the full cost of this benefit. If you are injured on the job, immediately contact Human Resources and your supervisor.

Paid Time Off

Continuous regular employees whose regular work assignment is .50 FTE or greater (20 hours or more) are eligible for certain paid time-off benefits. Annual and sick leave accrual and maximums are proportionate of full-time employment (FTE). Employees paid monthly must have an active assignment on the 16th day of the month to accrue leave for that month. Employees paid biweekly must have an active assignment on the first Friday of the pay period. Leave accrued in excess of the maximum is forfeited.

Employees can check accrual balances for sick, annual and compensatory leave (if applicable) by looking at **Leave Balances** on the *Employee Self Services at <https://my.okstate.edu>*

Employees should monitor leave records and discuss any discrepancies with Human Resources. Annual, comp and sick leave balances reported on the Web for Employees reflect the last pay period that has been processed by Payroll Services. Because the payroll is processed several days before the actual pay date of that pay period, the information may differ from the accurate records maintained by your department. Also, remember that for individuals paid on the monthly payroll, leave taken is not reflected until the following month.

Annual Leave (Vacation)

Annual leave is approved by the department, supervisor, or division head after consideration of both department and employee needs. Annual leave is not available during the first three months of regular service for classified employees. Upon resignation, the maximum accumulation that can be paid as terminal annual leave is equivalent to the number of hours earned in one year.

Annual leave for staff is accrued as follows:

Hourly Positions (Classified Staff)-Full-Time-1.00 FTE

Years of Service	0-5	6-10	11+	
Hours Accrued Monthly	9.33	13.33	14.67	
Hours Accrued Biweekly	4.31	6.15	6.77	
Hours accrued Per Year		112	160	176
	(14 days)	(20 days)	(22 days)	
Maximum Hours Accumulation		224	320	352
	(28 days)	(40 days)	(44 days)	

Exempt Administrative/Professional Employee-Full-Time-1.00 FTE

Years of Service	All Service
Hours Accrued Monthly	14.67
Hours accrued Per Year	176 (22 days)
Maximum Hours Accumulation	352 (44 days)

Accrual of Annual Leave

- A. Annual leave accumulations are credited at the end of the pay period. The entire accrual is credited for employees in active pay status on the first Friday of the pay period, if paid biweekly and the 16th day of the month, if paid monthly. There is no proration of leave accrual.
- B. At any time, the maximum accumulation balance of earned but unused annual leave shall not be in excess of the amount of leave accrued in the immediate past two-year period (24 months), subject to provisions of payment for terminal annual leave.
- C. Annual leave shall continue to accumulate at the normal rate during periods of paid leaves of absence except during terminal annual leave and when receiving disability supplemental pay.

Payment of Annual Leave

- A. Staff who resign or who are otherwise terminated or separated from OSU employment for any reason, except as noted below, shall be paid for accrued but unused annual leave, except in no case shall payment be made for more than one full year's accumulation.
- B. Staff who is separated from OSU employment for reason of death shall be paid for accrued annual leave, except in no case shall payment be made for more than two full year's accumulation.
- C. It is the policy of OSU to prohibit the "lump sum payment" method for accrued leave balance for the purpose of removing excess annual leave from the record or for the purpose of avoidance of forfeiture of excess leave accumulation.

Use of Accrued Annual Leave

- A. Each supervisor should make every effort to ensure that earned annual leave is used on a current yearly basis, in order to provide staff with vacation and proper rest and relaxation.
- B. Annual leave may not be “anticipated” meaning that annual leave shall not be authorized prior to the time it is accrued and credited to staff and will only be used with the approval of proper authority within the department or division.
- C. Upon reasonable notice, a unit administrator may request staff to use a portion of their accrued annual leave for vacation purposes at any time this is deemed advisable.
- D. All personnel receiving cash, depositing cash over the counter, through the mail, and/or recording or accounting for cash transactions shall be required, without exception, to take annual leave each year. Leave is granted as provided in leave policies of the respective institutions and/or the Board of Regents and provided further that such employees be required to take annual leave each year in a manner that at least five continuous working days be taken at one time. Refer to OSU Policy and Procedures Letter 3-0331, Section 1.03.

Recordkeeping of Annual Leave

It is the responsibility of the staff member to keep track of annual leave taken and provide accurate and timely documentation of annual leave taken on the appropriate forms (such as biweekly timesheets or monthly absence reports). It is the responsibility of the staff member’s supervisor to verify the accuracy of this documentation before it is submitted to Human Resources.

Sick Leave

Sick leave is defined for the purpose of this policy as an absence from assigned duty with pay, such absence resulting from an illness or disabling injury which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.

Sick leave for staff is accrued as follows:

Years of Service	All Service
Hours Accrued Biweekly	6.77
Hours Accrued Monthly	14.67
Hours accrued Per Year	176 (22 days)
Maximum Hours Accumulation	1600 (200 days)

Accrual of Sick Leave

- A. Sick leave accrues during periods of paid leave proportional to FTE, except during terminal annual leave. Sick leave does not accrue during periods of leave without pay
- B. Sick leave accrues and is credited at the end of the pay period for employees in active pay status on the first Friday of the pay period, if paid biweekly and the 16th day of the month, if paid monthly. Accrued sick leave is available to be used by an employee during the time period in which it is credited.
- C. The maximum accrual of sick leave for staff is 200 working days (1,600 hours). There is no accumulation where 1600 hours are already credited. Amounts in excess of the 1,600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account. For more information on the Extended Sick Leave Account, refer to Policy and Procedures Letter 3-0716, Section 4.01.

Use of Sick Leave

- A. The supervisor may require the staff member to furnish certification of illness or disabling injury for either the employee him/herself or satisfactory proof of need for the employee to care for a member of the immediate family who is ill or incapacitated.
- B. A qualifying family member is considered to be a member of the immediate family who is ill or incapacitated. The immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren or corresponding in-law relationships. Sick leave may be used for staff or eligible dependents personal appointments with a doctor, dentist or other recognized licensed medical practitioner. Wherever possible, such appointments should be scheduled in coordination with the departments' work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment.
- C. Sick leave may also be used by the employee for counseling by the OSU Employee Assistance Program or for annual screening under the Wellness Program. Such visits must be scheduled at the convenience of the department.
- D. Sick leave is not intended for or to be used as "vacation time" or other absence from work, except as defined with the sick leave policy.
- E. Employees are not paid for unused sick leave.

- F. Staff who terminates employment with OSU shall forfeit all unused sick leave. If an employee terminates and then is reemployed by the OSU system within six months, may have up to ten working days (80 hours) of their previous balance of sick leave reinstated with approval of the employee's current department head.
- G. Employees who are members of the Oklahoma Teachers' Retirement System (OTRS) may be able to apply unused sick leave to receive additional service credit for OTRS upon retirement.
- H. Notification of absence due to personal or eligible dependent illness or injury shall be given to the appropriate supervisor by the staff member or his/her designated representative as soon as possible. Failure to give such notice may be considered as cause for disciplinary action including dismissal from employment.
- I. Unless otherwise instructed by the supervisor, direct communication of absences to the supervisor or designated representative is required. Electronic messages, such as voice mail, email or text messages are not considered appropriate notification.

Recordkeeping of Sick Leave

It is the responsibility of the staff member to keep track of sick leave taken and provide accurate and timely documentation of sick leave taken on the appropriate forms (such as biweekly timesheets or monthly absence reports). It is the responsibility of the staff member's supervisor to verify the accuracy of this documentation before it is submitted to Human Resources.

Return to Work

A staff employee on a disability leave or medical leave of absence must return to work when the physician or an OSU-Oklahoma City appointed physician determines the ability to resume normal duties. A physician's release is required before reinstatement to the active payroll. To extend leave beyond this point, the staff employee must apply for a personal leave of absence. The supervisor will advise the staff employee of this requirement, which depends on case-by-case circumstances.

Holidays

Following are the paid breaks/holidays that OSU-Oklahoma City normally observes each year:

- ❖ New Years Day
- ❖ Martin Luther King Jr. Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Two Fall Break days
- ❖ Thanksgiving Day
- ❖ Friday following Thanksgiving Day
- ❖ Christmas Eve (December 24)
- ❖ Christmas Day (December 25)
- ❖ Three additional workdays

- A. To be eligible for holiday pay, the staff employee must be in a continuous assignment with at least a .50 FTE (20 hours per week). Holiday pay for non-exempt (hourly paid) employees is calculated on the straight-time pay rate in effect on the date of the holiday times the employee's regular FTE assignment.
- B. As an example, a full-time, 1.00 FTE employee would receive 8 hours holiday pay. A part-time, .50 FTE employee would receive 4 hours holiday pay. Exempt employees will be paid in proportion to their assignment in effect on the date of the holiday.
- C. Holiday pay is not granted when the holiday immediately precedes the first day of employment, is adjacent to or is surrounded by a leave without pay, is the first or last day of an absence without pay, or occurs immediately before, during or immediately following terminal annual leave.
- D. If the university holiday is not a regularly scheduled work day of an employee, the regularly scheduled work day nearest the holiday will be selected as a day off with pay. In the event no single regularly scheduled work day is closest to the holiday, a determination of the day off with pay will be made by the department head one week prior to the holiday and all affected employees so notified.
- E. Official holidays are observed through closing all offices and facilities. Essential activities can be continued as determined by mission.

Work on a Holiday

- A. If it becomes necessary for a nonexempt or an hourly paid employee to work on a holiday other than Thanksgiving or Christmas Day, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate for each hour worked.
- B. If it becomes necessary for a nonexempt or hourly paid employee to work on Thanksgiving or Christmas Day, the employee will receive compensation for each hour worked at the rate of time and one-half for each hour worked in addition to holiday pay or a total of two and one-half times the straight time for each hour worked. Exempt employees may receive comparable time off for work performed on a holiday.
- C. The institution will make a good faith effort to reasonably accommodate requested time off for the observance of a staff employee's religious practice. Such leave will be deducted from vacation and/or "comp time."

Religious Holidays

OSU will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled work days. To avoid disruption to normal work schedules, employees must request in writing to the department head at least one week in advance. Employees will use annual leave, compensatory leave or personal leave without pay for the time requested. Time off will be granted unless such leave would cause undue hardship to the department.

Other Paid Time Off

Administrative Leave

The following types of leave are considered administrative leave. Any type of administrative leave that is requested by staff and approved by proper authority shall be charged as administrative leave and not be deducted from sick leave or annual leave accumulations, unless otherwise stipulated in policies and procedures. Unused administrative leave cannot be accrued by staff or received as payment in lieu of taking administrative leave.

Funeral Leave

- A. Staff members shall be granted upon request up to three working days of funeral leave with pay upon the death of a related person in the immediate family; or for one day upon request of funeral leave with pay upon the death of a related person not in the immediate family. For the purpose of this policy, immediate family is defined as: spouse, children, parents, grandparents, grandchildren, brothers, sisters, or corresponding in-law relationships.
- B. In some cases, the three days of funeral leave are not sufficient. In such cases, additional administrative leave with pay may be authorized by the appropriate department head and Vice President.
- C. When covered funeral leave occurs while the staff employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the staff employee is on annual leave or sick leave, or other paid leave, the funeral leave will supersede the other type of leave.

Catastrophe Leave

- A. A staff employee who suffers individual, personal misfortune as a result of an event such as fire, explosion, flood or violent weather may be granted up to three working days of paid administrative leave, if the event occurs while the staff employee is not on leave without pay.

Inclement Weather

- A. At times, usually in winter, travel to and from the campus for work will be difficult due to bad weather. In rare instances the administration of the University will make the decision to close all offices except those recognized as necessary to maintain essential services.
- B. The OSU-Oklahoma City campus has a call notification plan in place so that all employees will be timely notified. Additionally, social networks and the media (local television stations), will be notified of campus closings. If no such announcement is made to close the campus, the call-in policy will apply for staff who request to be absent.
- C. Staff within the initial 90-day period may use compensatory leave, if available, or leave without pay. Staff past the initial 90-day period may use annual or compensatory leave, if available, or leave without pay if there is no leave balance available.

- D. It is understood that in a very few cases a staff member's illness or dependent's illness may coincide with a bad weather day. If sick leave is claimed by the staff member, it must be documented in writing to the supervisor.

Court Leave

- A. Staff who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.
- B. When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual or sick leave, the paid court leave will supersede the other type of leave.
- C. A leave of absence with pay shall be granted the staff employee when the court appearance is the result of an act performed by the staff employee as part of his/her official duties as a staff employee of OSU-Oklahoma City. The staff member is not entitled to receive any fee for serving as a witness pertaining to his/her OSU employment. If the employee is required by subpoena to testify in a county other than the county of residence or employment, the staff member shall be entitled to receive court reimbursement for mileage.
- D. In no case shall a leave of absence with pay be granted to any staff member when the court appearance is the result of the staff employee being involved in a personal litigation case outside his/her scope of employment. Annual leave or compensatory leave, if applicable, may be used in lieu of a leave of absence without pay.

Voting Leave

- A. Under Oklahoma statutes, a staff member may have two hours or more time off to vote, if distance to polls requires it, provided all of the following conditions are met.
- B. A request for such time off must be made in writing by the staff member the day prior to the election. The supervisor will decide what time in the work schedule to give for voting.
- C. Staff will not lose any compensation or incur penalty for the absence if they provide proof of voting.
- D. Time off for voting is not required if the staff member has three hours after the opening of polls before the work day begins or three hours after the close of the

work day before close of polls. A supervisor may change work hours to provide for such a three-hour period.

- E. If the above conditions are met, such time-off to vote would be considered administrative paid leave.

LEAVES OF ABSENCE

OSU, in addition to its own paid time off policies, offers the following types of leaves of absences for employees.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family employees. To be eligible for FMLA leave, an employee must have been employed by OSU for 12 months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date the leave commences.

Qualifying Event

An eligible employee will be provided up to 12 weeks of family medical leave for a qualified event:

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

Definition of Serious Health Condition

- A. Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either inpatient care or continuing treatment by

a health care provider. A more complete definition can be found as part of the Certification of Health Care Provider form, available in Human Resources.

- B. Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds and flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary.

FMLA Definitions of Family Member

- A. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage.
- B. Parent means a biological parent or an individual who stands in the place of a parent to an employee when the employee was a child. This term does not include parents “in-law”.
- C. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under the age of 18, or incapable of self-care because of a mental or physical disability.
- D. FMLA definitions of family differ from OSU’s Sick Leave policy definitions as found in Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03a and Policy and Procedures 2-0113 (Faculty Sick Leave) section 3.01e. Because OSU provides an extended definition of “family”, an employee may qualify for sick leave but not Family Medical Leave.

National Defense Authorization Act Amendment

- A. A spouse, son, daughter, or next of kin may take up to 26 workweeks of leave to care for a family member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness or to manage their affairs-“qualifying exigencies”.
- B. Qualifying exigencies are defined as: (1) short-notice deployment (2) military events and related activities (3) childcare and school activities (4) financial and legal arrangements (5) counseling (6) rest and recuperation (7) post deployment activities and (8) additional activities where the employer and employee agree to the leave.
- C. The next of kin is the nearest blood relative of the injured/sick service member. The serious injury or illness is one that incurred in the line of duty while on active duty.

Employee Notice and Certifications

- A. The employee must provide 30 days advance notice when the leave is “foreseeable.” On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- B. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- C. Continued medical certification will be required if the situation warrants, but not more frequently than every 30 days unless the department has reason to believe the employee is able to return to work.
- D. Forms for medical certification are available from Human Resources. This form is also acceptable for documentation of sick leave under Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03f.
- E. Leave may be denied if the employee fails to provide the required medical certification.

Concurrent Use of Accrued Paid Leave

- A. FMLA Leave is taken concurrently with other OSU leave policies. The employee should be so notified of the leave. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable OSU leave policies.
- B. An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid sick leave is granted only when conditions in OSU Policy and Procedures for such leave are met.
- C. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of his/her child. The twelve-month employment requirement of the Family and Medical Leave Act will not apply. Additional accrued leave can be used, as applicable, under the conditions in OSU Policy and Procedures.

For further details of the Family and Medical Leave, refer to OSU Policy and Procedures 3-0708 (Family and Medical Leave Act).

Long-Term Disability (LTD) Leave

- A. OSU-Oklahoma City is committed to assisting employees when they suffer from a debilitating illness or injury by providing an opportunity for long-term disability (LTD) insurance coverage and related benefits.
- B. To be eligible for LTD and related benefits, an employee must be in a continuous regular position of at least .75 full-time equivalent (FTE) with an assignment of six months or more and must be enrolled in the LTD insurance program. Provisions of this policy do not cover temporary or student employees.
- C. Elimination period-The LTD insurance program requires 180 days from the onset of disability before insurance benefits commence payment. This first 180 days is called the “elimination period”. No benefits are received from the LTD insurance program during this time.
- D. Once approved by the insurance vendor for long-term disability insurance benefits, the employee may be placed on LTD status.

For more information about LTD, refer to <http://hr.okstate.edu/benefits/ltd>

Military Leave

OSU, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and the Military Leave policy is intended to outline the rights and obligations of OSU and its employees regarding such service.

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage noncareer service in the armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces.

Leaves of Absence for Military Service

- A. All regular employees are entitled to leaves of absence from their employment at OSU in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required.
- B. Employees engaging in military services are required to give notice of such service in advance in writing or orally to their immediate supervisor, either in person or

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

Military Leave Pay/Use of Annual Leave

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage noncareer service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Oklahoma State University, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the University and its employees regarding such service.

- A. Employees engaging in military service as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.
- B. A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty or thirty scheduled workdays, as applicable, each federal fiscal year.
- C. Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.
- D. In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee transfers from one administrative unit to another, the new unit administrator is responsible to obtain military leave records from the previous administrator.

Benefits While on Military Leave

- A. During a military leave of absence, certain benefit rights are protected. Details regarding specific rights should be obtained from Human Resources.
- B. Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, OSU will continue to provide coverage as long as law requires.

- C. Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law.
- D. Upon returning to work, OSU will pay retirement contributions that would have been paid if the employee had remained an active employee during the leave without pay military status.

Leave Accrual and Seniority While on Military Leave

- A. Leave does not accrue during a leave of absence without pay.
- B. The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to work with OSU as required by law and this policy statement.

For more details and to view the complete policy, refer to *OSU Policy and Procedures, Military Leave, 3-0719* .

Personal Leave Without Pay

Staff may make written request for a leave without pay for personal reasons, including child care. All such requests will be considered on an individual basis and will generally not exceed six months. Authorization shall be based on department and employee needs, on the employee's plan to return to the job and on availability of funds to return.

- A. All appropriate accrued leave accumulation must be exhausted before personal leave without pay begins. Any exception must be approved by the appropriate Vice President and Human Resources.

Employee Training and Educational Assistance

OSU-Oklahoma City and its Board of Regents value learning for employees. Training and educational programs are designed to encourage employees to be lifelong learners and to inspire personal responsibility in professional growth. Training priorities will include job skills, communication, technology, safety and compliance with laws and regulations. Classes will also be offered to promote wellness and a healthy lifestyle. Resources for learning are made available through credit courses, external conferences/seminars, on-campus employee training sessions, Training and Development, OSU-Learning Management System and through OSU-Stillwater's training program.

Tuition and Fee Waivers for Credit Courses at OSU-Oklahoma City Campus

With the approval of the department supervisor, a full-time continuous, benefit-eligible employee (FTE=30 hours per week) may receive a tuition and fee waiver (one-half) for a maximum of six (6) credit hours for the fall and spring semesters and a maximum of three (3) credit hours for the summer semester. New employees are eligible once they have completed the first 90-days of employment and have received an overall satisfactory performance evaluation.

The first-half of tuition and fees will be waived upon receipt and approval of the Employee Tuition Waiver Request form. Employees must follow regular enrollment procedures and must submit the waiver request form to Human Resources and approved by Financial Aid before the first day of the course.

An employee may also receive a waiver for the second-half of the tuition if the employee earns a grade of at least a C grade upon completion of the course. The second-half of tuition and fees will be waived upon the employee's request and verification of the grade requirement. If the employee does not complete requirements for the course, he/she must pay the remaining tuition and fees and may not enroll in other courses until balance has been paid in full. The second-half tuition waiver is only applicable to OSU-Oklahoma City campus employees.

Taking Classes During Work Hours

Only one (1) course may be taken during the normal hours of employment, upon the supervisor's approval. Approval will primarily depend on the affect the absence will have on the department's operations, considering factors such as time of day of class compared with peak hours of the department and adequate staffing to cover the absence.

Procedures for Requesting Tuition and Fee Waivers

It is the responsibility of the employee to request a tuition/fee waiver by the designated deadline date. For first-half tuition/fee waiver, the deadline date for submission of the form will be prior to the first day the course begins. The employee must submit a completed "Request for Tuition/Fee Waiver" first to his/her supervisor for approval. The form should then be routed to the Office of Human Resources for eligibility verification. Human Resources will then route to the Office of Financial Aid for entry of waiver on the student financial waiver system.

For second-half tuition/fee waiver, the request form must be submitted to the Office of Financial Aid for verification of the grade requirement and must be submitted prior to the beginning of the next semester.

Tuition and Fee Waivers for Credit Courses at other OSU Campuses

OSU-Oklahoma City employees may also receive tuition and fee waivers from the Stillwater campus and other branch campuses. Since policies may vary on employee tuition waivers, please check the policy in effect at the time of your intended enrollment.

Cancellation of Waiver Benefit upon Separation of Employment

If an employee of the OSU-Oklahoma City campus separates from employment (either voluntary or involuntary) before the end of the semester in which he/she is enrolled, the second-half of the tuition waiver will be cancelled and all tuition and fees associated with the second half tuition/fee waiver will immediately be owed by the employee to OSU-Oklahoma City.

Training and Development Courses

OSU-Oklahoma City's Training and Development Center is a business services resource for individuals and organizations. Non-credit courses and training are offered at no cost to the employee. Pre-registration and supervisor approval is required.

Time Sheets and Course Attendance

- Time spent attending a class or training program when the supervisor requires or requests attendance is considered as worked time, whether it meets inside or outside the employee's work schedule. The time away from the job does not have to be made up. If taken during the employee's normal work hours, non-exempt staff should not clock in and out on the timesheet. If taken outside the employee's normal work hours, the non-exempt staff should clock in and out on the timesheet. Equivalent time off during the same week may be given, but if that is not possible, time will be calculated in accordance with the overtime policy.
- Time spent attending a class or training program when the supervisor has not required or requested attendance is not considered worked time. Time may be made up during the same week (upon an agreeable schedule); such as with an earlier start time, later end time or shorter lunch break. But if this is not possible, annual leave or comp leave must be used.

Educational Assistance Program-GED Program

Educational assistance for college courses is only valuable to those who are able to attend. For employees who may not be able or ready to attend college, educational assistance is also available in obtaining the GED. Time to attend preparatory classes and to take the test will be supported and the cost of the first test will be covered by the university. Opportunities are also available to obtain a high school degree (not a GED) through the State Board of Education upon obtainment of 30 college credit hours.

OSU Foundation Payroll Deduction

Personal donations to OSU-Oklahoma City through payroll deductions can be made to benefit any department, division or project. As little as \$5.00 per month may be directed from your paycheck toward the program of your choice. Staff employees can help build their own departmental funds with the OSU Foundation for scholarships, endowments, equipment, professional development or other worthwhile activities that would not otherwise be possible.

All donations are tax deductible. For more information or for a payroll deduction form, please contact the OSU Foundation office.

OSU-Oklahoma City Bookstore

The Bookstore is located on campus in the Student Center. Full-time Classified and Administrative/Professional staff employees are eligible for a 10% discount on purchases.

The following OSU system policies apply to this section

- 3-0320 (Payroll)*
- 3-0708 (Family and Medical Leave Act)*
- 3-0709 (University Holidays)*
- 3-0713 (Attendance and Leave for Staff)*
- 3-0716 (Sick Leave for Staff)*
- 3-0719 (Military Leave)*
- 3-0742 (Timekeeping and Overtime)*
- 3-0750 (Long-Term Disability)*

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.