
CHAPTER 4

EMPLOYEE BENEFITS, PROCEDURES, AND SELECTED EMPLOYEE POLICIES

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The specific information and policies pertaining to faculty in *Chapter 4* of the *University of Central Oklahoma Faculty Handbook* were taken directly from the current University Policies and Procedures located on the People and Culture internal repository The Hub. University Policies and Procedures as well as Human Resources, Benefits, and the *Family Medical Leave Act (FMLA)* information is included.

4.1 GENERAL POLICIES/PROCEDURES

4.1.1 CHANGE OF ADDRESS

Changes of address, telephone number, marital status, and number of dependents are to be promptly reported to Human Resources. Changes in address or telephone number can be changed on-line through UCONNECT by the employee.

4.1.2 CONCEALED WEAPON POLICY

The safety of the students, faculty, staff, and visitors of the University of Central Oklahoma is of the highest priority. In compliance with 21 O.S. § 1991, 1272, no person, other than an authorized peace officer may have in his/her possession a weapon of any kind while on the campus grounds or while participating in any activity on behalf of the University of Central Oklahoma. University property includes all vehicles, buildings, offices, grounds, or other premises either owned, leased, or controlled by the University of Central Oklahoma or its affiliates. Activities of the University of Central Oklahoma include, but are not limited to, normal daily business and attendance at any authorized university function.

This policy applies to all university faculty, staff, students, and visitors, whether or not an individual has been issued a license to possess a firearm under the provisions of the Oklahoma Self-Defense Act, or other similar state or federal statutes or regulations. Any university faculty member, staff, or student found to be in violation of the concealed weapon policy is subject to immediate termination of employment. Any university student found to be in violation of this policy is subject to disciplinary action, up to expulsion, as set out in the [Code of Student Conduct](#).

A visitor to the university found to be in violation of this policy is subject to immediate removal from university property.

The University of Central Oklahoma expects and demands that no dangerous weapon of any type be brought onto its campus without prior written approval of the president of the University of Central Oklahoma.

Complete policy and procedure information is available in the Human Resources Policies and Guidelines document found on The Hub - The People and Culture Intranet

4.1.3 RESOURCE-CONTRACTUAL SIGNATORY AUTHORITY

Any commitment, either implied or through contractual instrument, that obligates the university with a fiduciary responsibility or significant commitment of faculty time and expertise, must have university approval. Approval must be sought, in order, through a faculty member's chair, dean, and provost.

4.1.4 DRUG-FREE POLICY

The University of Central Oklahoma recognizes its responsibility as an educational and public service institution, and as an employer, to promote a productive and healthy environment. This responsibility demands implementation of programs and services which facilitate that effort. This policy has been developed to promote a productive and healthy environment for students and employees (both faculty and staff) and to ensure compliance with the Drug-Free Schools and Communities Act Amendments of 1989. As part of the compliance process, all students, faculty and staff will receive annual notification of the Drug-Free Schools policy. The complete document may be found on The Hub-The People and Culture Intranet.

4.1.5 ELECTRONIC DOCUMENT POLICY

The University of Central Oklahoma Internet Homepage is an official publication of the University of Central Oklahoma. All text and photographs appearing on the homepage or subsequent official pages linked to it are copyrighted and should not be reproduced without written permission from the Vice President for Communications and Public Affairs.

The purpose of the [UCO Official Homepage](#) is to provide information about the university, its mission and services, its faculty and students, and campus events and programs. The UCO Official Homepage may be the first point of contact with the university. Therefore, the style and

content of the information on the homepage, like its major external print publications, becomes the responsibility of the [Office of University Communications](#). All publications are subject to the same professional ethics, scrutiny, and appropriate use as any academic communication among qualified students, faculty, and staff. The UCO Official Home Page provides a link to the UCO Intranet.

However, only persons with valid accounts will be allowed access to the UCO Intranet.

Persons using the UCO electronic publishing services are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of university policy to use electronic mail to libel, harass, threaten others, or publish material which would create the existence of a hostile working or educational environment. For more detailed information see the UCO website or contact Employee Relations.

4.1.6 TECHNOLOGY AND NETWORK USAGE POLICY

Technology services at the University of Central Oklahoma are provided to promote and support education, research, and administrative services for students, faculty, and staff. All persons utilizing these services are responsible for ensuring that technology services are used in an ethical and lawful manner.

The university assigns all students, faculty, and staff an official university e-mail account. Students, faculty, and staff are required to read e-mail from this account on a regular basis, as e-mail communications may be time-sensitive.

The university is not responsible for and does not support personal devices which connect to or which download information from university systems or personnel. For assistance contact Technology Support at 974-2255; servicedesk.uco.edu, or see the Virtual Help Desk tab in [UCONNECT](#).

Use of any technology, including the network, provided by the University of Central Oklahoma constitutes agreement to abide by the university's policies. Policy violations by faculty, students, or staff will result in the revocation of computer and network privileges. In addition, such actions may result in disciplinary review, sanctions, dismissal from the university, and legal action. Violations may also constitute a criminal offense, punishable by local, state or federal law or university policy. Please see the full [UCO Technology and Network Usage Policy](#) and additional policies on the UCO website.

4.1.7 EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY

The University of Central Oklahoma is committed to providing its employees and their families an Employee Assistance Program. The program has been established to provide professional and confidential help to faculty, staff, and their family members. The program is further designed to assist the employee with personal problems before they result in deterioration of health, family life, or job performance. These problems may include: marital and family, financial, legal, mental health (depression, anxiety, etc.), alcohol, drug, or work-related stress.

Voluntary utilization of EAP is completely confidential. No record of the employee's use of EAP is available to the university. For further information, please visit Employee Relations.

4.1.8 EMPLOYMENT DOCUMENT FALSIFICATION

Any false, incomplete, or incorrect statement, answer, or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, division, classification, or position at the University of Central Oklahoma or pertaining to personal information or background which is elicited for any authorized form, record, or file, may result in refusal of employment by the University of Central Oklahoma. If such information is found after employment, appropriate disciplinary action, up to and including, termination will be taken.

4.1.9 TUITION WAIVER PROGRAM

The University of Central Oklahoma (UCO) offers a tuition waiver benefit that is designed to provide an opportunity to participate in educational opportunities through course work at UCO. This policy applies to UCO full time faculty and staff (employees), their dependents, and UCO defined retired university employees.

Definitions

- a. Full time – Classified as full time and benefit eligible
- b. Retiree – Former UCO employee retired through Oklahoma Teacher's Retirement System with ten years of consecutive service to UCO immediately preceding their retirement.
- c. Spouse – Person whom is legally married to UCO employee.
- d. Child – Biological child, stepchild, adopted child or legal guardianship.

Policy Statement

Benefit

This policy applies to UCO full time faculty and staff (employee), their dependents, and UCO defined retired university employees.

Waiting Period

Eligibility for this benefit is effective after completion of six months of continuous permanent full-time employment starting with the semester which begins after the six- month waiting period is met. Six months of continuous permanent employment must occur prior to the tuition due date. Employees may transfer their benefit to their dependents after completion of the six-month waiting period.

Waiver Guidelines and Eligibility:

Faculty and Staff

Faculty and staff using the tuition waiver must submit an application for every semester needed, including the summer session, seven (7) days prior to the tuition due date. The waiver will go through an approval process and, if approved, will be applied to the Faculty or Staff's bursar account. The waiver will not be applied unless an application is submitted.

Dependent Spouse

An eligible faculty or staff member may transfer the tuition benefit to their legal spouse. A proof of relationship may be required before the waiver is approved. Valid documentation includes:

- Marriage Certificate

AND

A document that shows current financial responsibility and a shared address*

- Utility bill
- Tax Form 1040
- Bank Statement
- Car Insurance Statement

*Please edit out all financial information and social security numbers

An application form must be completed (7) days prior to the tuition due date every semester for consideration.

Dependent Child/Children

An eligible faculty or staff member may transfer the tuition benefit to their dependent child/children. The benefit is limited to children under the age of 26 at the time of the tuition due date. A proof of relationship may be required before the waiver is approved. Valid documentation includes:

- Birth Certificate
- Court documents establishing legal guardianship

Retirees

A former UCO employee retired through the Oklahoma Teachers Retirement System (OTRS) with ten (10) years of consecutive service at UCO is eligible to audit coursework at UCO up to six (6) hours per semester, but credit hours are not transferable.

Limitations

Faculty and Staff members receiving the tuition benefit must observe academic and enrollment management policies and procedure requirements. If the employee wishes to enroll in a class that meets during regular work hours, they must obtain approval from the department supervisor prior to enrollment. Work time lost must be made up or charged as vacation leave. Supervisor will authorize the most appropriate resolution based on departmental needs.

The tuition waiver benefit cannot be applied toward courses that do not meet eligibility for federal financial aid and other courses at the discretion of the University. This benefit is funded on availability of budget allocations and may be cancelled, modified, or amended by authorized university personnel or other regulating entities at any time.

Taxable Benefits

The tuition waiver benefit received by faculty and staff members and transferred to an eligible dependent may be taxable.

EDUCATIONAL BENEFIT TAXATION

Course/Type	Employee	Spouse	Child(ren)
Undergraduate	Non-taxable	Non-taxable	Non-taxable ²
Graduate <\$5,250 in year	Non-taxable	Taxable ³	Taxable ³
Graduate >\$5,250 in year	Taxable ¹	Taxable ³	Taxable ³

¹ In instances in which the educational benefit exceeds the IRC § 127 limit of \$5,250, the employee may qualify for the working condition fringe benefit as outlined by IRC §§ 132 and 162.

² A child that is NOT an IRS tax dependent is subject to taxation.

³An exception may apply in limited cases, if the student is a graduate teaching or researching assistant as outlines by IRC § 117(d)(5).

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4.1.10 ETHICS POLICY

The State Ethics Commission was established under Article XXIX of the Oklahoma Constitution. The Commission is charged with promulgating rules of ethical conduct of state officials and faculty, including civil penalties for violations of such rules. State officers and employees are to comply with the Ethics Commission “Act” [Section 4200 et seq. of Title 47] and the new Ethics Commission ‘Rules’ [Chapter 20 of Title 257 of the Ethics Commission rules]. The ‘Rules’ and the ‘Act’ deal with prohibitions against political activities, financial disclosure, conflicts of interest, and penalties and enforcement. For further detailed information, please contact UCO Office of the General Council and Human Resources.

4.1.11 GARNISHMENTS

Each faculty member is expected to take care of his/her financial obligations independent of the university.

The university will accept court-ordered wage assignments, garnishments, or tax levies and process them in the legally prescribed manner.

4.1.12 IDENTIFICATION CARDS

The faculty member must obtain an identification card at no cost to the faculty by the first day of employment or at the time that the faculty member completes the required personnel paperwork. The identification card is to be used to obtain library privileges and admits the faculty member to certain designated official university-sponsored events.

The identification card must be returned to Benefits at the time employment is terminated.

4.1.13 INCIDENT POLICY

The University of Central Oklahoma is committed to maintaining a workplace environment that is safe and secure for all faculty of the university. Threats, threatening behavior, acts of violence and unwanted attention directed against other employees, visitors, or guests by anyone at the university will not be tolerated.

All personnel are responsible for notifying their supervisor and/or the [UCO Police Services](#) of any threats which have been witnessed, received, or been told that another person has witnessed or received. Even without an actual threat, employees should also alert their supervisor to any behavior which can be regarded as threatening or violent, when that behavior is job related or might be carried onto the workplace. Faculty members are responsible for making this report regardless of the nature of the relationship between them and the person initiating the threat or threatening behavior.

The provision of a safe workplace and the protection of faculty from threats to their safety cannot be effectively accomplished unless the department supervisor and/or Police Services are informed of these circumstances.

4.1.14 INFECTIOUS DISEASE POLICY

The University of Central Oklahoma recognizes the need to analyze individual circumstances and respond to each person's infectious condition on a case-by-case basis. Responding to each case individually rather than developing a "blanket policy" is in the interest of flexibility, sensitivity, simplicity, and the balancing of legitimate interests.

Victims of diseases will be permitted to work at and/or enroll in courses at the University of Central Oklahoma unless the individual's personal physician, campus medical officials, or state or federal public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and the individual.

For further detailed information, contact Safety Management.

4.1.15 KEYS

Keys are issued upon approval of the department chair/school director, college dean, or an executive officer of the institution. A key request form must be submitted for each key required.

Once processed, keys can be picked up at the Police Services building. A key will not be issued to an undergraduate student without approval of the provost.

Faculty members entrusted with keys are responsible for reporting any lost or stolen keys immediately to the department chair/school director and Police Services. When a key is lost or stolen, the faculty member must pay a fee of \$25 per key. If the key is found after the fee has been paid, the money will be refunded if the building was not re-keyed as a result. In the event that the building is re-keyed, the employee must pay the re-keying fee also.

All keys must be returned during the termination clearance process or at the time of job change, office relocation, or lock change.

4.1.16 LOYALTY OATH

Each new university faculty member must sign a loyalty oath. The requirement extends to all faculty members and must be satisfied before an individual can be paid. (51 O.S. § 36.2)

4.1.17 NEPOTISM

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by affinity shall not, in itself, be a bar to appointment, employment or advancement in universities governed by the Board nor (in the case of faculty members) to eligibility for tenure of persons so related.

But, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit. Waivers may be granted by the university president, but performance evaluations and recommendations for compensation and promotion will be made by one not related to the individual being evaluated. The Board shall be notified of any such waivers at its next meeting.

*Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows: spouse, parent; grandparent; great-grandparent; parent, grandparent or great-grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; and great-grandson or great-granddaughter or their spouse (**Section 5.12, RUSO**).*

4.1.18 OPTIONAL BENEFITS/PAYROLL SERVICES

The University of Central Oklahoma offers several payroll services and optional benefits to be paid by the employee. Contact Human Resources for information on any of these services and benefits:

1. Dental insurance
2. Vision insurance
3. Voluntary life
4. Coverage for dependents
5. 403B and 457 Retirement Plans
6. Oklahoma College Savings Plan

4.1.19 PEDESTRIAN SAFETY

The Pedestrian Safety on Campus Sidewalks Policy is designed to reduce and control the mixing of vehicular and pedestrian traffic on the sidewalk system and to eliminate unauthorized vehicular traffic on the sidewalk system. Through this policy, the university establishes and maintains a safe environment for all parties by regulating vehicular sidewalk traffic.

Pedestrians have the right-of-way over all other sidewalk traffic at all times.

Only authorized vehicles may enter the university sidewalk system. Authorization can only be granted by [UCO Police Services](#).

For more detailed information regarding the above procedure, contact Employee Relations.

4.1.20 PROFESSIONAL LIABILITY POLICY

Pursuant to 74 O.S § 85.58A (I) all employees are covered at state expense under the comprehensive professional risk management program administered by the Department of Central Services (Section 5.3.3 RUSO).

4.1.21 SALARY ADJUSTMENTS

Faculty members may request an adjustment to their annual salary based on having completed a terminal degree. The deadlines for submitting request for a salary adjustment are January 5th and August 5th. To request an adjustment, the faculty member initiates and signs a Request for Salary Adjustment form, attaching the requested documentation. If an official transcript is unavailable, one of the following documents may be used temporarily to process

the salary adjustment: an official letter from the registrar, graduate dean or provost (letters from the dissertation chair will not be accepted). The request is sent, through the department chair/school director and dean, to the Office of Academic Affairs.

The Office of Academic Affairs is responsible for the final review (which includes total graduate hours and rank), approval, and processing of the requested salary adjustment. Salary adjustments for changes in rank will occur at the beginning of the first regular semester following receipt of an appropriate earned doctorate or other terminal degree from a regionally accredited or internationally recognized institution.

Salary adjustments for promotion in rank will occur automatically upon promotion approval from the Regents for the Regional University System (RUSO) and will occur at the beginning of the fall semester. The Office of Academic Affairs will review each faculty promotion individually. For faculty hired in fall 2006 or before, a “hold harmless clause” is in effect. The faculty member will receive the greater pay increase of either the salary at the new rank (based upon CUPA data for discipline and rank or other professional salary schedules approved by the dean and academic affairs) or via the “hold harmless clause.” The latter is determined by differences between ranks as follows: Assistant Professor to Associate Professor - \$3,862 and Associate Professor to Professor - \$4,813. The cost of living adjustments from 2006 to the current year will be added to the rank difference.

4.1.22 SALARY

Faculty salaries within an academic department/school/institute are established by the college dean with approval by the Provost. Faculty salaries must be at or greater than the minimum salary targets established for the faculty member’s home department/school/institute subject to availability of funds. Minimum salary targets within a department/school/institute are established by the dean and Provost using one of the following methods:

1. Each faculty member in the department has an individual minimum salary target that is 92% of the national, public College and University Professional Association for Human Resources (CUPA) mean faculty salary data for rank and discipline, where the discipline is determined by the faculty member’s current 6-digit Classification of Instructional Program (CIP) code.
2. All faculty members in the department/school/institute with a given rank have a

minimum salary target that is based on a simple average of 92% of the national, public CUPA discipline-based mean salaries of all current full-time, tenure-track positions within the department/school/institute. (For example, if there are 10 full-time, tenure-track faculty members in the department and 4 of those are full professors, then the average salary for the full professor rank would be based on the CUPA discipline salaries of all 10 positions.) Under this method, it is understood that some faculty may fall below the 92% CUPA threshold in their individual disciplines.

3. The faculty members in a department/school/institute have minimum salary targets determined by one or more professional salary schedules. Under this method, the dean and Provost must agree to an equitable method of salary calculation and the formula(s) that are used must be readily available to those faculty members affected (e.g. on a UCO website). Under this method, it is understood that some faculty may fall below the 92% CUPA threshold in their individual disciplines.

New minimum salary targets for an upcoming academic year are computed in October of the prior academic year and, apart from calculation errors, will remain fixed for the duration of that year.

Faculty who teach in interdisciplinary programs or institutes have a home department that is generally selected at the time of hire.

Faculty salary adjustments are generally implemented in October. Faculty members having questions about their salary should contact their dean.

Salary and benefit information is available each pay period on the employee's UCONNECT account.

4.1.23 SALARY COMPENSATION FOR ADDITIONAL DUTIES

A review of faculty salary compensation for performing additional teaching and/or scholarly duties is underway. Effective fall 2014, faculty may receive additional compensation for the following:

Irregular Enrollment. Faculty may be compensated for teaching Irregular Enrollment courses, as approved by their department chairs and deans. Courses that will be approved must enable students to graduate with their degrees or be necessary for course sequencing within a

designated program of study. The number of such courses per semester will be limited to one per semester or as determined by the Chair and Dean in consultation with Academic Affairs. Faculty will be compensated with a stipend of \$150 per credit hour per student. This endeavor will be revenue neutral to the university and may not exceed the cost of an adjunct's salary to teach the equivalent subject as a regular course.

Independent Study. The Office of Research & Sponsored Programs piloted a program in academic year 2014-15 in which faculty who serve as mentors for students engaged in on-campus Research, Creative and Scholarly Activities (RCSA) grants outside of the traditional classroom setting may be compensated through either a stipend of \$150 per credit hour per student or through banking the additional hours (for further information see the [Office of High Impact Practices](#)). Both options require students to enroll in a minimum of one credit hour of Independent Study (4930) per semester with their faculty member serving as the instructor of record. Students will be granted tuition waiver funds for enrolling in Independent Study (4930). This endeavor will be revenue neutral to the university.

4.1.24 STATE VEHICLES

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. Faculty members are expected to comply with all applicable laws, rules and regulations when operating state-owned vehicles. It is the policy of the university that passengers shall not be transported in state vehicles unless they are on state business.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from a faculty member's place of residence, except in the performance of official duty, is expressly prohibited. Faculty of the university cannot be assigned a university-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. Requests for an exception must be submitted in writing to the president of the university through their department director and vice president.

Procurement is responsible for processing paperwork for vehicle usage or rental.

4.1.25 TOBACCO FREE CAMPUS

Effective July 1, 2010, all tobacco products are prohibited on the campus of the university which includes any and all UCO owned, leased, rented, or maintained property including but

not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. This policy includes all university owned, leased, or rented vehicles. This policy does not include any owned properties which are leased to third parties under long-term leases. For more complete information see the People and Culture Intranet Hub.

4.1.26 TERMINATION CLEARANCE PROCESS

The faculty member must complete the clearance process before the final paycheck is issued. Prior to the last day of work the faculty member will receive a clearance card from Benefits. The faculty member must obtain his/her department chair's/school director's signature on the clearance card and complete the clearance process as noted on the clearance card. The process includes turning in keys, identification card, parking permit, credit cards and library books; clearing all university debts; clearing information technology (IT); and completing an exit interview. Upon termination, all financial obligations to the university **must** be settled and all university property, including keys, must be returned. Note: The termination date of any faculty member will be the last day physically worked.

4.1.27 TRAVEL

4.1.27.1 TRAVEL FOR PROFESSIONAL DEVELOPMENT

Travel is encouraged for faculty members to enhance personal professional development and to strengthen student learning. The following standards and guidelines should be used for faculty travel, to ensure the greatest number of faculty is accommodated by available travel funds.

- a) Full-time faculty members traveling on approved state or university business shall be reimbursed for all or part of expenses in accordance with existing university and state regulations.
- b) Faculty members must file a travel request with the department chair/school director and college dean and obtain approval prior to travel.
- c) Faculty may travel once during a fiscal year at the university's expense. University-paid travel to a professional conference will be for the presentation of scholarly work.
- d) Travel to Hawaii is restricted.
- e) For out-of-state travel, only the minimum-essential number of faculty members will be funded to attend any one conference/event. Normally, the maximum number will not exceed three, and then only when deemed essential by the provost and president.

- f) International travel will be considered on a case-by-case basis. Permission to travel to an international destination must be acquired prior to submitting an abstract article for consideration for inclusion in the conference. International travel will receive the lowest priority for travel funds.
- g) Study tours may be conducted in addition to the one university-paid trip per year if they are determined to be cost-effective. Travel associated with a Study Tour, Field Study, or Field Trip is governed by University Academic Policy. Specific information regarding these activities may be found in Study Tour 2.5, Field Study 2.6, and Field Trip 2.7 on the [Academic Policies and Guidelines](#) website.
- h) Trips in which faculty are fulfilling duties as a professional organization officer, university recruitment or accreditation/assessment may be conducted in addition to the one university-paid trip per year if they are approved by the provost and president.
- i) All requests involving funds must be approved in advance by the Office of Academic Affairs. Faculty members must submit all receipts and other required information electronically to the Travel Office to receive reimbursement. The Office of Academic Affairs requires all travel reimbursements be submitted to the Travel Office within 30 days after returning from a trip.
- j) To request travel funds from the Office of Academic Affairs, faculty members should complete and forward through channels the [Request for Faculty Development Funds](#) form, available on the [academic affairs forms](#) website.
- k) Faculty members are expected to seek external funds to support their travel whenever possible.
- l) Each travel request will stand on its own merits and be considered in light of available resources.
- m) Deans will establish a plan and formula for distributing available travel money.
- n) Summer travel plans spanning the start of the new fiscal year must ensure compliance with appropriate policies.
- o) An adjunct faculty member's travel may be funded by the dean.

- p) Deans will closely monitor the number of trips funded for any one faculty member during an academic year.

4.1.27.2 TRAVEL FOR TEACHING OFF-SITE

- a) The university will compensate faculty for each round trip from the University of Central Oklahoma main campus to a remote teaching site using a personal vehicle at the standard federal mileage rate for full-time teaching assignments. Colleges and/or departments may elect to additionally compensate faculty for transit time to remote teaching sites based on that unit's existing policies and procedures. Similarly, travel for overload teaching assignments may be compensated by colleges or departments based on existing protocols.

4.1.28 UNIVERSITY DEBT

Appropriate debt collection will be taken against faculty members with outstanding university debts. Therefore, it is the responsibility of the faculty member to ensure that all university business is conducted in a satisfactory manner. Before a prospective faculty member is hired by the university in a full-time or part-time position, arrangements must be made to satisfy any outstanding debts to the university.

It is the responsibility of the faculty member to ensure that all amounts owed to the university are paid in a timely and satisfactory manner. Any past-due debts to the university by a faculty member will be subject to appropriate debt collection. Appropriate debt collection may include revocation of certain privileges and/or services, turning obligation to a collection agency for processing, or withholding debt from current salary and wages.

4.1.29 UNIVERSITY EQUIPMENT

All university equipment, including cars, trucks, all computers, etc., is to be used for official business only and is not to be used for personal convenience or gain on campus, at home, or in any other location. The division or department director is responsible for equipment in the division or department and will designate faculty members responsible for operating or using the equipment. Faculty members are allowed to purchase university surplus property in accordance with university policy.

4.1.30 WEATHER AND/OR EMERGENCY CLOSING

In emergencies caused by severe weather conditions or a natural or an unnatural disaster, the president or designee may temporarily close or delay the opening of the university to protect the health and safety of the students, faculty, and staff. The president or his/her designee also should determine when the emergency has ended and the university will be reopened.

When weekday or weekend classes are canceled or a delayed opening is announced, local media are notified by the designated university official beginning at 6:00 a.m. for day classes and 3:30 p.m. for evening classes. The UCO closing information line (405-974-2002) and UCONNECT are also utilized for closing information. The closing or delayed opening of administrative offices will be announced separately from those related to classes.

Faculty members will determine any necessary adjustments to course content and schedule due to a university closing. Faculty members are encouraged to be consistent and sensitive to students' needs when making course alterations due to a university closing.

4.1.30.1 CENTRAL ALERT OPT-IN NOTIFICATION SYSTEM

Central Alert is the emergency notification system that allows UCO officials to send news and instructions simultaneously to individuals through phones, text messaging, and e-mail. The benefits of the Central Alert system are its immediacy and direct access to individual campus members through multiple points of contact.

In the event of an actual emergency, the university will continue to relay critical information using the most appropriate options from our full range of notification resources: Central Alert, Web announcements, e-mail, an automated message line, the local radio/TV stations, door-to-door notifications and posters. Central Alert will not be used for weather related campus closings except for those individuals who opt-in to receive these messages via text message only.

All students, faculty, and staff are encouraged to update their contact information through either the Central Alert Channel or the Personal information Channel on the Home Tab in the university's portal, UCONNECT. Each person will be able to opt-in to receive text messages. There may be a charge from cell phone providers for each text message received.

4.1.30.2 WEATHER AND/OR EMERGENCY CLOSING DURING FINALS WEEK

If the university (or off-site institution) is closed or the opening delayed during finals week, the following procedures will be implemented:

1. On the day of a delayed opening, final exams scheduled to begin prior to the opening time will be canceled.
2. Final exams scheduled to be taken when the university (or off-site institution) is closed will be canceled.
3. The student's final course grade will be calculated based on the work in the course completed to that point in time. Final exams will not be rescheduled, and a grade of an "I" will not be given as a result of the canceled exam.
4. Individual performance-based evaluations (e.g., applied music lessons) impacted by closure or delayed opening may be rescheduled at the faculty member's discretion.
5. Exams conducted online are not impacted by this policy.

4.2 INSURANCE

4.2.1 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

The State of Oklahoma provides automobile liability insurance under the State Governmental Tort Claims Act for all faculty members who are acting within the scope of their duties. Further information is available from the Risk Management/Insurance Coordinator in the administration division.

While operating a university-owned or personally owned vehicle on university business, all university employees are covered for liability per incident/occurrence up to \$175,000 for bodily injury per person, and \$25,000 for property damage, and a maximum of \$1,000,000 for all claimants.

Employees renting vehicles for the transaction of University business are required to purchase the Collision Damage Waiver from the car rental company. (See UCO Policy ADM-LEG-29).

4.2.2 EMPLOYER PAID INSURANCE

These benefits are provided to all regular faculty working 75% FTE (full-time equivalent) or more.

4.2.3 HEALTH AND OTHER INSURANCE

Coverage for health and other insurance is effective the first day of the month after

employment begins. Faculty members may be required to pay a portion of their premium depending on their plan selection.

4.2.4 LIFE INSURANCE

Coverage effective date is the first day of the month after employment begins. Coverage equals 2x the annual salary with maximum coverage of \$250,000. This is an Employer paid benefit.

4.2.5 LONG-TERM DISABILITY INSURANCE

Eligibility for coverage begins six months after employment. Benefits are integrated with workers' compensation insurance, social security, and Oklahoma Teachers' Retirement System disability benefits.

4.2.6 COBRA

Faculty members and their covered dependents are eligible to continue health insurance through provisions of COBRA, a federally mandated program. Contact the manager of Benefits for specific information regarding COBRA continuation and cost.

4.2.7 UNEMPLOYMENT COMPENSATION

The university is self-insured with the Oklahoma State Employment Security Commission to provide Unemployment Compensation benefits for eligible terminated faculty members or those who are laid off. Information concerning Unemployment Compensation can be found in a booklet entitled, "Information for Workers Who are Unemployed Concerning their Rights to Receive Unemployment Compensation." Copies of the booklet can be obtained from the Oklahoma State Employment Security Commission.

4.2.8 WORKER'S COMPENSATION INSURANCE

All university faculty members are covered by workers' compensation insurance. Injuries which arise out of and in the course of the performance of compensable work for the university are covered under this program. There is no enrollment required. The cost of the premium is paid entirely by the university.

4.3 LEAVE POLICIES

The Board authorizes the university president to develop and implement policies governing employees' leave. (Section 5.5.1 RUSO)

4.3.1 COURT APPEARANCE

When a faculty member is subpoenaed to appear in court, s/he must submit a copy of the subpoena to the department chair/school director. At that time a ruling will be made as to how the leave will be charged.

4.3.2 FAMILY MEDICAL LEAVE ACT

The University of Central Oklahoma complies with Federal Law regarding the Family Medical Leave Act (FMLA) but has specific policies that are unique to the University. Because federal law can change, contact UCO's Human Resources department for up-to-date information regarding procedures and policies on FMLA.

Introduction

Policy regarding leave due to family or medical emergency.

Scope

This policy applies to UCO full time faculty and staff

Definitions

Policy Statement

Basic Leave Entitlement

The University provides up to 12 weeks per rolling 12-month period measured backward from the date an employee uses any FMLA leave of unpaid, job-protected leave to eligible faculty and staff for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the faculty/staff's child after birth, or placement for adoption or foster care;
- To care for the faculty/staff's spouse, son or daughter, or parent, who has a serious health condition; or,
- For a serious health condition that makes the faculty/staff unable to perform their job.

The 12 week leave entitlement will be shared by two faculty/staff experiencing the same qualifying event.

Military Family Leave Entitlements

Eligible faculty/staff with a spouse, son, daughter, or parent on active duty or call to

active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible faculty and staff to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the University will maintain the faculty/staff's health coverage under any "group health plan" on the same terms as if the faculty/staff had continued to work. Upon return from FMLA leave, most faculty/staff must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Faculty and staff are eligible after one year of employment, with a minimum of 1,250 hours worked over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition involving either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the faculty/staff from performing the functions of the faculty/staff's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by

hospitalization, a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a healthcare provider, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

Faculty and staff do not need to use this leave entitlement in a continuous manner. Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Faculty and staff must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt University operations. Leave due to qualifying exigencies also may be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

The University requires use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, faculty and staff must comply with the University's normal paid leave policies. For staff working in a 9-month position or faculty members, leave will be taken out in accordance with the school's academic calendar. Faculty and staff who work different hours from the standard 40 hours-per-week will still be held to the 12-week limit of job-protected leave, and their FMLA hours allotted would be based on the average number of hours worked per week. An example of this would be a faculty/staff who works 30 hours-per-week, as they would receive 360 hours total of FMLA.

Faculty/Staff Responsibilities

The faculty/staff shall provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the faculty/staff must provide notice as soon as practical and must comply with the University's established absence notification procedures. The faculty/staff or the faculty's chair/staff's supervisor must submit the FMLA Request form to Benefits.

The FMLA Request Form provides sufficient information for the University to determine if the leave may qualify for FMLA protection, the anticipated timing and duration of the leave and information that may include the employee is unable to perform job functions, a family member is unable to perform daily activities, hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Faculty

and staff are required to provide a certification (verification), and periodic recertification for continuous, intermittent FMLA leave.

Employer Responsibilities

The University will inform faculty and staff requesting leave whether they are eligible under FMLA. If eligibility requirements are met, the notice will specify any additional information required as well as the faculty/staff's rights and responsibilities. If eligibility is not met, the University will provide a reason for the ineligibility.

The University will inform faculty/staff if the leave meets requirements to be designated as FMLA-protected, and the amount of leave to be counted against the faculty/staff's leave entitlement. If the University determines that the leave is not FMLA-protected, the faculty/staff will be notified.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Faculty and staff may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Original Effective: October, 15, 2019

Revision: September 25, 2019

Effective: October 15, 2019

4.3.3 FUNERAL LEAVE

The purpose of funeral leave is to provide full-time faculty and staff members with time to attend funerals of family members and to handle related affairs without disrupting income.

The maximum amount of funeral leave granted for bereavement will be determined by the relationship of the faculty/staff member to the deceased, as listed below.

1. Regular full-time faculty/staff will be granted paid leave for a death in the immediate family as needed up to three days without the absence being charged against vacation or sick leave. Immediate family is defined as parent, spouse, child, brother, sister, mother-in-law, father-in-law, grandparent, brother- or sister-in-law, son- or daughter-in-law, step-parent, step-brother or sister, step-children, grandparent-in-law, grandchild, or persons who live in the same household of the employee.
2. Regular full-time faculty/staff may be granted time off from work without loss of regular pay or deductions from leave balances for attending the funeral of a relative not a member of their immediate family but not to exceed one (1) work day of eight (8) hours. This includes uncles, aunts, nieces, nephews, first generation cousins, and in-laws not defined in the above paragraph.
3. Admittedly, some close friends may be more emotionally significant to an individual than those for whom paid leave is granted. However, it would be nearly impossible for the university to judge or to write policy on all the various situations that can arise. Therefore, vacation leave (or personal leave with the approval of the Department Chair/School Director) must be taken for any situation not covered by this policy statement.

This policy has been established in an effort to ensure impartiality.

Leave must be requested and approved in Paycom. Arrangements should be made with the department chair/school director in advance, by telephone if necessary, so that work may be planned. If the department is not notified, the faculty/staff may be required to take leave without pay.

Original Effective: December 1, 2005

Revision: July 12, 2019

Effective: July 30, 2019

4.3.4 JURY DUTY

Faculty members summoned to be on jury duty must submit a copy of the summons with a Request/Approval of Leave Form. After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department chair/school director. Jury duty will not be counted against sick leave or personal leave.

4.3.5 LEAVE OF ABSENCE WITHOUT PAY

The university recognizes that it may be necessary, at times, for a faculty member to request a leave of absence without pay. Such leave may be granted only after all other forms of leave described in this handbook have been considered and/or exhausted. While this leave is typically only granted to tenured faculty members, this leave may be considered for non-tenured faculty on a case by case basis and with the approval of the department chair/school director, dean, and the provost. A leave of absence without pay may be granted for a maximum period of one (1) year. A leave of absence without pay will not be granted to a faculty member who intends to use the leave to accept full-time, non-temporary employment elsewhere.

Leaves of absence without pay are subject to the following conditions:

1. A faculty member on leave of absence without pay may return to his or her position at the university only if there is a vacancy in his or her field.
2. A faculty member on leave of absence without pay must inform the university in writing, on or before February 1 of the year of leave, if he or she desires to return to the university.
3. A faculty member on leave of absence without pay who does not return to the university must remunerate the university for all employee benefits paid by the university during the period of the leave.
4. A leave of absence without pay will suspend the post-tenure review process and/or promotion for the duration of leave.

A faculty member who wishes to be granted a leave of absence without pay must file an application with his or her college dean at least sixty (60) days prior to the end of the fall semester of the academic year prior to the one in which he or she wishes to take leave. If the dean approves the request, he or she will forward the request, with a letter of support, to the provost/vice president for academic affairs, who has final authority to approve or reject faculty requests for leaves of absence without pay.

If the provost/vice president for academic affairs approves the leave, he or she will issue a Leave of Absence without Pay contract to the faculty member. By signing this contract, the faculty member indicates his or her acceptance of the conditions described in this section for leaves of

absence without pay. The leave will be finalized only after the faculty member has signed this contract.

4.3.6 LEAVE SHARING POLICY

Introduction

To alleviate the hardship caused by a severe or extraordinary illness or injury which forces faculty and staff to exhaust all leave time (including vacation and compensatory time) earned by that faculty/staff and subsequently have no leave time available, resulting in an extended loss of income.

Scope

This policy applies to UCO Staff, and Faculty

Definitions

- a. Related person-defined as immediate family: spouse, son, daughter, parent, or in loco parentis. Leave Share for the care of relatives not defined here is subject to committee approval.
- b. Dependent – defined by the IRS-approved guidelines to determine dependent status.

Policy Statement

This program is intended to bridge the financial gap for faculty and staff that have exhausted their leave due to a hardship caused by a severe or extraordinary illness or injury.

- Faculty/staff must be employed full-time by the University for a minimum of twelve (12) consecutive months. Must be an active faculty/staff and have a minimum sick leave balance of at least (80) hours during the 12 months period immediately prior to the request for leave share. Any exception to this eligibility requires approval by the Leave Share committee.
- Faculty/staff has exhausted or will exhaust all annual leave and sick leave due to illness, injury, impairment, physical or mental condition, which is of an extraordinary or severe nature, and involves the faculty/staff or a related person of the faculty/staff. To receive Leave Share for the care of a related person, an appropriate licensed medical professional's statement must be

submitted to the Human Resources Office documenting the faculty/staff as the primary caregiver and the related person is subject to provisions outlined in the FMLA policy.

- Faculty/staff must be off work for at least two (2) consecutive weeks, whether paid or unpaid, prior to application for Leave Share.
- Faculty/staff's injury or illness is not covered by the Oklahoma Workers' Compensation System.

Revision Effective: July 25, 2019

- Leave Share ends when the faculty/staff (or their related person) has been released by an appropriate licensed medical care professional's statement, death, or the faculty/staff has been on leave for three (3) months, whichever comes first.
- Leave Share will run concurrently with the Family Medical Leave Act. Leave Share does not apply to FMLA-approved bonding time. Faculty/staff will contact the Human Resources Office to complete FMLA forms.
- If Leave Share is requested more than once during a 12-month period measured backward from the date faculty/staff uses any Leave Share, the Leave Share committee will review the request and make a judgment based on their findings. Regardless, a maximum of three (3) months full pay is available in any twelve (12) month period.
- Approval or denial of Leave Share is final and is not subject to any appeal, grievance or arbitration procedure applicable to faculty/staff.

Original Effective: December 1, 2005

Revision: July 12, 2019

Effective: July, 25, 2019

4.3.7 MILITARY LEAVE

Pursuant to 72 O.S. § 48, all employees who are members, either officers or enlisted, of the Reserve Components to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, the Coast Guard Reserves, or any other component of the Armed forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence for the period of such service without loss of status or

seniority. During the first thirty (30) regularly scheduled work days of such leave during the federal fiscal year; the employee shall receive his full regular pay. During the remainder of such leave in any federal fiscal year, the president may elect to pay the employee an amount equal to the difference between his full regular pay and his military pay. (Section 5.5.3, RUSO).

4.3.8 PERSONAL LEAVE

Personal leave draws from sick leave hour accrual. Up to 40 hours/5 days per fiscal year. It is used for events which only the employee can attend to such as, last minute repair needs; child's school; closing on the purchase or sale of a home; etc. Use of personal leave is approved by the employee's supervisor. Leave must be submitted and approved in Paycom.

4.3.9 SABBATICAL LEAVE

Full-time faculty members meeting specific criteria are eligible to apply for a sabbatical. The length of a sabbatical is either one academic year (two semesters) or one academic semester. In either case, faculty members on sabbatical receive one-half their annual or semester salary, respectively. Summer sabbaticals are not authorized. The [application form](#) is available on the [Office of Academic Affairs forms](#) website and should be submitted through the appropriate chair/school director and dean so as to arrive in the Office of Academic Affairs no later than February 1st. Time on sabbatical counts for purposes of promotion and tenure. For further details about sabbaticals, see [Appendix L](#).

4.3.10 SICK LEAVE

Sick leave is a period of time during which an employee is unable to work because of illness, injury; medical, surgical, dental or optical examinations; appointment or treatment for the employee and/or immediate family member(s); if the employee is on approved FMLA leave; or if the employee has been exposed to a contagious disease and presence at work would jeopardize the health of others. Consecutive use of sick leave in excess of five working days/40 working hours may require certification under FMLA.

Policy Statement:

- I. Eligible on the first day of the month following full-time hire.
- II. Personal or family member illness, injury, or medical appointment
- III. Full-time accrual is 10 hours per month. Accrual is adjusted for full-time equivalence less than 1

- IV. 1,040 hours / 130 days maximum accrual
- V. Leave must be submitted and approved in Paycom

See also “Family and Medical Leave Act (FMLA)” Policy

Date Modified: 07/12/2019

4.3.11 VOTING LEAVE

Per Oklahoma statute, O.S. Title 44, Section 209, the University of Central Oklahoma provides all faculty members a reasonable amount of time off with pay for the purpose of voting in national, state, and local elections

4.4 PERSONNEL FILES

4.4.1 ACCESS

For the purpose of making employment decisions, the university maintains individually identifiable personnel files on persons who have been or who are its faculty. This policy is intended to provide guidelines for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its faculty members and the interests of the institution in fulfilling its mission.

Individual faculty members are entitled to access to their own personnel file in the department/school, college, Office of Academic Affairs, and Human Resources. Access to appropriate records shall be in accordance with the provisions of this policy, the university’s Open Records Policy and the states Open Records Act.

4.4.2 CONTENTS

Human Resources, as custodian of personnel files, shall determine information to be placed in the files. Only information germane to the person’s employment with the institution shall be retained in these files. Examples of this type of information are:

1. information pertaining to bona fide occupational qualifications;
2. behavior and discipline actions;
3. personnel actions, such as appointment, change of status, etc.

Individuals may ask that materials relevant to their employment be included in their personnel file by written request to the Employee Relations manager. An individual may not remove or add any records to his/her personnel file at the time of inspection.

4.4.3 OPEN RECORDS ACT

The following personnel records shall be deemed confidential and may be withheld from public access:

1. those that relate to internal personnel investigations including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation; or
2. those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, but not limited to, faculty evaluations, payroll deductions and employment applications submitted by persons not hired by the university; or
3. those which are specifically required by law or university policy to be kept confidential.

Records not specifically falling within the exceptions provided above shall be available for public inspection in accordance with the Open Records Act.

4.4.4 PERSONNEL RECORDS, CORRECTION OF

A faculty member may dispute the accuracy of any material included in his/her personnel file. Such concerns should be directed to the custodian of the file in writing.

4.4.5 SUPERVISORS/ADMINISTRATORS

Supervisors or administrators shall have access to the personnel files of persons employed or being considered for employment in their areas of responsibility on a need-to-know basis. If supervisors or administrators deem it necessary to share information from a faculty member's personnel file with others, they should clear this beforehand with the university general counsel.

Except as may otherwise be made confidential by statute or university policy, an employee (or his/her designee as authorized in writing and signed by the consenting employee) shall have a right of access to his/her own personnel file, provided:

- (a) letters of evaluation and/or recommendation that apply to pre-employment qualifications, tenure and/or promotion that are solicited in confidence or sent with the expectation of confidentiality shall be deemed confidential and unavailable to the faculty member unless otherwise ordered by a court of law;
- (b) an individual wishing to inspect his/her personnel file should submit a written request for inspection to the custodian of the file;

- (c) if the file contains confidential records, they must be removed before the file is opened to the individual. Upon request, a faculty member will be advised of the type and number of documents that were not made available to the faculty member for his or her review and that will be returned to the file after the review;
- (d) an individual may not remove or add any records to his/her file at the time of inspection.

4.5 SPONSORSHIP OF FOREIGN NATIONALS

Pursuant to federal law, all new employees working in the United States (both citizen and noncitizen) hired after November 6, 1986 must complete a Form I-9. Upon signing a letter of intent from UCO, all foreign nationals requiring sponsorship must contact UCO legal services to determine sponsorship eligibility and, if eligible, begin the process of obtaining work authorization. To the extent required by federal law, the university will cover the fees and costs associated with H-1B work authorization and PERM processing. UCO reserves the right to utilize the attorney(s) of its choosing for petitions requiring university sponsorship and reserves the right to amend its hiring policies at any time.

If you have questions regarding your right to work in the United States, or if you would like to review Form I-9, please visit www.uscis.gov and www.justice.gov.

4.6 RETIREMENT

Introduction

The University of Central Oklahoma (UCO) offers the following policy regarding retirement.

This policy applies to UCO faculty and staff members.

Policy Statement

Social Security

Every faculty, staff and student employee will participate in Social Security as provided by law.

Oklahoma Teachers' Retirement

Oklahoma Teachers' Retirement System (OTRS) participation is mandatory for all

classified positions. Non-classified positions make a one-time irrevocable election to join OTRS at the start of their employment.

Participation is recommended for eligible part-time positions, but not required unless currently participating with another entity. The University of Central Oklahoma will pay contributions to OTRS for all qualified earnings and benefits over \$10,000.; faculty and staff are responsible for OTRS contributions on the first \$10,000 of qualified earnings and benefits.

Supplemental Retirement Annuity

A defined regular full-time employee hired by one of the Oklahoma regional institutions of higher education prior to July 1, 1995, may qualify for a supplemental retirement annuity to be paid by the University of Central Oklahoma.

Retiree Insurance

For information regarding retiree insurance, refer to the Regional University System of Oklahoma policy 5.4.3 of the RUSO Policy Manual.

Original Effective: January 08, 2013

Revision: November 1, 2021

Revision Effective: November 12, 2021

4.6.1 EMERITUS FACULTY

The Board of Regents of RUSO at its discretion may honor recommendations of presidents to grant retired faculty members emeritus status and title after retirement. When members of the faculty of one of the universities under the jurisdiction of this Board retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title “emeritus” (e.g., “President Emeritus,” “Professor of History Emeritus,” etc.) Retired faculty members’ emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. Emeritus status shall apply only in cases where the faculty member has been in the service of the universities under the jurisdiction of this Board for at least ten years.

*Other university positions may be considered for emeritus status upon recommendation by the president (**Section 5.4.6, RUSO**).*

Though no faculty member acquires new rights or privileges in the university upon retirement, certain of those rights and privileges to which he or she was entitled prior to retirement are still extended. It is understood that the list of privileges, courtesies and opportunities may be amended at the discretion of the university. These include but are not limited to:

1. Emeritus ID Card, valid indefinitely;

2. retired faculty parking permit, without charge (must present Emeritus ID card to secure parking permit);
3. continued free access to and use of UCO email address at uco.edu, if so requested (must sign an email usage agreement; the UCO email account will be deleted (with no reinstatement) if there is no login within a 90 day period);
4. UCO's tuition waiver program to audit classes per policy [UCO policy ADM-EMP-1Revision 1.2]; retired faculty are required to apply as an Adult student initially and pay a one-time application fee of \$40. Status must be changed to an Audit student at the front counter in Admissions/Enrollment Services to begin auditing UCO courses;
5. reduced admission to many university student performances and athletic events; some exceptions apply;
6. library privileges on campus; remote access to two databases, Academic Search and Business Search, via EBSCOhost Alumni Databases Email libdev@uco.edu or call (405) 974-2877 for login information;
7. The health clinic at UCO (free blood pressure checks and flu shots for a nominal fee);
8. Wellness Center (no fee); and
9. the college from which the faculty member retired may extend other privileges such as serving on tenure or promotion committees;
10. teach as a Distinguished Emeritus Faculty Fellow at a rate 5% more than the current adjunct faculty rate;
11. participate in research and/or grant writing activities involving current UCO faculty and/or students. Contact the Office of Research & Sponsored Programs at (405) 974-3492 or send an email to research@uco.edu; and
12. other privileges, courtesies and opportunities as elucidated in the Addendum to the [Emeritus Faculty Association Bylaws](#).

4.6.2 ASSOCIATION OF EMERITUS FACULTY

The Association of Emeritus Faculty founded in the fall semester of 2009 has as its primary purpose the continuing involvement and participation of emeritus faculty with the university in the belief that such involvement and participation is highly beneficial both to the university and to the individual faculty members.

4.6.2.1 MEMBERSHIP ELIGIBILITY

1. Membership in the Association shall be open to all emeritus faculty as well as to emeritus administrators who have served as faculty at some point during their employment at UCO. Emeritus status is defined and determined by the Regents for the Regional University System of Oklahoma (see section 4.5.1). Membership is obtained through the payment of annual or lifetime membership dues.
2. Associate Membership is available to:
 - a. faculty who have left the service of the university without officially taking retirement;
 - b. retired administrators who have not served as faculty but who desire to participate in association activities;
 - c. active faculty who wish to become involved with the association prior to retirement;
 - d. spouses of retired faculty; and
 - e. widows or widowers of members of the faculty of UCO.

For more information see Appendix P or contact the [Office of Academic Affairs](#).

4.6.3 RETIREES RETURNING TO WORK

Oklahoma Teachers' Retirement System regulations require a minimum of 60 calendar days between a retiree's last day of pre-retirement public education employment and any such post-retirement employment. Retirees may return to work as part-time employees, but only within the parameters established by the Oklahoma Teachers' Retirement System. Copies of the regulations and further information are available through the Office of Benefits.